

# Position Description

<b>Position Title:</b>	Paediatric Registrar
<b>Reports to:</b>	Clinical Director of Paediatrics
<b>Department:</b>	Paediatrics
<b>Directorate:</b>	Clinical Operations
<b>Cost centre:</b>	A6403
<b>Code &amp; classification:</b>	Hospital Registrar (HM25 - HM30)
<b>Employment conditions:</b>	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026 and its successors; and GV Health Policies and Procedures (and as varied from time to time)

**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

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## POSITION SUMMARY

The Paediatric Registrar is directly responsible to the attending Paediatric Consultant for day-to-day patient management, and ultimately to the Chief Medical Officer. They will provide the day-to-day clinical management of patients under the care and direction of the Consultant Staff of the Department of Paediatrics to ensure a high quality of patient care. They will undertake administrative duties for the Department under the direction of the Consultant Staff to ensure that the Department is run efficiently.

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to**

### **Delivery of Service**

- Ability to accurately order and interpret radiology/pathology results.
- Ability to work well in a team environment.
- Experience with management of patients on the Ward.
- Ability to communicate effectively and work collaboratively with nursing staff, senior medical staff and other relevant staff on ward or in clinics
- Assessment and management of all Paediatric category patients during rostered hours and liaise as appropriate with the supervising Consultant.
- Assessment and Admission of Patients presenting through the Emergency department.
- When on call first and foremost respond promptly to any consults regarding Paediatric patients. This is to be a priority.
- Designing and implementing a management plan for each patient; where possible involving the appropriate Paediatric HMO's in this exercise.

- Supervising the management of Paediatric patients, delegating where possible and appropriate to the Paediatric Medical Officer (HMO) and/or other HMO's.
- Planning and organizing the structured discharge of each patient and ensuring appropriate communication with other treating doctors.
- Ensure that medication orders are printed and that items are prescribed generically.
- Participating in QA and Research projects.
- Communicating with and liaising between Senior and Junior medical staff and other members of the team involved in patient care.
- Supervising the entries in the Medical record and making appropriate entries of own assessments.
- Directing and teaching Paediatric Medical Officers, Medical Students and other Health Professionals.
- Providing input to Policies, Procedures, Guidelines and other administrative processes and participate in management committees.
- Understand and fulfil the documentation requirements of Goulburn Valley Health documentation policy and procedure.

#### **Provide quality and safe clinical care for consumers**

- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure
- Comply with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards
- Promptly report vital consumer observations that are outside the normal range as per clinical guidelines
- Ensure an effective discharge from hospital or services that reflects the needs of the consumer.

#### **Develop and maintain collaborative relationships with all disciplines**

- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes
- Respect the decisions and actions of others
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.

#### **Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes**

- Maintain current knowledge of clinical practice
- Actively participate in identifying where improvements can be made to the quality of consumer care

- Participate in clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.

#### **Commit to ongoing professional development of self, other employees and the profession**

- Maintain and demonstrate regulated clinical skills and competencies by undertaking professional development and completing mandatory training as defined by GV Health
- Undertake credentialing and review of scope of practice and work within these
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews
- Support the development of others by acting as a resource to colleagues and participating in orientation and precepting of new employees and supervising students
- Provision of appropriate supervision to less experienced clinical employees
- Participate in committees and professional groups and disseminate relevant information to other health care professionals.

#### **Teaching**

- Attend and participate in all Department meetings
- Contribute to multidisciplinary and student clinical education sessions
- Deliver Morbidity & Mortality Reviews and Journal Club Presentations
- To be familiar with The Australian Curriculum Framework for Junior Doctors, which is an educational template outlining the learning outcomes required of prevocational doctors, to be achieved through their clinical rotations, education programs and individual learning, in order to promote safe, quality health care.

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### **KEY SELECTION CRITERIA**

#### **Formal Qualification(s) and Required Registration(s):**

#### **Essential:**

- Commitment to the GV Health Values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour.
- Current registration with the Australian Health Practitioner Regulation Agency as a Medical Practitioner
- Highly effective communication and interpersonal skills, including the ability to relate positively with and appropriately with patients and others
- High level of motivation
- Ability to work collaboratively in a team environment
- Professional collegiality towards peers and the wider health care team
- Evidence of full immunisation against seasonal influenza where mandated
- Satisfactory National Criminal History Check prior to commencement of employment
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment

- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment
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## **KEY PERFORMANCE INDICATORS**

**Your performance will be measured through your successful:**

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
  - Development and maintaining of collaborative relationships with all other teams and professionals;
  - Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
  - Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
  - Registration is maintained and working within scope of practice
  - Attendance and active participation at meetings as required
  - 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
  - Active participation in the Performance and Development review process
  - Participate in the Rotational performance enhancement process and complete all mandatory and role specific competencies.
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## **AT GV HEALTH ALL STAFF ARE REQUIRED TO**

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;

- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

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#### **ACCEPTANCE:**

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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Clinical Operations	Paediatric Registrar
<b>Reviewed by:</b>	Clinical Director of Paediatrics
<b>Issue Date:</b>	January 2025

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## ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

## OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

## FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)