

Position Description

Position Title:	Medical Administration Registrar
Reports to:	Director Medical Services
Department:	Medical Services
Directorate:	Medical Services
Cost centre:	P0902
Code & classification:	Hospital Registrar (HM25 – HM28)
Employment conditions:	AMA Victoria – Victorian Public Health Sector Doctors in Training 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 position has provisional accreditation with the Royal Australasian College of Medical Administrators (RACMA). The Medical Administration Registrar will provide the benefit of additional oversight and insight into key areas including Quality and Safety, Access and Flow, Medical Education and Training, Medical Workforce, Medicolegal and Health Information. This role will undertake quality improvement projects in the above areas and will be formally supervised by the Director of Medical Services and Chief Medical Officer.

The Medical Administration Registrar will work with the CMO and DMS to provide professional leadership and clinical guidance in relation to strategic and operational issues as required, with a particular focus on: Managing the medical staff with the organisation; and

- Participating in relevant committees
- Assist units to participate in quality improvement programs; and
- Assist the CMO and DMS with policy, financial, quality and HR issues as required.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

Professional

- Participate in the preparation of medico-legal reports including medical reports and coroner statements.
- Participate in projects and other activities which will lead to improvements in Clinical Governance.
- Work with the Manager Quality and Safety to develop and implement innovation and quality projects.
- Participate in strategic planning related to medical matters and develop operational plans in consultation with medical staff.
- Meet RACMA Training activities, and supported through the relevant exposure and supervision as required throughout the role.

Technical Expertise

- Support Project work which requires the involvement of a manager with medical expertise.
- Support the development and implementation of clinical and related policy, protocols and guidelines which are relevant to medical staff.
- In Collaboration with the Manager Quality and Safety:
 - Support Quality improvement priorities within the program.
 - Assist the programs to develop systems to audit, analyse and monitor their clinical care in relation to patient outcomes.
- Assist in the maintenance and development of the junior and senior medical workforce through best practice recruitment, appointment, orientation, rostering, employment and contracting to ensure appropriate medical service delivery.
- Assist in managing Research Governance and participate in the GV Health Human Research Ethics Committee as required.
- Assist in the management of patient complaints.
- Liaise with the Legal Counsel to:
 - provide expert clinical advice and review of medical records.
 - assist with the preparation of medicolegal reports.
 - provide guidance and liaison with the Coroners Office and other legal bodies.
- Work closely with the Freedom of Information team to ensure effective release and redaction of clinical records.
- Provide assistance to the clinical coding team in the interpretation and effective documentation of information in the clinical record.
- Complete documentation queries as required to ensure documentation meets the required standards.
- Provide guidance to clinical staff in the completion of clinical documentation.
- Co-ordinate and review any unsigned/unsent patient related correspondence to ensure timely communication for patient care.
- Follows up with medical staff for any incomplete or missing documentation from the medical perspective – e.g. operation notes.

Scholar/ Teacher

- Critically evaluate medical information and apply where relevant to matters associated with medical management.
- Demonstrate a dedication to self-improvement and personal continuing education, through attendance of RACMA education / tutorials and weekly reflection sessions with the DMS.
- Provide education and support to the Medical Workforce, Medical Education, HIS and other teams as required.

Health Advocate

- Attend internal and external meetings, as the delegate of the EDMS & CMO and/or DMS.
- Edit and manage distribution of the CMO newsletter.

Management and Leadership

- Assist in the management of the Medical Credentialing and Clinical Scope of Practice processes.
- Assist in management of medical staff through effective recruitment, retention, recognition and development strategies; ensure there are effective consultation and communication processes in place.
- Liaises with senior and junior medical staff to enable timely completion of documentation and correspondence.
- Acts as a clinical resource for clinical staff looking for guidance in the areas of medicolegal and documentation – e.g. Legal Statements.
- Participate in budget and financial planning, development and reviews.
- Assist in developing and implementing financial strategies that will ensure budgetary targets and key performance indicators are met.
- To participate in relevant GV Health Committees including but not limited to:
 - Clinical Risk Panel;
 - Morbidity and Mortality Review Committees;
 - Credentialing and Scope of Practice Committee;
 - Clinical Governance Sub Committees.
 - Timely Emergency Care Collaborative
 - New Technology Committee
 - General Clinical Training Committee

Teamwork

- Liaise with a range of clinical programs to promote cross-program dialogue and activity.
- Undertake consultation and distil feedback into a report and or recommendations.
- Convene and/or support working parties and expert advisory groups.
- Support the functioning of the JMO Society and IMG support groups.

KEY SELECTION CRITERIA

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

- Registration with the Australian Health Practitioner Regulation Agency as a Medical Practitioner;

Essential:

- A current RACMA trainee or application made to commence the RACMA Fellowship Training Program within first three months of appointment.
- Minimum of 3 years general clinical experience.
- Satisfactory National History Criminal Check prior to commencement of employment
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
- Evidence of full vaccination against COVID-19 and Influenza

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 pre-employment checks including but 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.

Medical Services**Medical Administration Registrar**

Reviewed by:

Director Medical Services

Issue Date:July 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](#)