

## POSITION DESCRIPTION

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| <b>Position Title:</b>         | 2022 Chief Paediatric Registrar  |
| <b>Business Unit/Division:</b> | Office of CMO  |
| <b>Award Agreement:</b>        | AMA Victoria – Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2018-2021   |
| <b>Classification:</b>         | HM28-30  |
| <b>Employment Type:</b>        | Full Time Fixed Term   |
| <b>Reports to:</b>             | Unit Consultants; Head of neonatal unit; Director of Paediatric Service; Chief Medical Officer through Junior Medical Workforce Unit.  |
| <b>Date Prepared/Updated:</b>  | July 2021  |
| <b>General Role Statement:</b> | Assistance in provision of appropriate care to inpatients and outpatients of the Unit/Department. Assistance in provision of a consultative service for paediatric patients under other units or departments. Provide support for the senior medical staff & registrars in the care of the Unit/Department's patients. |

## ORGANISATIONAL OVERVIEW

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### Introduction

At Northern Health, we take care of the residents of Melbourne's north, by providing a diverse range of health services, at Northern Hospital Epping, Broadmeadows Hospital, Craigieburn Centre and Bundoora Centre. We also collaborate with our partners to help expand the range of healthcare services offered to our culturally rich and diverse community.

Northern Health provides a vibrant, fast-paced workplace, with the busiest Emergency Department in Victoria. We are located in the rapidly growing northern suburbs, which is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, diversity, safety and respect.

### Our Strategic Plan

Northern Health's Strategic Plan for Northern Health includes the following elements -

#### Our Vision:

A healthier community, making a difference for every person every day.

#### Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our community.
- Kind – We treat everyone with kindness, respect and empathy.
- Together – We work together with our staff, patients, consumers and health system partners.

### **Our Priorities:**

Northern Health has determined five strategic goals. Focussing on these goals will support us to achieve our vision and mission.

- A safe, positive patient experience
- A healthier community
- An innovative and sustainable future
- Enabled staff, empowered teams
- Engaged learners, inspired researchers

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

### **Safety, Quality and Clinical Governance at Northern Health**

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

## ROLE STATEMENT

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The applicant should be suitably qualified to perform at the level of a senior paediatric registrar. The applicant should have, at a minimum, completed Basic Training through the Royal Australasian College of Physicians, successfully completed the FRACP written and clinical examination. Excellent communication skills are essential. Preference will be given to applicants who are second or third year advanced trainees in general paediatrics. Additional experience in leadership roles and/or medical education will be viewed favourably.

Applicants must be currently registered with AHPRA and hold medical indemnity insurance.

### All employees:

#### Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience – Trusted care procedure.](#)
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

## KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

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### Patient Support

Provision of appropriate care to:-

- All inpatients within Unit/Department (Children's Ward, Paediatric Short Stay Unit, paediatric HDU & Neonatal Unit) and to participate in the inpatient ward round (either NCU or NNU)
- Public outpatient clinics, as required.
- Assist the Paediatric Registrar in acute resuscitation & management of neonates during and following delivery.
- Assist the Paediatric Registrar in management of referred Emergency Department patients
- Oversight and review of patients under other units/wards for whom paediatric consultation is requested (eg: Post-natal ward)
- Advice and management of neonatal HITH patients.

### Unit Support

- Support the senior medical staff & registrars in the care of the Unit/Department's patients.

### Daily Duty Requirements

- Supervision of morning clinical handover
- Attendance regularly both in-hours and out-of-hours according to manning charts or rosters. To participate in the on-call roster as required.

- To provide appropriate care to inpatients and outpatients of the Paediatric Department and in addition provide a consultative service for paediatric patients within other units or departments, under the guidance of the unit on duty consultant. A daily ward round of all inpatients in the NCU or NNU should be undertaken, and detailed, legible notes should be kept.
- To facilitate the timely admission and discharge of all patients in accordance with hospital policy
- To review all investigation results in a timely manner, and to ensure all paediatric prescribing is undertaken with utmost care.
- To facilitate excellent communication and liaison with Northern Health staff, general practitioners and other outside agencies involved in the patient's care.

**Un-rostered Obligations**

- To provide clinical support for other Registrars/HMOs where this may be required due to workload or other unforeseen circumstances.

**Education & Training**

- To regularly attend unit and hospital education and training sessions appropriate to your level.
- To participate in the education of undergraduate medical students through ad hoc tutorials and bed-side teaching
- To organise weekly educational meetings and morbidity & mortality meetings for general paediatrics (monthly) and neonatology (monthly)
- Organisation of the hosting of the annual RACP Clinical Exams based at Northern Health

**Communication**

- Facilitation of excellent communication and liaison with other staff, general practitioners and others involved in the patient's care.
- To ensure that patients/families are given adequate and timely information about treatment decisions and follow-up.

**Quality**

- To ensure that patients/families are given adequate information upon which to base treatment decisions and follow-up.
- Participation in the relevant divisional/unit quality activities program(s) as requested by the Unit/Department senior staff.
- To be responsive to patient and relative complaints, liaising with appropriate senior staff and the patient advocate.
- Assistance with department audit and quality activities

**Medical Records**

- To complete and ensure that the appropriate documentation is completed in the patient's hospital record. Entries should be legible, timely, regular and comprehensive so as to document patient status and issues, important changes or decisions, dated, designated and signed. Notes should include adequate information for coding and patient care purposes.

**Patient Discharge**

- Facilitate the timely admission and discharge of all patients in accordance with hospital policy.

**Administration**

- Ensure that the Manager of Junior Medical Workforce Unit, the Director of Paediatrics and head of unit is promptly informed of any relevant administrative issues.

**Human Resources**

- To ensure up to date contact information is available to the hospital.
- To provide notification of inability to attend clinical duties for any reason by notifying Junior Medical Workforce Unit (JMWU) or the person on call for JMWU via communication centre, at least 2 hours prior to commencement of a rostered shift.
- To notify Junior Medical Workforce Unit (JMWU) in writing of all roster swaps, as per policy.
- To appropriately complete and submit leave forms for approval.

**Health Discipline Specific**

- Comply with the Australian Medical Association Code of Ethics.

**General**

- Comply with all of the By-Laws, Regulations and Policies that are in place at Northern Health from time to time, including those relating to; Privacy and Confidentiality, Occupational Health and Safety, Performance and Development Management, Harassment in the Workplace.
- Comply with all relevant Legislation.
- Contribute to continuous quality improvement and sustainability of the organisation by participating in quality activities and ensuring flexibility within the role in order to respond to the changing needs of our customers.
- Contribute to improving patient safety and maintaining Northern Health's accreditation status by being familiar with the National Safety and Quality Standards and Criteria; (EQUIPNATIONAL Standards); how these relate to your work and ensuring these are embedded in your approach to work where applicable: (<http://intranet.nh.org.au/10-national-safety-and-quality-health-service-stan/w1/i1005782/>) :
  - Standard 1: Governance for Safety & Quality
  - Standard 2: Partnering with Consumers
  - Standard 3: Preventing and controlling Healthcare Associated Infections
  - Standard 4: Medication Safety
    - When prescribing or administering medications it is the responsibility of the practitioner to demonstrate a high standard of knowledge, skill, judgement and care and ensure checking of the order, assessment of the patient, correct labelling (in conjunction with the national user applied labelling guidelines) and documentation in the National Inpatient Medication Chart.
  - Standard 5: Patient Identification and Procedure Matching
  - Standard 6: Clinical Handover
  - Standard 7: Blood and Blood products
  - Standard 8: Preventing and Managing Pressure Injuries
  - Standard 9: Recognising and Responding to Clinical Deterioration in Acute Health care
  - Standard 10: Preventing Falls and Harm from Falls
  - Standard 11: Service Delivery
  - Standard 12: Provision of Care
  - Standard 13: Workforce planning and management
  - Standard 14: Information Management
  - Standard 15: Corporate Systems and Safety
- Follow the guidelines provided in the Code of Conduct for staff of Northern Health.

- Contribute to a culture of consumer participation by ensuring that activities within the area of responsibility are inclusive of and responsive to the needs of our consumers.
- Support achievement of Northern Health’s Cultural Responsiveness Plan (<http://intranet.nh.org.au/www/382/1001127/displayarticle/1012084.html>)
- Contribute to patient safety and quality of care by identifying, reporting and managing risks in area of responsibility.

## SELECTION CRITERIA

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- MBBS or equivalent degree enabling registration with the Medical Practitioners Board of Victoria.
- Must have satisfactorily completed intern year in Australia
- Must be holder of a relevant employment visa if not an Australian resident.
- Completed Basic Training through the Royal Australasian College of Physicians, successfully completed the FRACP written and clinical examination (or equivalent)

### Employee Declaration

I  have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: