

Position Description

Position Title:	Rehabilitation Registrar – MCU@Home and Intake/Consults
Reports to:	Director Rehabilitation Medicine
Department:	Rehabilitation
Directorate:	Clinical Operations
Cost centre:	F0353
Code & classification:	HM25 - HM30
Employment conditions:	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026 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).

POSITION SUMMARY

This is a full-time position that is allocated 0.5 FTE to MCU@Home and 0.5 FTE to referral/consult handling. Half the day will be allocated to the MCU@Home program and the other half to referral handling.

MCU@Home program responsibilities:

- Assessing patients for suitability to join the program and discussing with the consultant
- Completion of admission and discharge paperwork
- Reviewing patients at home and discussing with the consultant
- Arranging and following up on investigations, medication reviews, scripts, etc
- Monitor patients' progress and discuss with the team and consultant
- Arranging telehealth appointments and other appointments as required
- Attending and leading weekly case conferences and family meetings
- Participate in the after-hours and weekend on-call roster

Referral handling responsibilities:

- Review Rehabilitation referrals in a timely manner and efficiently, discuss with the consultant, and organize for suitable patients to be transferred to the rehabilitation ward
 - Continue to review patients who are not ready for transfer and update the referring team regarding issues identified
 - Decline unsuitable patients after discussing with the rehabilitation consultant and update the referring team regarding reasons for declining the referral
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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
- Ensuring appropriate initial assessment of all medical patients at the time of admission, supervising the initiation of treatment and taking direct responsibility for critically ill patients.
- Notify the Consultant Physician of all admissions in a timely manner.
- Supervise and support the Residents and Intern in the assessment and documentation of admissions and discharges.
- Ensure that every patient has a documented follow-up plan organized prior to discharge.
- Ensure that any critical patients have been handed over to the covering Medical Registrar and the end of the day.
- To work with other medical, nursing and allied health staff to support efficient admission and discharge processes, including timely involvement of the rehabilitation and geriatric services.
- Participate in education of medical staff, nursing staff, medical students and emergency staff.
- Participate in the Clinical Audit committee, including preparation of morbidity audit.
- To provide regular and formal performance feedback to Residents and Intern in consultation with the coordinator of Medical Training and Medical Resource Manager.

KEY SELECTION CRITERIA

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

- Current registration with the Australian Health Practitioner Regulation Agency as a Medical Practitioner

Essential:

- Current registration with the Australian Health Practitioner Regulation Agency as a Medical Practitioner
- Current driving license (needed to do home visits to review patients)
- 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 healthcare team
- Satisfactory National History Criminal 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.

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

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.

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.

Clinical Operations	Rehabilitation Registrar – MCU@Home and Intake/Consults
Reviewed by:	Director Rehabilitation Medicine
Issue Date:	March 2025

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](#)