

Position Description

Position Title:	Surgical Registrar
Reports to:	Clinical Director Surgery
Department:	Surgical
Directorate:	Clinical Operations
Cost centre:	A5353
Code & classification:	Hospital Registrar (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

The Surgical Registrar is directly responsible to the attending Surgical 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 Surgery 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.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- 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
- Assess treat and review outpatients and attend operating sessions.
- 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.
- Complete daily surgical operation status and respond to unstable and critical ward patients as prescribed within GV Health Surgical Assessment System.
- To provide feedback and participate with the surgical ward based Surgical Assessment System trial.
- Supervise and support the Interns in the assessment and documentation of admissions and discharges.

- Review surgical patients in the Critical Care Unit and ensure that documentation has been completed including assessment and a management plan for the patient's future care.
- Ensure that every patient has a documented follow up plan organised prior to discharge.
- Ensure that medication orders are printed and that items are prescribed generically.
- Provide timely support to the Emergency Department (the Registrar on call is expected to cover the Emergency Department)
- To work with other medical, nursing and allied health staff to support efficient admission and discharge processes.
- Participate in education of medical staff, nursing staff, medical students and emergency staff.
- Attend outpatient clinics and operating theatre sessions at which he/she is required.
- Participate in the Clinical Audit Committee, including preparation of morbidity audit.
- To provide regular and formal performance feedback to Interns in consultation with the coordinator of Medical Training and Medical Resource Manager.
- To treat all staff and patients with courtesy and respect at all times.
- To communicate with referring general practitioners and other health providers, community nurses regarding patient progress and care requirements.
- Ensure that each patient has an appropriate fluid balance plan.
- Participate in presentations at Grand Rounds, Journal Clubs and other educational activities.
- Understand and fulfil the documentation requirements of Goulburn Valley Health documentation policy and procedure.

KEY SELECTION CRITERIA

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

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

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

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;

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.

Clinical Operations	Surgical Registrar
Reviewed by:	Clinical Director Surgery
Issue Date:	April 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](#)