

# Orthopaedics Unaccredited Registrar Match

*2026 - 2027 Health Service  
Directory*

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>ORTHOPAEDIC REGISTRAR</b>
<b>Department:</b>	Surgical Services
<b>Classification:</b>	As per Doctors in Training Enterprise Agreement
<b>EBA / Award:</b>	Doctors in Training (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2022-2026
<b>Primary Site:</b>	Cross Campus
<b>Employment Conditions:</b>	<input checked="" type="checkbox"/> Vaccination Category A <input checked="" type="checkbox"/> Vaccination Category B <input checked="" type="checkbox"/> Working with Children <input type="checkbox"/> Aged Care
<b>AWH VISION</b>	
<i>"The Best of Health."</i>	
<b>AWH VALUES</b>	
<p>Patient and Client Focused, Ethical, Teamwork, Equity, Respect, Compassion, Accountability and Trust.</p> <p><i>Patient and Client Focused:</i> Our purpose is to serve our patients and clients in order to achieve the Vision and Purpose of Albury Wodonga Health.</p> <p><i>Ethical:</i> Both in our clinical endeavour and our business practices we will be just in all our dealings.</p> <p><i>Teamwork:</i> Esprit de corps, harmony, partnership and unity are valued.</p> <p><i>Respect:</i> Appreciation of the worth of others and regard for their contribution is inherent.</p> <p><i>Trust:</i> Confidence that all are doing their best, honestly and positively.</p> <p><i>Accountability:</i> Understanding that all bear a personal responsibility to our community.</p> <p><i>Compassion:</i> Consideration, empathy and humanity are given freely to our patients and staff alike.</p> <p><i>Equity:</i> Fairness, integrity and justice are apparent in our actions.</p>	
<b>ROLE SUMMARY / PURPOSE</b>	
<p>The AWH Orthopaedic Unit manages all elective and trauma components of Orthopaedic Surgery. The Unit provides assessment and treatment to patients of Albury Wodonga Health Orthopaedic Services. The Unit also provides direct responsibility to the Emergency Department orthopaedic patients.</p>	

## KEY RESPONSIBILITIES

- To provide assessment and treatment for patients of Albury Wodonga Health Orthopaedic Services in consultation with the treating Consultant.
- Undertake clinical management of patients of Albury Wodonga Health Orthopaedic Services.
- Patient care coordination.
- HMO support, supervision, feedback and teaching.
- Ensure adequate documentation of all clinical matters relating to patients.
- Liaison and provide clinical leadership to the multidisciplinary staff with Orthopaedic Services regarding management of patients.
- Participate in educational and Quality Improvement activities in Orthopaedic Services.
- Participate in team/departmental meetings and other organisational meetings as required.
- Participate in ward rounds, audits and meetings.
- Maintain accurate records, and produce accurate statistics and reports as required.
- Participate in service development as required.
- Other duties as determined by the supervising Consultant.
- A specific requirement of this position is continued professional development through on the job learning, attendance at clinical reviews, internal tutorial programs presented by Fellows in Emergency Medicine and attendance at appropriate external workshops as required. In accordance with relevant awards, sufficient time will be made available for personal continuing education, and attendance at mandatory AOA training activities.

## QUALIFICATIONS AND EXPERIENCE

### MANDATORY:

KSC1 Bachelor of Medicine Bachelor of Surgery or equivalent.

KSC2 Current general registration as a Medical Practitioner with AHPRA.

KSC3 At least two years of clinical experience in Australian Health Service setting.

KSC4 Well-developed clinical skills for the effective assessment and treatment of patients

KSC5 High level interpersonal skills to effectively communicate with clients, carers and workers and liaise with a wide range of service providers, and work efficiently in a multi-disciplinary team.

KSC6 Ability to work as part of a team as well as independently.

### DESIRABLE:

KSC7 Demonstrated interest in pursuing regionally based specialist training.

KSC8 Operative experience.

KSC9 A good understanding of the unique demands of rural/regional health.

## PERSONAL ATTRIBUTES / SOFT SKILLS

- High level emotional intelligence.
- Proven resilience.
- Ability to build and maintain strong working relationships.

<b>KEY RELATIONSHIPS</b>	
<b>REPORTS TO:</b>	Supervisor of Orthopaedic Training.
<b>SUPERVISES:</b>	This position has no supervisory responsibilities or list positions.
<b>OVERALL:</b>	
<b>PERFORMANCE APPRAISAL</b>	
<p>A review of performance shall be undertaken within six months following commencement and annually thereafter. There is an expectation that staff will assume responsibility for completion of any learning requirements advised by the organisation. This includes all Mandatory Training and Clinical Competencies as required (annually or in accordance with timelines specified in relevant health service policies and procedures).</p>	
<b>QUALITY AND RISK MANAGEMENT</b>	
<p>In order to help ensure continued employee and patient safety and quality of care:</p> <ul style="list-style-type: none"> <li>– Staff are required to participate in the development and maintenance of a quality service through the application of professional standards; participation in quality improvement activities; and compliance with the policies, procedures, practices and organisational goals and objectives of AWH.</li> <li>– Staff are required to contribute to the development and maintenance of the AWH Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk across the organisation.</li> <li>– <b>A positive risk culture at AWH is embedded by our belief that everyone has a role in risk. You are encouraged to identify opportunities for improvement and play a role in assisting the organisation to achieve its risk objectives.</b></li> <li>– Staff are required to abide by the Code of Conduct for AWH.</li> </ul>	
<b>HEALTH AND WELLBEING</b>	
<p>The health and wellbeing of employees is a priority for AWH and I recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals.</p> <p>I commit to:</p> <ul style="list-style-type: none"> <li>– <b>Reporting through the Incident Management System any near misses or incidents as they occur.</b></li> <li>– Partaking in the promotion of the health and wellbeing of employees.</li> <li>– Contributing to an inclusive and health promoting environment.</li> <li>– Promoting our values and vision.</li> <li>– An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making.</li> </ul>	
<b>SCOPE OF AUTHORITY</b>	
<p>Employees covered under this Position Description are not permitted to work outside of their designated level of responsibility without express permission from either the Manager or the Line Manager.</p>	

### CLOSING THE GAP

AWH is committed to enhance our ability to attract and recruit Indigenous people and committed to closing the gap in employment outcomes between Indigenous and non-indigenous people.

### CONFIDENTIALITY

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of AWH. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information.

Failure to comply with this agreement may result in disciplinary action and may include termination of employment.

#### Declaration:

As the incumbent of this position, I acknowledge that I have read the Position Description and Job Demands Checklist, understood its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to AWH. I also agree to strictly observe the AWH Code of Conduct and policy on confidentiality of commercial and patient information or such sensitive information that I may come across in the course of my employment.

Name of Incumbent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ANNEXES

1. Organisational Responsibilities.
2. Jobs Demand Checklist.

<b>DOCUMENT CONTROL</b>	
<b>Executive Sponsor:</b>	Executive Director Medical Services
<b>Manager Responsible:</b>	Divisional Medical Director Surgical & Perioperative Division
<b>Author(s):</b>	Manager Medical Workforce
<b>Reviewed by EDMS:</b>	<input checked="" type="checkbox"/> 2/06/2023
<b>Position Description ID No:</b>	PD0533
<b>Approval Date:</b>	02/06/2023
<b>Date Due for Review:</b>	
<b>Version No:</b>	3.0
<b>Original Approval Date:</b>	01 August 2019
<b>Previously Named As:</b>	Orthopaedic Registrar (Unaccredited) Position Description (PD0533)

## ORGANISATIONAL RESPONSIBILITIES

The following criteria are requirements for all employees that may either be assessed through the selection process or assessed as part of your ongoing and annual Professional Development / Performance Management review cycle.

### **Communication:**

- Ability to gather relevant information through effective questioning.
- Ability to express information and ideas appropriately.
- Reads / reviews relevant documents.
- Participates in meetings, committees and disseminates information as required.

### **Equal Employment Opportunity:**

- Commitment to the principles.
- Supports diversity in the workplace.

### **Information Management:**

- Collects and uses data as required.

### **Integrity:**

- The ability to understand the implications of one's actions and act in a manner consistent with relevant policies, codes, guidelines and legislation.

### **Organisation Awareness:**

- Being aware of the organisational goals and objectives and contribute positively to their attainment.

### **People / Patient Focused Environment:**

- Ability to set the highest standards of performance for self and others in meeting the needs of internal and external customers.

### **Infection Control:**

- Hand Hygiene.
- Standard precautions.

### **Primary Health:**

- Promotes the social view of health, early intervention, health promotion and harm minimisation.

### **Quality Improvement:**

- Participate in, and where applicable leads educational and Quality Improvement activities.
- Works to continually improve own performance.

### **Resource Management:**

- Ensure all allocated resources are managed in an efficient and accountable manner.

### **Safe Practice and Environment:**

- Understands responsibilities under Occupational Health and Safety legislation.
- Able to identify actual / potential work place hazards and take corrective action.
- Vaccination status meets legislative requirements.

### **Self Development:**

- The ability to understand own development needs and to recognise, create and seize opportunities to improve performance.

### **Teamwork / Collaboration:**

- Works effectively with others to achieve mutual aims, and to identify and resolve problems.
- Influence an environment free from horizontal and vertical violence.

**JOB DEMANDS CHECKLIST:**

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

***This form is to be completed by the Manager / Supervisor of the position being recruited to.***

**Position:** Orthopaedic Registrar (Unaccredited)

**Department / Unit:** Surgical Services

**Facility / Site:** Cross Campus

**TASKS PERFORMED:**

Nature of Tasks to be undertaken (Collective description as best describes tasks).

**FREQUENCY DEFINITIONS:**

- I = Infrequent - intermittent activity exists for a short time on a very infrequent basis.
- O = Occasional - activity exists up to 1/3 of the time when performing the job.
- F = Frequent - activity exists between 1/3 and 2/3 of the time when performing the job.
- C = Constant - activity exists for more than 2/3 or the time when performing the job.
- R = Repetitive - activity involved repetitive movements.
- N = Not Applicable - activity is not required to perform the job.

Demands	Description	Frequency					
		I	O	F	C	R	N
<b>PHYSICAL DEMANDS:</b>							
Sitting	Remaining in a seated position to perform tasks.			X			
Standing	Remaining standing without moving about to perform tasks.			X			
Walking	Floor type: even / uneven / slippery, indoors / outdoors, slopes.			X			
Running	Floor type: even / uneven / slippery, indoors / outdoors, slopes.	X					
Bend / Lean Forward from Waist	Forward bending from the waist to perform tasks.		X				
Trunk Twisting	Turning from the waist while sitting or standing to perform tasks.		X				
Kneeling	Remaining in a kneeling posture to perform tasks.	X					
Squatting / Crouching	Adopting a squatting or crouching posture to perform tasks.	X					
Leg / Foot Movement	Use of leg and / or foot to operate machinery.		X				
Climbing (stairs / ladders)	Ascend / descend stairs, ladders and steps.		X				
Lifting / Carrying	Light lifting and carrying (0 - 9 kg).		X				
	Moderate lifting and carrying (10 – 15 kg).	X					
	Heavy lifting and carrying (16 kg and above).	X					
Reaching	Arms fully extended forward or raised above shoulder.		X				
Pushing / Pulling / Restraining	Using force to hold / restrain or move objects toward or away from the body.	X					
Head / Neck Postures	Holding head in a position other than neutral (facing forward).	X					
Hand & Arm Movements	Repetitive movements of hands and arms.		X				
Grasping / Fine Manipulation	Gripping, holding, clasping with fingers or hands.		X				
Work At Heights	Using ladders, footstools, scaffolding, or other objects to perform work.						X

Demands	Description	Frequency					
		I	O	F	C	R	N
Driving	Operating any motor powered vehicle.		X				
<b>SENSORY DEMANDS:</b>							
Sight	Use of sight is an integral part of work performance, eg: Viewing of X-Rays, computer screens, etc.			X			
Hearing	Use of hearing is an integral part of work performance, eg: Telephone enquiries.			X			
Smell	Use of smell is an integral part of work performance, eg: Working with chemicals.			X			
Taste	Use of taste is an integral part of work performance, eg: Food preparation.			X			
Touch	Use of touch is an integral part of work performance.			X			
<b>PSYCHOSOCIAL DEMANDS:</b>							
Distressed People	Eg: Emergency or grief situations.			X			
Aggressive & Uncooperative People	Eg: Drug / alcohol, dementia, mental illness.			X			
Unpredictable People	Eg: Dementia, mental illness, head injuries.			X			
Restraining	Involvement in physical containment of patients / clients.			X			
Exposure to Distressing Situations	Eg: Child abuse, viewing dead / mutilated bodies.			X			
<b>ENVIRONMENTAL DEMANDS:</b>							
Dust	Exposure to atmospheric dust.	X					
Gases	Working with explosive or flammable gases requiring precautionary measures.			X			
Fumes	Exposure to noxious or toxic fumes.		X				
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE.		X				
Hazardous Substances	Eg: Dry chemicals, glues.		X				
Noise	Environmental / background noise necessitates people raise their voice to be heard.			X			
Inadequate Lighting	Risk of trips, falls or eyestrain.		X				
Sunlight	Risk or sunburn exists from spending more than 10 minutes per day in sunlight.						X
Extreme Temperatures	Environmental temperatures are less than 15°C or greater than 35°C.	X					
Confined Spaces	Areas where only one egress (escape route) exists.						X
Slippery or Uneven Surfaces	Greasy or wet floor surfaces, ramps, uneven ground.				X		
Inadequate Housekeeping	Obstructions to walkways and work areas cause trips and falls.				X		
Working At Heights	Ladders / stepladders / scaffolding are required to perform tasks.						X
Biological Hazards	Eg: Exposure to body fluids, bacteria, infectious diseases.				X		

**The area below is for any special comments or notes on significant physical or other demands required to perform this job.**

## POSITION DESCRIPTION – Doctors in Training

<b>DATE REVISED:</b>	March 2026
<b>POSITION:</b>	Registrar in Orthopaedic Surgery (Unaccredited)
<b>AWARD/AGREEMENT:</b>	AMA Victoria – Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2022 - 2026
<b>CLINICAL PROGRAM:</b>	Surgical Services
<b>DEPARTMENT/UNIT:</b>	Orthopaedic Surgery
<b>DIVISION:</b>	Operations/ Medical Services
<b>ACCOUNTABLE TO:</b>	Unit Head/Director of relevant Unit/Department; Relevant Director of Training
<b>TIME ALLOCATION (HRS/WK):</b>	Full time/Part time as per duty roster

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### BAYSIDE HEALTH

Alfred Care Group is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Bayside Health is available at [www.baysidehealth.org.au](http://www.baysidehealth.org.au)

### OUR BELIEFS

Our staff are expected to demonstrate and uphold Bayside Health beliefs, which are –

#### We make a difference

- Patients are the reason we are here
- We pursue the best experience and outcomes
- We keep each other safe

#### We work together

- We are strongest when we work as a team
- We make decisions in partnership with patients and the people around them
- We collaborate and partner across teams and beyond our walls

#### We work with compassion

- We respect, appreciate and support each other
- We combine kindness with knowledge and skill
- We build trust, connection and belonging

#### We create the future

- We push boundaries and rise to the challenge
- We set new standards through research, innovation and care
- We educate and develop for today and tomorrow

## DEPARTMENT

Details of each Clinical Department are as outlined on the [Bayside Health website under "Services and Clinics-Alfred"](#).

## POSITION SUMMARY & LEARNING OBJECTIVES

This role is that of an Unaccredited Registrar within the Orthopaedic Surgery department, located at Alfred Care Group, or on rotation to other Health Services.

This role has the key responsibility for co-ordinating the day to day work of the Unit and supervision of more doctors in training and managing their duties. The placement is designed to provide appropriate exposure and experience to enable the doctor to attain the required skills and knowledge for that term in that discipline. In addition, skills progression should assist the registrar to meet the requirements of specialist training programs.

Learning objectives are described within the relevant specialist college training requirements and learning objective documents.

Each unit has specific requirements which are provided in the individual unit handbook, available on the Bayside Health Connect intranet [Doctor resources](#) page. **It is most important that the relevant unit handbook be read upon appointment prior to each rotation.**

## KEY RESPONSIBILITIES

Key clinical responsibilities of a registrar include:

- Responsibility for decisions re-management and leading daily ward rounds including total patient care within unit under the consultant supervision.
- Co-ordinating the day to day work of the Unit.
- Close liaison with Unit senior medical staff (SMS), particularly regarding patients requiring operative treatment.
- Specific key clinical responsibility for:
  - Assessing all patients on presentation and in the Emergency Department in a timely manner. Some duties may be delegated to more junior staff (e.g. admission notes, drug charts, investigation ordering etc).
  - Diagnosis and treatment plan, including theatre if required.
  - Initiating, implementing and monitoring management of patients under supervision, incorporating the appropriate testing and investigation.
  - Ensuring that results of investigations are available, known and acted upon accordingly.
  - Liaising regularly and as direct contact with the consultant.
  - Escalation to consultant of patients' concerns, consistent with Bayside Health Consultant [Notification and Escalation of Care guidelines](#).
  - Organising and managing daily ward round. This is often independent of the consultant ward round.
  - Attendance and, in certain circumstances, running of Code Blue and MET calls.

- Ensuring timely discussions with patients and their family or carers, providing counselling, support and advocacy where required.
- Accepting referrals from other units (including Emergency) seeking speciality input and ensuring these are seen in a timely manner and referred promptly to a member of the SMS.
- Supervision of more doctors in training within the Unit – education of junior staff in clinical management and procedural techniques (where the registrar is appropriately skilled).
- Thoroughly and promptly correlate the relevant patient information in an appropriate and ongoing manner, from the initial assessment, differential diagnosis, investigations, treatment plan and clinical progress and document in the health record;
- Regularly review patient objectives, physical and mental status, including the development and communication of a discharge plan from the time of admission;
- Ensure a succinct and accurate record of the patient admission is documented within the discharge summary and is available at discharge (completed and verified within a maximum of two working days) and that the ward clerk is informed that it is ready to be sent to the GP;
- Appropriately liaise with all staff involved in the care of the patient, including communication and referrals necessary for ongoing care post-discharge and/or within the outpatient setting;
- Participate in operating theatre or other procedural sessions as rostered and required, primarily as an assistant; perform certain procedures as appropriate under direct supervision, or where credentialed and appropriate, indirect supervision. See section on Scope of Practice below;
- Foster rapport and good communication using appropriate language, written or verbal, with the patient and other parties as required, including contact with the referring Medical Practitioner;
- Use technology appropriately, with cost benefit and potential patient benefit and complications considered;
- Fulfil duties as outlined in the “duty roster” of the post undertaken;
- As a representative of the health service and the medical profession, always present a professional appearance and demeanour;
- Continually update and extend personal medical knowledge and skills, regularly attend clinical and educational meetings and remain familiar with current medical literature;
- Participate in Program /Departmental/Unit Quality Improvement and audit activities;
- Perform other duties as agreed to and as required on occasions by Medical Workforce in relation to cover of other doctors in training due to illness, bereavement or other unplanned leave.
- Undertake research activities commensurate with the role.

## SUPERVISION

### Bayside Health Approach

All doctors in training at Bayside Health work under supervision. Supervision can be either direct or indirect and MUST be provided by a more senior doctor. The nature of the supervision provided will depend on the complexity of the care being delivered and the experience of the junior doctor.

Direct supervision is defined as supervision where the designated supervisor is either present where the care is delivered or is on-campus and available within a few minutes.

Indirect supervision occurs where the designated supervisor is not present but available by telephone for advice and to attend in accordance with Unit and Bayside Health requirements.

Registrars may work under both direct and indirect supervision.

The Bayside Health approach should not be confused with the Medical Board of Australia supervision guidelines for limited registration which apply to the registration requirements of international medical graduates (*Supervised practice for international medical graduates, January 2016*)  
<http://www.medicalboard.gov.au/Registration/International-Medical-Graduates/Supervision.aspx>.

## SCOPE OF PRACTICE

**Scope of practice** is the extent of an individual medical practitioner's approved clinical practice within a particular organisation based on the individual's credentials, competence, performance and professional suitability and the needs and capability of the organisation<sup>1</sup>

### Core Scope of Practice for Doctors in Training

This includes

Venepuncture; IV cannulation; Preparation and administration of IV medications; injections and fluids; Arterial puncture in an adult; Blood culture (peripheral); IV infusion including prescription of fluids; IV infusion of blood and blood products; Injection of local anaesthetic to skin; Subcutaneous injections; Intramuscular injections; Performing and interpreting ECGs; Performing and interpreting peak flow; Urethral catheterisation in adult males and females; Airway care including bag mask ventilation with simple adjuncts such as pharyngeal airway; Wide bore NGT insertion; Gynaecological speculum and pelvic examination; Surgical knots and simple suture insertion; Corneal and other superficial foreign body removal; Plaster cast/splint limb immobilisation.

### Advanced Procedures and Skills –

**Registrars must NOT undertake any advanced procedures without direct supervision unless there is specific authorisation from a consultant from the relevant Unit.** These procedures will be unit specific but may include:

- **Not requiring specific credentialing:** joint aspiration; laryngeal mask & ETT placement; complex wound suturing; proctoscopy; lumbar puncture.
- **Procedures requiring specific credentialing:** intercostal catheter insertion, central venous line insertion, fine bore nasogastric tube insertion, Biers blocks, as well as specific procedures approved by Heads of Unit for limited operating rights (refer to unit scope of practice on cGov).

**Please note insertion of fine-bore nasogastric tubes and large-bore intercostal catheters requires specific credentialing at Alfred Care Group. You must not insert these unless you have been formally credentialed to do so.**

**Advanced Skills** – e.g., secondary trauma survey, papilloedema identification, slit lamp examination, intra ocular pressure estimation. For neonatal and paediatric resuscitation, Registrars who are specifically credentialed to do so, can undertake full resuscitation. Others can commence basic resuscitation until more senior staff attendance unless specifically credentialed for neonatal and paediatric resuscitation.

Registrars should ensure that they have undertaken the appropriate training and been deemed proficient when using **advanced skills**.

Registrars may attend other health services to provide care offsite as an adjunct to their appointed position, provided this is an inherent part of their position at Alfred Care Group, approved by their Unit Head and for IMGs, they comply with the level of supervision outlined in their registration.

## College Standards

<sup>1</sup> ACSQHC – [Credentialed health practitioners and defining their scope of clinical practice. A guide for managers and practitioners](#) December 2015

For more specific information on scope of practice, refer to the relevant College publications related to training and specific College curricula, which detail expected learning outcomes and/ or competencies at various stages of training.

### **Bayside Health Consultant Notification and Escalation Requirements**

Registrars play a pivotal role in informing SMS of important changes in their patients' conditions. Registrars must adhere to and support the following Bayside Health guidelines:

- [Alfred Health Consultant Notification Policy](#) and
- [Escalation of Care - Adult Patients](#);

and must encourage other doctors in training and nursing staff to escalate concerns appropriately.

### **SCOPE OF PRACTICE IN OPERATING THEATRE SUITES/ PROCEDURE ROOMS/ ENDOSCOPY**

The section below applies to Registrars that are working in these areas.

Surgical Registrars have responsibilities in the Operating Theatre Suites and related areas but *only under the direction and supervision of the designated Specialist Surgeon*. Registrars have important obligations to keep the designated Specialist Surgeon informed about the patients under that Specialist's care. This includes discussion re cases on lists prior to finalisation of lists.

**Every theatre list must have a documented designated Specialist Surgeon responsible for that list. Fellow or Registrar lists with no nominated supervising surgeon are not permitted. If there is no nominated surgeon on the theatre list, the Theatre Nurse Manager should seek clarification from the Head of Unit prior to the list commencing.**

The scope of practice, if any, that can be extended to each individual surgical registrar without the direct supervision of a Specialist Surgeon is determined by the Unit Head/ Director. This will usually involve the Unit Director/Head or senior delegate undertaking the following:

- Discussion with the trainee regarding his/her clinical experience and competence; and/or
- Logbook review; and/or
- Consultation with the trainee's previous supervisor: and/or
- Personal observation in the operating theatre.

The review of this information and the determination of scope of practice without direct supervision should be made in accordance with the [Credentiaing of Procedural Trainees](#) guideline.

Registrars may not undertake a broader scope of practice than they have officially been granted by Bayside Health. However, Registrars should not feel compelled to undertake procedures without direct supervision where they are not comfortable with the circumstances of a particular case.

The determination and documentation of scope of practice for surgical Registrars should be reviewed 6 monthly<sup>2</sup>.

In exceptional (e.g. emergency) circumstances, a surgical Registrar may undertake a procedure for which they are not formally credentialed, upon verbal advice from the Unit Director/Head or his/her delegate and the anaesthesiologist in charge (and consultant back-up must be available). If this addition is agreed, it must then be formally added to the Registrar's credentialing within 24 hours of the procedure.

To be credentialed for upper GI and/or lower GI endoscopy, the trainee's Conjoint Committee logbook must be reviewed by the Head of Unit and the trainee must have completed all required procedures to achieve Conjoint Committee certification before they can undertake endoscopy under indirect supervision. The Head of Unit must also inform the Head of Endoscopy.

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<sup>2</sup> ACSQHC, *Credentiaing health practitioners and defining their scope of clinical practice: A guide for managers and practitioners*, December 2015

**QUALITY, SAFETY, RISK and 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.
- Comply with the Alfred Care Group principles of Timely Quality Care (TQC).
- 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 Bayside Health mandatory training and continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Adhere to Bayside Health infection control policies and procedures including Hand Hygiene, aseptic technique and peripheral line guidelines.

**OTHER REQUIREMENTS FOR ALL BAYSIDE HEALTH STAFF**

- Provide more doctors in training working in the Unit with appropriate supervision, training and instruction in accordance with Unit requirements and Bayside Health policies.
- Ensure compliance with relevant Bayside Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Bayside Health.
- Comply with Bayside Health medication management and medication safety policies and guidelines.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Maintain a safe working environment for self, colleagues and members of the public and comply with Bayside Health's [Code of Conduct and Unacceptable Behaviour in the Workplace policy](#)
- Commitment to child safety - Bayside Health has zero tolerance for child abuse and are committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.
- In accordance with the Health Services Amendment (Mandatory Vaccination of Healthcare Workers) Act 2020, health care workers in Category A or B roles (as determined by the department's risk ratings) are required to be vaccinated against influenza or hold an acceptable medical exemption.

**QUALIFICATIONS/EXPERIENCE REQUIRED**

- MBBS, MD or equivalent degree enabling registration with the Medical Board of Australia.
- Successful completion of relevant post graduate years.
- Acceptance into and continuation in relevant College training program if applicable.
- AHPRA medical registration without conditions, undertakings or reprimands.
- Participation in the [Medical Board CPD Home professional performance framework](#) (unless exempt).

## KEY ATTRIBUTES

- Competencies including
  - Communication
  - Care management
  - Building trust
  - Managing work (includes time management)
  - Decision making
  - Patient relations
  - Contributing to team success
  - Safety intervention
  - Building strategic work relationships
  - Respecting cultural diversity
- Personal qualities
  - Leadership
  - Innovative ideas
  - Demonstrates a willingness to learn; evidence of on-going professional development to continually update personal medical knowledge and skills
  - Ability to operate in an environment of change.

## OTHER RELEVANT INFORMATION

- Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive;
- Ongoing performance reviews and feedback will be undertaken across the year. It is anticipated that a formative and summary assessment will be undertaken during the rotation.
- Mandatory Police Check and Working with Children Check to be completed if appointed.

**Position Description authorised by:** Tony Kambourakis Chief Medical Officer

**Date:** March 2026

# Position Description

## Unaccredited Orthopaedics Registrar

<b>Classification:</b>	HM25-HM30
<b>Business unit/department:</b>	Surgery, Anaesthesia & Procedural Medicine
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026 Choose an item. Choose an item.
<b>Employment type:</b>	Fixed-Term Full-Time
<b>Hours per week:</b>	43 hours - per unit roster
<b>Reports to:</b>	Chief Medical Officer through Medical Director of Surgical CSU and Director, Orthopaedic Surgery Professional accountability is to the Chairman, Division of Surgery
<b>Direct reports:</b>	NIL
<b>Financial management:</b>	Budget: N/A
<b>Date:</b>	May 2025

### About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs near 9,000 staff across its sites; including over 1,600 doctors and 3,000 nurses, and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's current vision is shaping the future through exceptional care, discovery and learning.

Our values define who we are, shape our culture and the behaviours, practices and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve and we shape the future. [www.austin.org.au/about-us](http://www.austin.org.au/about-us)

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>

## Position Purpose

The Unaccredited Registrar position is aligned to the entire Orthopaedic Unit and not attached to any single unit. The priority for this position is to assist the Accredited Registrars and the rest of the team run the Orthopaedic Unit efficiently and effectively across two campuses (Austin and Repatriation Hospitals).

## About Orthopaedics

The Orthopaedic Unit, as part of the Division of Surgery, is responsible for the provision of services within the specialty to patients across all campuses of Austin Health. The Orthopaedic Department Director is A/Prof. Andrew Hardidge.

Orthopaedic surgery services are provided at both the Austin and Heidelberg Repatriation Hospital sites. The Unit is committed to the provision of high quality patient care and maintains an ongoing commitment to undergraduate and postgraduate teaching that includes Medical Students, Postgraduate Orthopaedic Nurses, Physiotherapists, Hospital Medical Officers, Registrars and many others.

The Orthopaedic Unit has over 20 visiting surgeons working in 3 units, Clinical Fellows, and a number of Accredited and Unaccredited Registrars, and Residents across 2 campuses.

A consultative Orthopaedic service is provided to other Units across all campuses. In addition, outpatient clinics provide new, review, post-operative and post-fracture assessment and management to some 16,000 patients per annum.

A team of Orthopaedic Liaison Nurses assist with organising the management of patients through a pre-admission service. Elective patients are booked to the theatre according to their waiting list category (1, 2 or 3) and the time they have been waiting for surgery. Other administrative support includes a Departmental Secretary.

## Purpose and Accountabilities

### Role Specific:

### Clinical Care



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- Thorough, courteous and timely assessment of patients in emergency;
- Attending & assisting in theatre;
- Attending Orthopaedic and fracture outpatients; this now includes 'virtual' or telehealth-based clinics
- Attending weekly surgical audits and other scheduled meetings;
- Providing high standard clinical support to residents and interns;
- Assist in organisation for meetings including XR sessions;
- Maintain clinical documentation, including audit information;

### Teaching and Training

- Participate in both undergraduate and postgraduate teaching and training as the opportunities arise;
- Attend Clinical Conference and XR Meetings.

### On Call/Cover

- Participate in the overnight and weekend on-call based on an equitable roster;
- Cover the Accredited Registrars as required to enable them to attend Bone School training.

### Service Improvement

- Participate in projects aimed at improving quality of patient experience and care
- Participate in projects aimed at improving unit costs, efficiency or effectiveness

### Other

- Assist in making a safe working environment by reporting any incidents of unsafe work practices, sites or equipment. Assist in the resolution of these issues.
- Abide by Austin Health corporate policies and practices as varied from time to time.
- Participate in Austin Health performance appraisal program as required.
- Undertake not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer.
- Participate in the emergency incident response activities, as defined within the Emergency Response Manual, as and when required, at the direction of management.

### All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct

## Selection Criteria

### Essential Knowledge and skills:

- A commitment to Austin Health values.
- Registration as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) - (note eligible applicants will be assisted through this process).
- Have appropriate training and experience applicable to the field of Orthopaedics.
- Demonstrated commitment to high quality patient care.
- Demonstrated teamwork and collaboration.



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- Demonstrated ability to communicate at all levels.
- Have good organizational skills
- Be highly motivated
- Have good insight with a personal awareness of limitations
- Have completed Basic Surgical Trainee years 1 & 2 (not essential).
- Have significant Orthopaedic resident or registrar experience, preferably experience in the Victorian public health system
- Have a baseline level of Orthopaedic knowledge to allow safe management of patients when on call.

#### Desirable but not essential:

- A sound understanding of information technology including clinical systems and applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department.

### Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

### Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

### General information

#### Cultural safety



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Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### **Equal Opportunity Employer**

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### **Austin Health is a child safe environment**

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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# Position Description



<b>POSITION TITLE:</b> Orthopaedics Unaccredited Registrar	<b>DIVISION:</b> Surgical and Critical Care
<b>REPORTS TO:</b> Operationally - Director Medical Workforce Professionally – Director of Orthopaedics /Clinical Director Surgery	<b>DIRECT REPORTS:</b> HMOs and Interns
<b>ENTERPRISE AGREEMENT:</b> Doctors In Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026	<b>CLASSIFICATION:</b> HM25-HM30
<b>APPROVED:</b> Director of Orthopaedics	<b>APPROVAL DATE:</b> 7 <sup>th</sup> April 2024
<b>PRIMARY OBJECTIVE:</b>	
To provide effective supervised day to day clinical management of both ambulatory and admitted patients, whilst fulfilling AHPRA Medical Board, Royal Australasian College of Surgeons (RACS) basic surgical training requirements.  Participation in the roster for after-hours, on-call and recall as required by your unit.	
<b>BARWON HEALTH VISION</b> – Together with our community we build healthier lives, inspired by world class standards	
<b>PRIORITIES</b>	<b>VALUES</b>
<p><b>OUR VISION</b></p> <p><i>BY 2050, EVERYONE IN OUR COMMUNITY ENJOYS THE BEST HEALTH AND WELLBEING IN VICTORIA.</i></p> <p><b>OUR PURPOSE</b></p> <p><i>PROVIDE BEST CARE, EVERY PERSON, EVERY DAY, SO THAT EVERYONE FEELS BETTER.</i></p> <p><b>Strategic Priority 1:</b> Deliver Best Care</p>	<p><b>RESPECT</b> We RESPECT the people we connect with</p> <p><b>COMPASSION</b> We show COMPASSION for the people we care for and work with</p> <p><b>COMMITMENT</b> We are COMMITTED to quality and excellence in everything we do</p> <p><b>ACCOUNTABILITY</b> We take ACCOUNTABILITY for what we do</p> <p><b>INNOVATION</b></p>



**Strategic Priority 2:** Invest to improve

**Strategic Priority 3:** Ensure Our Future

We drive INNOVATION for better care



**OUR VALUES** / RESPECT / COMPASSION / COMMITMENT / ACCOUNTABILITY / INNOVATION

POSITION DIMENSION & DECISION MAKING AUTHORITY:	KEY COMMUNICATION CONTACTS (INFORMED):																	
<p>Without referral to Manager (RESPONSIBLE)</p> <ul style="list-style-type: none"> <li>To attend to urgent and emergency clinical problems in a timely and prompt manner.</li> <li>To attend daily ward rounds to ensure appropriate, timely and clearly documented assessment and management of patients are undertaken.</li> <li>To advise junior staff when on call overnight after hours or whenever appropriate at other times</li> <li>To attend scheduled teaching and learning opportunities</li> <li>Provide clinical cover for other registrar roles</li> <li>Complete comprehensive patient history</li> <li>Attend operating theatre /procedural sessions / Outpatients as appropriate</li> <li>Accurate interpretation of results from investigations ordered and to intervene and consult appropriately</li> <li>Document a detailed and legible clinical history, physical examination and management plan onto the medical record and document patient's alert status on admission</li> <li>Update other key health providers and in particular the patient's General Practitioner if there are major or unexpected changes in the goals of care.</li> <li>Provide timely assessment of clinical consultations of patients from other Units as requested</li> <li>Participation in the roster for after-hours, on-call and recall as required by your unit.</li> </ul> <p>After Consultation with Manager or others (CONSULTED)</p> <ul style="list-style-type: none"> <li>Ensure appropriate consultation with Orthopaedic Surgeon during routine clinical supervision and when the registrar is unsure of most appropriate course of action.</li> <li>Discuss all consultations with the Orthopaedic Surgeon On Call</li> <li>To contribute to and assist Rehabilitation Consultant with the smooth referral of patients</li> </ul> <p>Referred to Managers or others (CONSULTED)</p> <ul style="list-style-type: none"> <li>Decisions outside position delegation</li> </ul>	<table border="1"> <thead> <tr> <th data-bbox="1068 185 1608 225">Purpose/Frequency of Contact</th> <th data-bbox="1608 185 2145 225">Contact/Organisation</th> </tr> </thead> <tbody> <tr> <td data-bbox="1068 225 1608 264">Daily multiple times</td> <td data-bbox="1608 225 2145 264">Director of Orthopaedics</td> </tr> <tr> <td data-bbox="1068 264 1608 304">Daily/multiple times as required</td> <td data-bbox="1608 264 2145 304"></td> </tr> <tr> <td data-bbox="1068 304 1608 344">Daily</td> <td data-bbox="1608 304 2145 344">Supervising consultant, Inpatient medical staff, junior medical staff, Nursing &amp; Allied Health Staff</td> </tr> <tr> <td data-bbox="1068 344 1608 384"></td> <td data-bbox="1608 344 2145 384">Patients , Families, Carers</td> </tr> <tr> <td data-bbox="1068 384 1608 424">Daily/ Required / Prior to Discharge from PCU</td> <td data-bbox="1608 384 2145 424">Medical Services, Directors, Administration staff</td> </tr> <tr> <td data-bbox="1068 424 1608 464">When required</td> <td data-bbox="1608 424 2145 464">Medical Care Providers</td> </tr> <tr> <td data-bbox="1068 464 1608 504"></td> <td data-bbox="1608 464 2145 504">Department of Health</td> </tr> </tbody> </table>	Purpose/Frequency of Contact	Contact/Organisation	Daily multiple times	Director of Orthopaedics	Daily/multiple times as required		Daily	Supervising consultant, Inpatient medical staff, junior medical staff, Nursing & Allied Health Staff		Patients , Families, Carers	Daily/ Required / Prior to Discharge from PCU	Medical Services, Directors, Administration staff	When required	Medical Care Providers		Department of Health	
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	Department of Health																	

KEY ACCOUNTABILITIES:		
Key Result Area	Major Activities	Performance Measures



<b>Patient Assessment</b>	<ul style="list-style-type: none"> <li>• To attend to patients and to ensure the assessment and management of these patients is appropriate, timely and clearly documented.</li> <li>• Involve supervising consultant as appropriate to ensure quality patient care is attained and maintained.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback</li> <li>• Professional development review.</li> <li>• Patient satisfaction</li> <li>• Clinical unit audits – sanctioned by consultant staff</li> <li>• Assessment of performance as per Orthopaedic Unit</li> </ul>
<b>Patient Management</b>	<ul style="list-style-type: none"> <li>• Patient management of acute and elective orthopaedic pathology</li> <li>• Be able to obtain an adequate history specific to orthopaedic problems i.e. Cause of fall, pre-injury use of walking aids, pre-injury mobility levels</li> <li>• Management of joint and bone pathology including fractures.</li> <li>• Manage young and elderly patients following orthopaedic procedures.</li> <li>• To have an understanding of when to perform diagnostic tests and also when to ask for help from senior doctors.</li> <li>• Contribute to surgical planning of acute and elective patients as required, including prosthesis and equipment planning as well as discharge planning</li> <li>• Understand the normal postoperative course following common orthopaedic operations and injuries and manage appropriately.</li> <li>• Prioritise treatment of multiple patients &amp; family concerns simultaneously</li> <li>• Interpretation of orthopaedic imaging including x-rays, CT scans and MRIs</li> <li>• Appreciate what comprises an Orthopaedic emergency i.e. Compartment syndrome, cauda equina syndrome and open fractures</li> <li>• Involve supervising consultant as appropriate to ensure quality patient care is attained and maintained.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback and professional development review.</li> <li>• Patient satisfaction</li> <li>• Demonstration of effective management plans</li> <li>• Clinical unit audits – sanctioned by consultant staff</li> <li>• Assessment of performance as per Orthopaedic Unit</li> </ul>
<b>Professional and personal competence</b>	<ul style="list-style-type: none"> <li>• Participate in continuing medical education activities and scheduled CME activities in Unit programme</li> <li>• Recognise personal limitations with an ability to judge when to seek advice and/or assistance</li> <li>• Develop an understanding of common medical conditions and practical skills relevant to Orthopaedic Surgery</li> <li>• Accept direction and feedback to assist in ongoing learning</li> <li>• Demonstrate an ability to work as part of a team, understanding the roles and responsibilities of other health professionals</li> <li>• Demonstrate professional and ethical behaviour</li> <li>• Show self-evaluation skills in relation to professional performance</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated attendance and participation at Barwon Orthopaedic Unit activities</li> <li>• Contribution to intern training program lecture series</li> <li>• Organisational feedback and professional development review</li> <li>• Clinical unit audits – sanctioned by consultant staff</li> <li>• Evidence of implemented education &amp; development program.</li> <li>• Assessment of performance as per Barwon Health, and relevant professional college standards</li> </ul>



<b>Communication</b>	<ul style="list-style-type: none"> <li>• Demonstrate effective timely communication skills with nursing staff, medical staff and other health professionals</li> <li>• Demonstrate an ability to communicate effectively with patients and carers over a wide range of scenarios often involving complex and sensitive information regarding disability and functional recovery.</li> <li>• Ensure general practitioners receive timely and comprehensive discharge summary and when particularly complex a verbal handover prior to discharge.</li> </ul>	<ul style="list-style-type: none"> <li>• At least one CEX should be focused on communication</li> <li>• Discharge summaries completed within 48 hours</li> </ul>
<b>Information Technology Skills</b>	<ul style="list-style-type: none"> <li>• Use information technology by completing the computerised medical record, as an adjunct to or instead of the written record where this is available</li> <li>• Use information technology to access information for patients and illnesses.</li> <li>• Access both relevant and current literature to assist with understanding clinical problems and formulating the best possible management plans</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated effective use of required technologies.</li> <li>• Feedback</li> <li>• Performance Development Review</li> </ul>
<b>Legislation / Regulations</b>	<ul style="list-style-type: none"> <li>• Provision of clinical care is practiced in line with relevant and applicable legislation/regulations i.e. National Health and Quality Standards</li> <li>• Provide legible, concise, accurate and signed clinical notes as per ACHS, AOA and relevant professional college standards, associated with all patient contact.</li> <li>• Follow local guidelines/policies to assist with delivery of efficient/effective healthcare</li> <li>• Understand the application of National Safety and Quality Standards to ensure compliance with applicable regulatory bodies is maintained</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of documentation as per ACHS , RACS and relevant professional college standards</li> <li>• Demonstrated adherence to Barwon Health policy and procedures and other applicable regulation/ legislation.</li> <li>• Clinical unit audits – sanctioned by consultant staff</li> <li>• Quarterly assessment of performance</li> <li>• Adherence to National Quality and Safety Standards</li> </ul>
<b>Information Management</b>	<ul style="list-style-type: none"> <li>• Displays and promotes correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained</li> <li>• Abide by the Organisation's requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department</li> <li>• Ensure patient information is accurate and only released in line with the Health Records Act requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation audits</li> </ul>
<b>Occupational Health and Safety (OHS)</b>	<ul style="list-style-type: none"> <li>• Be familiar with and ensure that all appropriate actions are taken to implement OHS policies and procedures and that legislative requirements are met within the service</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of compliance with OHS policies and procedures</li> <li>• Participation in team meetings where key OHS issues are discussed and resolved</li> <li>• Evidence of hazard and incident reporting using RiskMan</li> </ul>



	<ul style="list-style-type: none"> <li>• Report any incidents or potential hazards in accordance with Barwon Health policies and procedures including effective reporting via RiskMan</li> <li>• Assist in the planning, development and implementation of OHS measures</li> <li>• Demonstrates a commitment to health and safety in line with Barwon Health OHS policies and procedures, training requirements and legislative/regulatory requirements</li> <li>• Ensures that mandatory OHS training is kept up to date</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains compliance with mandatory OHS training requirements</li> </ul>
<p><b>Other Duties</b></p>	<ul style="list-style-type: none"> <li>• Exhibits a commitment to the Barwon Health's values including team based above and below the line behaviours</li> <li>• Undertake special projects or reports required by the Manager on a wide range of issues</li> <li>• Report all incidents through the incident management system</li> <li>• Practice in accordance with the relevant health care or industry standards</li> <li>• Demonstrate an understanding of appropriate behaviours when engaging with children</li> <li>• Complete mandatory training and education</li> <li>• Comply with relevant Barwon Health policies and procedures</li> <li>• Participate in quality improvement activities</li> <li>• Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Barwon Health values modelled at all times</li> <li>• Professional Development Review</li> <li>• Demonstrated use of incident management system</li> <li>• Adherence to applicable health care or industry standards</li> <li>• Demonstrated completion of mandatory training</li> <li>• Adherence with Barwon Health policies and procedures</li> <li>• Adherence with requirement of National Safety &amp; Quality Health Service Standards and other relevant regulatory requirements including the 'Child Safe Standards</li> <li>• Active participation in required quality improvement activities</li> </ul>



KEY SELECTION CRITERIA – LEADERSHIP CAPABILITY FRAMEWORK: [Leadership Capabilities - Leading Self](#)

AWARENESS OF SELF	COMMUNICATE	RELATIONSHIPS	RESULTS
<p><b>Builds and maintains resilience:</b></p> <ul style="list-style-type: none"> <li>Monitors own emotional reactions when under pressure</li> <li>Focuses on the positives in difficult situations</li> <li>Bounces back from setbacks</li> </ul>	<p><b>Communicates clearly:</b></p> <ul style="list-style-type: none"> <li>Obtains and provides accurate information to consumers and colleagues utilising principles of Health Literacy</li> <li>Has the courage to respectfully have 'difficult' conversations</li> <li>Discusses issues thoughtfully without getting aggressive</li> </ul>	<p><b>Works in teams:</b></p> <ul style="list-style-type: none"> <li>Works cooperatively with others to achieve shared objectives</li> <li>Contributes to maintaining an environment of trust</li> </ul>	<p><b>Supports a shared purpose:</b></p> <ul style="list-style-type: none"> <li>Understands <u>Barwon Health's mission, vision and values</u> and can explain how they are relevant to work</li> <li>Holds self and others responsible for achieving results</li> </ul>
<p><b>Demonstrates commitment to personal development:</b></p> <ul style="list-style-type: none"> <li>Evaluates own strengths and areas for development</li> <li>Seeks feedback from others on own performance and development</li> <li>Seeks development opportunities</li> </ul>	<p><b>Listens, understands and adapt to others:</b></p> <ul style="list-style-type: none"> <li>Listens actively to others</li> <li>Focuses on gaining a clear understanding of others' comments by asking clarifying questions and reflecting back</li> </ul>	<p><b>Develops others:</b></p> <ul style="list-style-type: none"> <li>Recognises and praises others for their contributions and accomplishments</li> <li>Provides respectful and timely feedback to others</li> </ul>	<p><b>Displays openness to change:</b></p> <ul style="list-style-type: none"> <li>Responds in a positive and flexible manner to change and uncertainty</li> <li>Listens with an open mind to others when they propose new solutions and different ways of doing things</li> </ul>
<p><b>Exemplifies personal integrity and professionalism:</b></p> <ul style="list-style-type: none"> <li>Acts in alignment with the <u>Barwon Health Values and Code of Conduct</u> at all times</li> <li>Reports instances where the behaviours of others are inconsistent with the <u>Barwon Health Values and Code of Conduct</u></li> </ul>	<p><b>Influences positive outcomes:</b></p> <ul style="list-style-type: none"> <li>Provides ideas and information to individuals and in group discussions, in keeping with the <u>Barwon Health Values</u></li> </ul>	<p><b>Values individual differences and diversity:</b></p> <ul style="list-style-type: none"> <li>Recognises the positive benefits of diversity</li> <li>Is sensitive to culture norms and expectations</li> <li>Puts themselves in others' shoes to accept and value different perspectives</li> </ul>	<p><b>Takes accountability for achieving quality and excellence:</b></p> <ul style="list-style-type: none"> <li>Establishes and maintains effective consumer relationships</li> <li>Sets SMART (Specific, Measureable, Agreed Upon, Realistic, Time-based) goals, strives to meet and exceed goals, reports on progress</li> <li>Shows initiative</li> </ul>



**KEY SELECTION CRITERIA - SPECIALIST KNOWLEDGE:**

**QUALIFICATIONS -**

Appointment to this position requires proof of qualification and/or registration with the appropriate registration authority, including any necessary endorsements, to be provided prior to commencement of duty

**ESSENTIAL:**

- Eligibility for registration as a medical practitioner in Victoria, either general or specific linked to a specific professional college training program
- AHPRA Medical Board registration or registrable medical qualifications within Victoria

**EXPERIENCE and/or SPECIALIST KNOWLEDGE -**

**ESSENTIAL:**

- Demonstrated skills in Orthopaedics consistent with the position
- An intention / interest to train to become an Orthopaedic Surgeon OR gain experience for related speciality
- Participation in the roster for after-hours, on-call and recall as required by your unit.

**PART TIME POSITION**

- Part time likely will be working approximately 2.5-3 days out of 5. Likely Monday , thurs. Potentially tues or fri depending on bone school and clinical need. On call is mandatory and includes weekends. Role is designed to allow more in depth research with Prof Page. Expected to be available to fill in when others are on leave etc. Expected to have full clinical knowledge of unit and participate in teaching and quality activities eg audit, XRM

*This role must be fully vaccinated for Covid-19 and meet the requirements of the Barwon Health immunisation policy.*



## Position Description

Position Title	Orthopaedic Registrar - Unaccredited
Position Number	30026411
Division	Clinical Operations
Department	Surgical Services
Enterprise Agreement	Doctors In Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification Description	Registrar Year 1 – Registrar Year 6
Classification Code	HM25 – HM30; Relevant to year of experience
Reports to	Professional: Clinical Director/ Unit Head Operational: Medical Workforce Unit
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Working with Children Check</li> <li>• Registration with Professional Regulatory Body or relevant Professional Association</li> <li>• Immunisation Requirements</li> </ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

## Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

## Our Values

**PASSIONATE** – We are passionate about doing our best – for our patients, our colleagues and our community.

**ACCOUNTABLE** – We take ownership of our actions and outcomes, always striving for integrity and improvement.

**CARING** – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

## The Position

The Unaccredited Orthopaedic Registrar will assist in the delivery of high quality care to Orthopaedic patients of Bendigo Health and develop a range of skills and expertise suitable for management of Orthopaedic patients. This will enable the registrar to consolidate technical skills across the spectrum of patient presentations and conditions.

This role will provide support to the Orthopaedic Resident and other junior medical staff where required and rostered to do so, as well as with unplanned leave coverage where necessary. The unaccredited registrars will participate in on call and weekend rosters.

This registrar will engage with a range of multidisciplinary teams in the provision of patient care. This will include Patients presenting via the emergency department are to be given the option of being admitted as a public or private patient and ensure that all aspects of the difference in admission is explained and that their requested surgeon may or may not be available.

This role will be required to commence discharge planning on admission with documentation daily in notes to accurately reflect the care given.

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## Responsibilities and Accountabilities

### Key Responsibilities

- Thoroughly and promptly correlate and record in the medical record the information obtained from various sources, in an appropriate and ongoing manner, from the initial assessment and treatment, through clinical progress and investigations relating to all patients under care; including this in a discharge summary at the time of discharge.
- Foster rapport and good communications using appropriate language, written or verbal, with the patient and other parties as required; including contact with the referring Medical Practitioner.
- Use technology appropriately, with cost benefit and potential patient benefit and complications considered.
- Appropriately liaise with all staff involved in the care of the patient, including communication and referrals necessary for ongoing care post-discharge.
- Perform certain procedures, under supervision as appropriate to position and stage of training.
- Regularly review patient objectives, interpretative, physical and mental status, including the development of communication of a discharge plan from the time of admission.
- Counsel and support patients and their families.
- Fulfil duties as outlined in the Duty Roster of the post undertaken. Including attendance and assistance at Theatre sessions, Outpatient clinics and Fracture clinics.
- As a representative of the Hospital and the Medical Profession, present an appearance and demeanour of professionalism at all times.
- Continually update and extend personal medical knowledge and skills, regularly attend Clinical Meetings and remain familiar with current medical literature.
- Participate in Divisional/Department/Unit Quality Improvement activities.

- Participate in the afterhours on-call roster and develop skills in emergency assessment and communication of clinical findings to consultants.
- Perform other duties as agreed to and as required on occasions by Medical Administration in relation to cover of other HMO's due to illness, bereavement or patient transfer.

## Key Selection Criteria

### Essential

1. A Medical Degree registrable with the Medical Board of Australia.
2. Demonstrated appropriate level experience and skills in assessment and clinical management of patients.
3. Thorough understanding of the relevant legislation pertaining to Medical Officers.
4. Prior experience at PGY3 or above in orthopaedic rotations as Senior Resident or Registrar

### Desirable

5. High level interpersonal and communication skills.
6. Evidence of on-going professional development to continually update personal medical knowledge and skills.
7. Ability to operate in an environment of change.
8. Ability to work as part of a team as well as independently.

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical

and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Orthopaedic Unaccredited Registrar
<b>Award Classification:</b>	As per AMA / DIT Award
<b>Award / Agreement Name:</b>	Victorian Public Health Sector (AMA Vic) – Doctors in Training – Multi-Enterprise Agreement 2022 -2026 (Commonly known as “AMA Victoria DIT Agreement”)
<b>Position Reports to:</b>	Head of Unit / Consultant Chief Medical Officer, Eastern Health. Director Medical Services, Workforce & Wellbeing.

### [EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME](#)

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio-economic status, population and healthcare needs

Our promise

# Healthier together



Eastern Health provides almost 10% of the orthopaedic care to Victoria. There is a large volume of joint replacement surgery, foot and ankle surgery and upper limb surgery. The service provides paediatric fracture management as well as limited paediatric elective surgery.

The Orthopaedic Unit is also supported by a peri-operative medical liaison at Box Hill Campus providing medical treatment for the high volume of elderly patients with multiple medical co-morbidities. This patient group forms a large part of the patient population. Approximately one quarter of the operating lists will be at Blackburn and the rest of the lists will be at Box Hill. There will be no in-patient or out-patient Orthopaedic services at Maroondah Hospital. There are some satellite clinics at the William Angliss Campus.

There are 5 Accredited and 7 Unaccredited Registrars at Box Hill. There will be 2 Senior HMOs at Box Hill.

## **1. POSITION PURPOSE**

- The Orthopaedic Registrar is responsible, in conjunction with, the Orthopaedic Surgeons for the continuing care of all orthopaedic surgical patients within their unit.
- The Orthopaedic Registrar is responsible for ensuring that patients are reviewed daily and that regular medical progress notes are documented in the medical record.
- The Orthopaedic Registrar will attend all formal rounds, outpatient and theatre sessions as rostered and as directed from time to time by the Surgeons of the Unit.
- The Orthopaedic Registrar is responsible for appropriate communication with patient, family and other staff involved in patient care. Where possible, within rostered hours, attend surgical ward meetings.
- The Registrar is responsible for the supervision of relevant HMOs.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

- Develop skills in assessing and managing orthopaedic patients presenting to Emergency Department. Develop skills in assessing and managing orthopaedic inpatients via ward rounds and resident supervision on the wards.
- Develop skills in assessing and managing orthopaedic patients in the outpatient clinic.
- Develop operating skills in a supervised environment of both elective and trauma orthopaedic patients.
- Develop skills in organising and coordinating patients' waiting list arrangements for elective operations and theatre list bookings.
- Attend Outpatient clinics at Box Hill and Blackburn Surgical Centre.
- Develop improved orthopaedic knowledge via self-directed education.
- Participate and co-ordinate educational tutorials for the HMO's.
- Participate in the after hours On Call roster.

- Develop skills in performing audits of the orthopaedic departments' operative and non-operative patients.
- Develop skills in organising and conducting x-ray meetings and clinical case conferences.
- Participate in Journal Club meetings with Orthopaedic Consultants.
- Develop knowledge and organize orthopaedic equipment for surgery.
- Conduct telephone enquires from referring GP's.

### **3. SAFE PRACTICE AND ENVIRONMENT**

#### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

### **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

### **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

## **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

## **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## **8. PERFORMANCE DEVELOPMENT**

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## **9. ATTACHMENTS**

Attachment 1      Key Selection Criteria

## **10. NOTE**

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Manager

INCUMBENT STATEMENT

*I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.*

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

<b>Position Title:</b>	Orthopaedic Unaccredited Registrar
<b>Award Classification:</b>	As per AMA / DIT Award
<b>Award / Agreement Name:</b>	Victorian Public Health Sector (AMA Vic) – Doctors in Training – Multi-Enterprise Agreement 2022 -2026 (Commonly known as “AMA Victoria DIT Agreement”)
<b>Position Reports to:</b>	Chief Medical Officer, Eastern Health. Director Medical Services, Workforce & Wellbeing. Heads of Unit / Consultants / Registrars.

- Must hold a MBBS or equivalent degree and be generally registered as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).
- A minimum of three years experience within the Australian Hospital system.
- This position is part of the Eastern Health Orthopaedic Department and may rotate between Box Hill Hospital and Blackburn Surgical Centre. Attendance at other sites is at the direction of the Head of Department.

## ATTACHMENT 2

### **Key Result Areas / Key Performance Indicators**

<b>Position Title:</b>	Orthopaedic Unaccredited Registrar
<b>Award Classification:</b>	As per AMA / DIT Award
<b>Award / Agreement Name:</b>	Victorian Public Health Sector (AMA Vic) – Doctors in Training – Multi-Enterprise Agreement 2022 -2026 (Commonly known as “AMA Victoria DIT Agreement”)
<b>Position Reports to:</b>	Chief Medical Officer, Eastern Health. Director Medical Services, Workforce & Wellbeing. Heads of Unit / Consultants / Registrars.

- Appropriate management of patients in accordance with Hospital policies and protocols.
- Supervision, education and training of Junior Medical Staff.,
- Timely and appropriate communication with the supervising consultant, advising him/her of critically ill patients and new admission.
- Accurate, timely and appropriate documentation.
- Organisation of efficient daily ward rounds
- Timely assessment of patients in the Emergency department, and other departments, requiring review.
- Hand over of patients to the on-call and cover staff at the end of each shift
- Supervise the quality of discharge summaries and ensure that these are completed on the day of patient's discharge from hospital,

- Development and maintenance of good communication with the nursing and allied health staff.
- Participation in quality improvement activities relevant to the unit and presentation of findings to appropriate meetings.
- Attendance and participation in unit and hospital educational activities, including undergraduate student teaching.

# Position Description

<b>Position Title:</b>	Orthopaedic Registrar
<b>Reports to:</b>	Chief Medical Officer
<b>Department:</b>	Orthopaedics
<b>Directorate:</b>	Clinical Operations
<b>Cost centre:</b>	A6203
<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)

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**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 Orthopaedic Registrar is directly responsible to the attending Orthopaedic 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 Orthopaedics 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**

- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
  - Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas
- 1. 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.
- 2. 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.
- 3. 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 .
- 4. Teaching**
- Attendance at Department meetings.
  - Participation in journal presentations and lectures.
  - 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.
- 5. 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 preceptoring 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.
- 6. 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 Orthopaedic category patients during rostered hours and liaise as appropriate with the supervising Consultant.
  - When on call first and foremost respond promptly to any consults regarding orthopaedic patients. This is to be a priority.
  - Complete daily surgical operation status and respond to unstable and critical ward patients as prescribed within Goulburn Valley Health Surgical Assessment System.

- To provide feedback and participate with the surgical ward based Surgical Assessment System trial
- Review surgical patients in ICU and ensure that documentation has been completed including assessment and a management plan for the patient's future care.
- Attending clinics in timely manner.
- Designing and implementing a management plan for each patient where possible involving the appropriate Orthopaedic HMO's/Interns in this exercise.
- Supervising the management of Orthopaedic patients, delegating where possible and appropriate to the Orthopaedic Hospital 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 Orthopaedic 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.

## **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.
- 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 in a team environment
- Professional collegiality towards peers and the wider health care team
- Ability to uphold and model the Goulburn Valley Health values
- Evidence of full vaccination against Influenza
- 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;
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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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<b>Clinical Operations</b>	<b>Orthopaedic Registrar</b>
<b>Reviewed by:</b>	Clinical Director of Orthopaedics
<b>Issue Date:</b>	February 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.

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## OUR PURPOSE

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

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## 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](#)

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## 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](#)

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## 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](#)

**Position Title:** 2026 Orthopaedic Registrar (Unaccredited)

**Campus:** Ballarat

**Directorate:** Acute Operations

**Department:** Division of Surgery, Orthopaedics Unit

**Reporting to:**

- Direct: Head of Orthopaedics
- Indirect: Director, Surgical Services

### Appointment Terms/Conditions:

- Classification and Code: HM25-30
- Award Coverage: Doctors in Training Agreement

### ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at [www.grampianshealth.org.au](http://www.grampianshealth.org.au)

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

<b>Collaboration</b>	<b>Compassion</b>	<b>Accountability</b>	<b>Respect</b>	<b>Innovation</b>
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

## **POSITION PURPOSE**

This role is that of Non Accredited Registrar within the discipline of Orthopaedic Surgery. The term is to provide appropriate exposure and experience to enable the doctor to attain the required skills, techniques, procedural exposure and knowledge as prescribed by the Royal Australian College of Surgeons, as required for Orthopaedic training.

A specific aim should be to integrate the theoretical knowledge of the undergraduate years with the clinical work of the prevocational years as the basis for future professional practice. This is not an accredited college training post. It is expected that the incumbent will further develop their diagnostic, practical and technical skills as well as their overall clinical acumen and patient management skills in the field of Orthopaedics. The typical application will be applying for the accredited training program during the year.

## **KEY ACCOUNTABILITIES**

- Compliance with all Grampians Health Policies and Procedures.
- Adherence to infection control policies and procedures as identified in the Grampians Health Ballarat Infection Control Manuals.
- Participation in the Grampians Health integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague
- You must ensure that the affairs of Grampians Health Ballarat, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health Ballarat.
- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- Grampians Health is committed to a patient/client centred approach in the provision of health care and services, consistent with the Grampians Health values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues.
- Compliance with RANZCOG and AHPRA Policies and Procedures.

## **KEY SELECTION CRITERIA**

- MBBS or equivalent degree and registration with the AHPRA
- Preferably completed or enrolled for RACS courses CCRISP, EMST, ASSET
- Preferably undertaken a Diploma in Anatomy, anatomy course of either RACS or AOA, or anatomy demonstration position.
- Personal qualities
  - Leadership.
  - Teamwork.
  - Innovative ideas.
  - Good communication skills.
  - The ability to work well with a multidisciplinary health team.

- Demonstrate a willingness to learn; evidence of ongoing professional development to continually update personal medical knowledge and skills.
- An interest in research.

## **ORGANISATIONAL REQUIREMENTS**

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

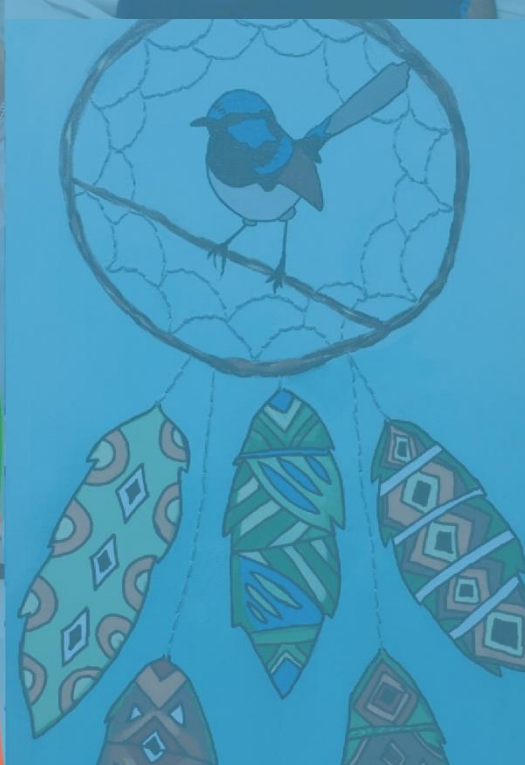
## **OTHER RELEVANT INFORMATION**

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.



Latrobe Regional  
Health

# Orthopaedic Registrar



## POSITION DESCRIPTION

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<b>Position Title:</b>	Orthopaedic Registrar
<b>Enterprise Agreement:</b>	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	Dependant on Qualifications
<b>Division:</b>	Medical Services
<b>Department/Unit:</b>	Orthopaedic Services
<b>Reports to:</b>	Clinical Lead / Medical Workforce Unit
<b>Direct Reports:</b>	N/A
<b>Immunisation Category:</b>	Category A

## POSITION SUMMARY

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The role of the Orthopaedic Registrar is to ensure the delivery of orthopaedic services is consistent with the clinical governance framework and core values of Latrobe Regional Health (LRH).

Orthopaedics is a broad specialty and ultimate scope of practice of the appointee will be dependent upon review of training and experience prior to appointment.

This position will be a fractional/full time salaried position. The appointee will provide routine and emergency surgical care under supervision of an orthopaedic consultant surgeon. They will also be involved in the education and supervision of junior medical staff.

## ABOUT THE ROLE

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The key accountabilities of the Orthopaedic Registrar include, but are not limited to:

- Provide orthopaedic services, within credentialed privileges to patients of LRH at the relevant site and location, under the supervision of Orthopaedic Surgeon staff. This includes performing a share of on-call duties and responsibilities.
- Work towards the provision of best practice care to all patients in the context of current professional knowledge and organisational resources.

- Promote and maintain the core values of LRH with sense of pride and purpose of the organisation and the service.
- Provide clinical leadership and supervision/teaching for junior medical staff as well as other clinical staff.
- To assist in consultative and surgical management support to physicians, paediatricians and general practitioners.
- To provide supervision and training to medical students, interns and other junior medical and nursing staff.
- To provide assessment services for patients attending the Emergency Department when required.

### **Professional Commitments**

- Commitment to uphold the vision, values and strategic pillars of LRH, integrating it into daily practice
- Commitment to all LRH policies and procedures, as implemented, varied or replaced from time to time
- Commitment to all relevant legislative requirements and national standards
- Commitment to Occupational Health and Safety regulations and requirements
- Safety is everyone's responsibility, so individuals at LRH are responsible for taking reasonable steps to ensure their own and others safety.
- Everyone at LRH has a role to play in developing a positive risk culture. You are encouraged to identify opportunities for improvement and assist LRH to achieve its risk objectives within the scope of your role.
- Contribute and adhere to the requirements of the National Safety and Quality Health Service Standards (NSQHS)
- Maintain required immunisations and vaccinations in line with LRH requirements
- Complete all LRH mandatory professional development and training requirements, including annual performance appraisal
- Observe and actively encourage continuous improvement initiatives, cultural awareness, diversity and inclusiveness
- Support the delivery of high quality and safe patient care
- Undertake other duties required as directed by your supervisor or management, provided these are within your competency or training

## ABOUT YOU

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### Behaviours\Personal Attributes

- Integrity
- Communication
- Team work & collaboration
- Adaptability
- Compassion & Empathy
- Respect

## KEY SELECTION CRITERIA

### Qualifications\Registrations

#### Essential:

- Bachelor of Medicine/Bachelor of Surgery (MBBS) or equivalent
- Current registration with the Australian Health Practitioner Regulation Agency.

#### Desirable:

- Previous experience as an Unaccredited registrar
- Strong interest in pursuing a surgical career pathway

### Experience\Knowledge

#### Essential:

- Demonstrated clinical ability commensurate with that expected of an Orthopaedic Registrar.
- Leadership and management experience, including the development of staff
- Demonstrated ability to introduce and manage change
- Demonstrable interpersonal and negotiation skills at a high level
- Adherence to safe practice standards and policies
- High level decision-making ability
- Demonstrated ability to work with other staff including management, senior and junior medical staff, nursing staff and students in a respectful, supportive and cooperative manner.
- Ability to communicate with patients and their carers with respect and empathy
- High level of communication skills including both written and verbal communication

**Desirable:**

- Professional and personal integrity
- Self-directed and enthusiastic and sets high standards of performance for self and others.
- Adaptable and receptive to new ideas, and responds and adjusts easily to changing work demands and circumstances.
- Significant experience working at a major hospital

*LRH will assess applications for this role against the qualifications, experience and attributes outlined above.*

## **Orthopaedic Registrars (unaccredited) - Launceston General Hospital**

The Launceston General Hospital is in Northern Tasmania and is affiliated with the University of Tasmania Medical School.

The Orthopaedic Department at the Launceston General Hospital has 9 Orthopaedic Surgeons, two Accredited Orthopaedic Registrars appointed from the Australian Orthopaedic Association Victorian/Tasmanian Training Program and an Orthopaedic Fellow.

There are currently three Unaccredited Registrar positions, appointed annually via the PMCV Victorian and Tasmanian Orthopaedic Registrar Match Service.

### **Clinical Summary and Duties:**

Unaccredited Registrars have access to elective and trauma operating theatres providing exposure to approx. 300 supervised operative cases per year. They also provide support for outpatient clinics, ward rounds, Emergency Department referrals, journal clubs, weekly caseload planning and review meetings. Rostering averages approximately 76 hours per fortnight with a 1:5 on-call roster. The hospital has close affiliations with the Clifford Craig Medical Trust and University of Tasmania and there are opportunities for engagement in clinical research.

A Statement of Duties can be provided on request.

### **Salary:**

Medical Practitioner Level 5 - 11 \$134,930 - \$189,005 per annum, pro rata + 11.5% superannuation + access to salary packaging

*Salary range is in accordance with Medical Practitioners Agreement 2022*

### **Period of Employment:**

Fixed term full-time day work (with on-call), working minimum 76 hours per fortnight commencing 2 February 2026 until 31 January 2027.

*You will receive 10 hours of paid, protected training time per fortnight, pro rata.*

### **Essential Requirements:**

- General or limited registration with the Medical Board of Australia
- Current Tasmanian Working with Children Registration

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

Conviction checks in the following areas:

- Crimes of Violence
- Sex Related Offences
- Serious Drug Offences
- Crimes involving dishonesty
- Serious traffic offences

Identification check

Disciplinary action in previous employment check

**How do I submit my application?**

You are asked to address the selection criteria within PMCV Match process and submit an online application.

Please note that the application process is being supported solely via the PMCV Victorian and Tasmanian Statewide Unaccredited Orthopaedic Registrar Match, <https://www.pmcv.com.au>

Hard copy applications will not be considered for this campaign.

**Please note:** Applications submitted by an Agent on behalf of an applicant will not be considered. Upon completion of the PMCV Match, successful applicants will be contacted by the Departmental Administrative Officer and Launceston General Hospital Medical Staffing service to finalise appointment.



## Orthopaedic Registrar (Non-accredited) 2027

### Melbourne Orthopaedic Group

#### Position Description

##### ***MOG values***

Melbourne Orthopaedic Group (MOG) stands as a beacon of excellence in orthopaedic care and research, comprising of 17 orthopaedic surgeons dedicated to delivering exceptional subspeciality orthopaedic surgery. The Group has a proud history of providing excellence in orthopaedic care and research. We are united by our core values of clinical excellence, knowledge sharing, and collaborative practice.

##### ***Role and Remuneration***

This is a full-time position. The Group Registrar role entails the responsibilities typically carried out by a medical officer of equivalent standing to an unaccredited registrar in a hospital setting. The position is full time, based on an 86 hours' fortnight, with scope for flexibility. The remuneration is based on equivalent hospital medical officer agreements. There is no rostered overtime, but the possibility for additional paid weekend and afterhours work exists.

The registrar will be expected to commute to other MOG Clinics.

##### ***Responsibilities***

The registrar will play a pivotal role in supporting orthopaedic surgeons in the day-to-day management of patients. This involves:

- Participation in ward rounds
- Providing assistance during surgical procedures (as a first or second assistant)
- Co-ordinating various group clinical activities including clinical meetings, x-ray reviews and audit.
- Supervising student teaching as necessary.
- Involvement in research projects and publications as appropriate. It is expected that the registrar will be involved in a minimum of one major project of publishable clinical research during the 12-month tenure.
- Using appropriate communication skills with patients, family and other staff involved in patient care.
- Continuous professional development, guided by supervising surgeons and self-directed education.

- On-Call. Obligatory participation in the after-hours call roster for the practice – Requires carrying an ‘on-call phone’ which must be kept on and responded to, and liaising with treating surgeons as required.
- Comply with all state legislative requirements regarding occupational health and safety, confidentiality, and privacy (Occupational Health and Safety Act 2004, Information Privacy Act 2000 and Health Records Act 2000).

### ***Requirements***

Candidates must possess an MBBS degree or its equivalent, hold general registration as a medical practitioner with AHPRA, and maintain independent medical indemnity. Relevant experience at the registrar level is essential.

### ***Desirable personal attributes***

Successful candidates will demonstrate excellent interpersonal communication skills, the ability to function effectively within interdisciplinary teams, and a steadfast commitment to delivering superior patient outcomes. A dedication to ongoing professional education, an awareness of professional limitations, and a proactive approach to seeking support when needed are highly valued traits.

### ***Performance Review***

Performance review will be conducted at the conclusion of a three-month probationary period, ensuring alignment with organisational standards and expectations.



## POSITION DESCRIPTION

<b>Core Mercy Values:</b>	Compassion, Hospitality, Respect, Innovation, Stewardship, Teamwork		
<b>Position title:</b>	Non Accredited Registrar - Orthopaedics	<b>Employee name:</b>	
<b>Entity/Group:</b>	Werribee Mercy Hospital	<b>Date:</b>	
<b>Business Unit/Department:</b>	Department of Surgery		
<b>Position reports to:</b>	Head of Surgery	<b>Position liaison</b>	Orthopaedic Consultants Multidisciplinary Team
<b>Position Purpose:</b>	<ul style="list-style-type: none"> <li>• This position supports the delivery of orthopaedics services throughout WMH and is not attached to any one consultant.</li> <li>• The priority of this position is to assist the orthopaedic consultants and the multi disciplinary team in the delivery of high quality patient centred care to orthopaedic patients at Werribee Mercy</li> <li>• The registrar will take part in organization and coordination of departmental non-clinical educational and quality assurance activities.</li> </ul>		
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Must be currently registered with the Australian Health Practitioner Agency (AHPRA).</li> <li>• Prior experience at PGY3 or above in orthopaedic rotations as Senior Resident or Registrar</li> <li>• Applicants must be registrable with AHPRA for positions of up to 12 months from starting date as Senior Registrars in Orthopaedics</li> </ul>		
<b>Resource management:</b>	<b>Annual Operating Expenditure:</b>	<b>Annual Capital Expenditure:</b>	

<b>Mandatory Organisational Competencies</b>	<b>Personal Competencies</b>	<b>Job Competencies</b>
• Orientation (on commencement)	• Commitment to the Mercy values.	• Comply with the requirements of the annual organisational mandatory and role related competencies policy and procedure.
• Equity & Inclusion (annual)	• Demonstrated ability to build relationships with people at all levels.	• Relevant professional registration with AHPRA.
• Emergency Procedures (annual)	• Ability to work as part of a team.	• Knowledge of contemporary clinical issues.
• Work Health & Safety (annual)	• Communication/interpersonal skills.	• Knowledge of funding in public health care facilities.
• Infection Control (annual)	• Teamwork/Collaboration.	• Judgement/problem solving.
	• Customer focused.	• Appropriate delegation of authority and responsibility.
	• Adaptability/flexibility.	• Computer literate.
	• A practical common approach to problem solving & trouble shooting.	

<b>Leadership Capability Framework</b>
<p>All Mercy Health employees are required to demonstrate values and behaviours in alignment with our Leadership Capability Framework. The six capability clusters and respective descriptors are below. Behavioural indicators relevant to your specific Leader Level are available on MercyNET.</p> <ul style="list-style-type: none"> <li>• <b>Performance</b> - Ensure performance is aligned with internal/external stakeholder needs and seeks to exceed expectations to deliver compassionate and responsive care to those in need.</li> <li>• <b>Growth &amp; Sustainability</b> - Give consideration to social, economic and environmental demands to support growth and strengthening of our position as an efficient, effective and responsive provider of health, aged and community services.</li> <li>• <b>Self-development</b> - Build our organisational capability to support a highly skilled and diverse workforce as well as a culture of continued learning, self-development and engagement.</li> <li>• <b>Advocacy</b> - Advocate for the vulnerable and disadvantaged to provide access to quality health, aged and home care services.</li> <li>• <b>Innovation</b> - Support research, training and continuous improvement to remain competitive and responsive to the emerging needs of those whom entrust us with their care.</li> <li>• <b>Collaboration</b> - Strengthen the provision of our services by developing collaborative and cooperative relationships with internal and external stakeholders including Mercy ministries, community, government and catholic affiliates.</li> </ul>

<b>Generic Requirements</b>
• Act professionally and in accordance with the Mercy Health Code of Conduct
• Maintain clinical registration (where applicable)
• Participate in annual performance development review (PDR) process

<b>Key Result Areas</b>	<b>Key Activities</b>	<b>Standard Measures</b>
<ul style="list-style-type: none"> <li>• <b>Demonstrates and upholds the Values and Mission of Mercy Health.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the values of Mercy Health are incorporated into daily work practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Shows compassion and provides support to colleagues and patients.</li> <li>• Consistently shows respect and values each person's dignity.</li> <li>• Seeks opportunities to be innovative for improvement.</li> <li>• Communicates openly and honestly as an effective team member.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Demonstrates an understanding of individual responsibility for safety, quality &amp; risk and participates in organisational quality and safety initiatives.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a safe environment for patients/self/colleagues and members of the public.</li> <li>• Escalate concerns regarding safety, quality &amp; risk to an appropriate staff member.</li> <li>• Participate in evaluation and continuous improvement and clinical indicator processes.</li> <li>• Demonstrate the principles of Person Centred Care: <ul style="list-style-type: none"> <li>○ Respect &amp; Dignity</li> <li>○ Information Sharing</li> <li>○ Participation</li> <li>○ Collaboration.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Risk controls implemented.</li> <li>• Incident/s reported as soon as practicable.</li> <li>• Undertake incident investigations.</li> <li>• Orientation completed.</li> <li>• Training up to date.</li> <li>• Accreditation outcomes.</li> <li>• Patient satisfaction and experience survey results.</li> <li>• Participate in implementation and delivery of annual quality plan and business plan.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Ensure the provision and implementation of quality clinical care.</b></li> </ul>	<ul style="list-style-type: none"> <li>• To be aware of and adhere to the philosophy of the Hospital as set out in the Mission Statement and to follow the approved Clinical Guidelines.</li> <li>• Have due regard for the reputation and interests of the Hospital at all times.</li> <li>• Exercise due professional care in the</li> </ul>	<ul style="list-style-type: none"> <li>• Organisation successfully accredited.</li> </ul>

Key Result Areas	Key Activities	Standard Measures
	<p>management of patients who may be allotted to him/her within the limits of his/her own competence and experience.</p> <ul style="list-style-type: none"> <li>• Undertake such duties as the Head of Department may determine either by roster or from time to time as occasion may demand.</li> <li>• Responsibility for care of orthopaedic patients at WMH.</li> <li>• In the absence of the Consultant on site contact the Consultant on call regarding any emergency admission and any serious clinical problems that may arise.</li> <li>• Consult with the Nurse Unit Manager of the Ward regarding treatment of patients. Orders must be recorded on appropriate sheets in the medical record.</li> <li>• Assist with and attend outpatients sessions as rostered and carry out duties as directed by the Orthopaedic Consultants or Head of Department.</li> <li>• Provide high quality clinical care under the supervision of consultant orthopaedic surgeons and participate fully in the activities of the department.</li> <li>• Oversee the fracture twice weekly for post-op reviews and review patients</li> <li>• On call one in three weekends</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Ensure effective lines of communication are maintained.</b></li> </ul>	<ul style="list-style-type: none"> <li>• All staff behave in accordance with Mercy Health's values at all times &amp; resolve conflict as required.</li> <li>• Demonstrates supportive behaviours for colleagues</li> <li>• Promotes a pro-active approach to communication</li> <li>• Attends hospital forums and unit/department</li> </ul>	<ul style="list-style-type: none"> <li>• Well informed patients &amp; staff working in a harmonious environment.</li> <li>• Evidence of a culture with open and transparent communication.</li> </ul>

Key Result Areas	Key Activities	Standard Measures
	<p>meetings as required</p> <ul style="list-style-type: none"> <li>• Establishes effective and appropriate patterns of communication with clients, families, colleagues and management</li> <li>• Initiates and maintains accurate documentation</li> <li>• Completion of the appropriate Medical records to the standard required by the Australian Council on Hospital Standards.</li> <li>• Accurate completion of discharge summaries and coding sheets where required.</li> <li>• To advise the Head of Department as early as possible when unable to attend to rostered duties because of sickness, accident or other event or if it is necessary to leave the hospital during a period of duty.</li> <li>• Inform the Head of Department as soon as possible regarding: any incidents that occur of a medico-legal nature, any complaints received from patients or relatives, any problems in regard to the provision of services and equipment for the care of patients.</li> <li>• Obtain permission of the Head of Department if it is necessary to leave the hospital during a period of duty.</li> <li>• Any other duties as will be laid down from time to time by the Head of Department.</li> <li>• Make such reports and issue such certificates as are necessary by the nature of the appointment.</li> <li>• Maintain a proper record of symptoms, examinations and treatment of all patients allotted. Complete departmental request forms for diagnostic purposes in accordance</li> </ul>	

Key Result Areas	Key Activities	Standard Measures
	with departmental and hospital regulation.	
<ul style="list-style-type: none"> <li>• <b>Ensures responsibility of own professional development</b></li> </ul>	<ul style="list-style-type: none"> <li>• Participate in research programmes of as approved by the Research Committee or the Clinical Review Committee.</li> <li>• Co-operate with and be prepared to participate in educational activities and programmes.</li> <li>• Organise quarterly morbidity &amp; mortality meetings and bi-monthly radiology meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical and theoretical knowledge is up to date.</li> <li>• Professional representation of the medical profession &amp; Mercy Health</li> </ul>

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_



## POSITION DESCRIPTION

<b>Position:</b>	Orthopaedic Registrar
<b>Directorate:</b>	Medical Operations
<b>Division:</b>	Junior Medical Workforce
<b>Business Unit:</b>	Surgery Department
<b>Enterprise Agreement</b>	AMA VICTORIA - VICTORIAN PUBLIC HEALTH SECTOR - DOCTORS IN TRAINING ENTERPRISE AGREEMENT
<b>Reports to:</b>	Clinical Director of Orthopaedics / Chief Medical Officer / Medical Workforce Manager

### MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.

### VISION

Mildura Base Public Hospital – providing exceptional care.

### PURPOSE

To improve outcomes for our tri-state communities, by creating partnerships, leading a culture and building our team to deliver sustainable services.

### VALUES AND BEHAVIOURS

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation, for more information on our HEART values and the expectations to uphold the values, please refer to page 7 of this document.

### POSITION SUMMARY

The Orthopaedic Registrar will provide high level care to orthopaedic surgical inpatients and outpatients of MBPH. The Registrar will be responsible for the day to day management of medicine patients. The Registrar will also be expected to provide high level management of complex medical problems and provide clinical leadership to junior medical staff in consultation with the Specialist



## KEY RESPONSIBILITIES AND DUTIES

### *Patient Management and Clinical Skills*

Under the Direction of the Staff Specialist:

- Perform accurate assessment and management of patients ensuring appropriate diagnosis and treatment
- Attend emergency department for Orthopaedic surgery team consultations and discuss with the Specialist
- Attend inpatients and undertake consultations and discuss with Specialist
- Oversee/manage patients on the ward, intensive care unit, outpatients and emergency department as allocated to orthopaedic service unit
- Provide direction, leadership and supervision to the Medicine HMOs/Interns in the assessment, management and treatment of patients
- Undertake daily ward rounds with the Specialist and junior medical staff
- Undertake clinical consultations on behalf of the Specialist and perform procedures/patient reviews within scope of clinical practice and experience
- Attending & assisting in theatre
- Attending orthopaedic and fracture outpatients
- Attend clinical handover with Specialists, nursing and allied health staff
- Coordination and review of diagnostic tests ordered by HMO/Interns in line with patient management and treatment
- Implement planned medical care which is evidenced based to achieve identified treatment plan outcomes
- Utilise clear communication with patients and their families with understanding of cultural, religious and gender differences
- Demonstrate effective communication strategies when dealing with vulnerable or difficult patients
- Maintain an accurate and comprehensive record of patient condition and treatment plans ensuring each entry is dated, timed and signed
- Identify referral criteria as required and seek assistance from the Specialist and other departments when required for effective patient treatment
- Report changes in patient condition accurately and within appropriate timeframes to the Specialist
- Ensure accurate assessment of the patient and utilise triage principles to provide clinical care in order of priority
- Involve patients/patient families in decision making process
- Oversee discharge planning, coordinating requirements and liaison with internal/external providers as determined by the patient treatment and discharge plan
- Complete discharge summaries in a timely manner to ensure receipt by external providers within hospital policy timeframes
- Assist with transfer of patients to metropolitan tertiary centres as directed by the Specialist
- Ensure accurate documentation, review and application of medications



### ***General Responsibilities and Professional Behaviour***

- Participate in the department roster, including weekday, weeknight, weekend and public holiday shifts
- Comply with hospital and legal requirements relating to patient and hospital confidentiality
- Work within scope of practice for the position and experience
- Follow professional and ethical standards of medical practice
- Participate in Quality Improvement activities and identify improvements where required
- Prepare reports in collaboration with Specialists
- Participate in research where appropriate
- Participate in Medical Morbidity and Mortality meetings and other audits
- Contribute to the performance appraisal and supervision of HMOs/Interns
- Report incidents and near misses after occurrence, together with abiding by MBPH Risk Management requirements through reporting/control of risks within your department

### ***Communication and Teamwork***

- Provide clear and effective communication with fellow Registrars, HMOs, Interns, Specialists, Nursing Staff internal and external providers in relation to patient treatment such as GPs and Allied Health providers, particularly on discharge or death of a patient
- Provide comprehensive handover of patient history, treatment and management to colleagues, Specialists, colleagues, nurses and other staff as appropriate
- Provide patients with open and transparent information on treatment choices
- Interact with respect and courtesy with colleagues, leaders and all hospital staff and visitors

### ***Education and Professional Development***

- Demonstrate commitment to self-education and professional development
- Complete and manage own assessment and performance reviews with the Specialist to meet training requirements
- Attend junior medical staff meetings and audits relevant to craft group/all junior medical officer meetings
- Seek feedback from Specialists on skills and abilities
- Ensure annual competency requirements are met in correlation to experience/year level
- **Key accountabilities**
  - **Leadership** – This position will assist in the development of a high-performance culture through strong leadership, ensuring that the team is equipped to deliver strategic goals of the organisation by managing, coaching and supporting direct reports.
  - **Collaboration** – This position will develop a collaborative and effective team by communicating meaningful information regularly. The position will also manage professionally and in a timely manner any issues associated with working together such as dealing with differences, conflict, shared goals and team morale.



- **Innovation** – This position will demonstrate strong problem-solving skills, including the ability to develop new processes and make improvements to processes and services that senior management should be aware of.
- **Documentation** – Junior Medical Officers are expected to regularly document in the patient notes, and to use other documentation as required e.g. Clinical Incident, Adverse Event (Riskman) and Consent Forms. Documentation is expected to be legible and completed in a timely manner.
- **Compliance with policies and procedures** – Junior Medical Officers are expected to comply with Mildura Base Public Hospital's policies and procedures, as available on its intranet site, and relevant legislation in the discharge of such duties. Junior Medical Officers are expected to behave in an ethical manner at all times.
- **Orientation** – Junior Medical Officers are required to attend Mildura Base Public Hospital Orientation at the beginning of their employment and are expected to undertake orientation to their unit when appropriate.
- **Professional behaviour** – Junior Medical Officers are expected to be professional in relationships with staff, patients and visitors, and respect the roles of other professions. Cultural differences must be respected and Interpreter services used when required. Junior Medical Officers are expected to ensure their own health and well-being and to seek assistance if impairment in their physical or mental health is impacting on their job performance.
- **Professional development** – Junior Medical Officers are expected to undertake continuing medical education activities and demonstrate a commitment to quality improvement. Junior Medical Officers are expected to attend unit clinical meetings, journal clubs, educational and quality assurance activities relevant to the Junior Medical Officer.
- **Performance management** – Junior Medical Officers are expected to participate in on-going assessment of their competencies via a regular organisational performance review process.

## GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct and MBPHs Heartbeat Guideline**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee, you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards) in alignment with the MBPH Clinical Governance Framework. All employees are responsible for contributing to safe, effective, accountable and person-centred care by:

- Proactively identifying and reporting risks to minimise and mitigate them
- Operating within their scope of practice and seeking help when needed

Ensuring patient and consumer safety and quality of care is your highest priority.



Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

## KEY SELECTION CRITERIA

### **Essential**

- Medical postgraduate Year 2 or above
- Successful completion of AMC Clinical 1 and 2 (working towards obtaining)
- General Registration (or ability to gain General registration) with the Medical Board of Australia/AHPRA
- Well-developed clinical skills commensurate with PGY2
- Well-developed communication skills verbal and written
- A current and satisfactory National Police Clearance
- A current and satisfactory Victorian Working with Children Check

### **Desirable**

- Demonstrated commitment to ongoing professional development and learning
- High level interpersonal skills and ability to work within a multi-disciplinary team
- Ability to manage own workload and seek assistance when appropriate
- Advanced or Basic Life Support or EMST/ATLS certification or equivalent

## MANDATORY REQUIREMENTS

### **Registration with Professional Association:**

For example, AHPRA, AHRI, etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

### **National Police Record Check**

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

### **Working with Children Check:**

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

### **Immunisation Requirements**

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

### **Drivers Licence**



A current Victorian driver's licence is required for this position

*All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.*

### **ACKNOWLEDGEMENT BY EMPLOYEE**

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Happy**  
WE ARE POSITIVE

**As an organisation**

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

**Individually**

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



**Empathetic**  
WE ARE CARING

**As an organisation**

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

**Individually**

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



**Accountable**  
WE ARE COMMITTED

**As an organisation**

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

**Individually**

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



**Respectful**  
WE ARE OPEN TO OTHERS

**As an organisation**

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

**Individually**

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



**Team-based**  
WE ARE ONE TEAM

**As an organisation**

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

**Individually**

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

**LANGUAGE WE USE**

- "I choose..."
- "I care..."
- "I prefer..."
- "I will..."
- "I can..."
- "Is there a better way to do this?"
- "Can we explore that more so I can understand it better?"
- "We will...us...we can..."

**LANGUAGE WE DON'T USE**

- "I have to..."
- "I must ..."
- "If only..."
- "Ah well, that is because of XYZ..."
- "Our processes do not let us do it"
- "Things have always been done this way"
- "Them and us"

**THINGS WE DON'T DO**

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome





# Monash Health



**Position title:** Orthopaedic Registrar

**Classification:** HM25-HM30

**Reports to:** Clinical Unit Head

**Department:** Unit specific to Allocation/Appointment

## About Monash Health

Monash Health is Victoria's largest public health service. We provide safe, high-quality care to one-quarter of Melbourne's population, across the entire lifespan, from pre-birth to end-of-life.

More than 18,000 of us work at over 40 care locations across south-east Melbourne, including seven hospitals and an extensive network of rehabilitation, aged care, community health and mental health facilities. Each year:

- We provide more than 4.1 million episodes of care to our community,
- Close to 265,000 people are admitted to our hospitals,
- More than 231,000 people receive care at our three emergency departments,
- We respond to more than 63,000 ambulance arrivals,
- We perform more than 46,000 surgical procedures, and
- We deliver more than 10,000 babies.

We are an equal opportunity employer and committed to a fair, non-discriminatory workplace that maximises the talent, potential and contribution of all.

### Orthopaedic Unit

- The Monash Health Orthopaedic Unit covers elective and all trauma components of Orthopaedic Surgery.
- The Orthopaedic Unit also has direct responsibility for ICU/HDU beds
- Registrars are well supported with a solid programme of education and training. Facility for training and study is in accordance with the Australasian College of Surgeons and the Australian Orthopaedic Association Advanced Training requirements.

## Job summary

### Purpose

Work as part of a multidisciplinary team to provide safe and effective person centred care, provide teaching and supervision of resident medical staff and students and undertake training towards attaining Fellowship of the relevant college.

## Key result areas

### **Key result Areas**

As Registrar of the Unit you will have a significant responsibility and a complex role. You will be required to undertake:

- Patient assessment and management in consultation with the treating consultant
- Patient care coordination
- Intern/HMO support, supervision, feedback and teaching
- Student interaction and teaching
- Family member communication, feedback and liaison
- Extensive interaction with the other health professionals, especially, the nursing and allied health staff
- Self-management (including time management, accessing education and training and completing college requirements)
- Provide clinical leadership to the multidisciplinary treating team
- Demonstrate commitment towards key organisational initiatives
- Demonstrate compliance with all relevant Monash Health Policies and Procedures

## Scope

### **Budget:**

### **Equivalent full-time employees:**

**Direct reports:** Resident Medical Staff of the Unit

### **Key internal relationships:**

- Unit Head
- Senior Medical Staff
- Other Fellows
- Registrars and HMOs
- Nurse Unit Manager and Nursing staff
- Allied Health Staff
- Monash Doctors Workforce
- Monash Doctors Education
- Directors of Vocational Training
- Monash Innovation and Quality
- Director Medical Services
- Junior Medical Staff Advisory Committee

### **Key external relationships:**

- Relevant Medical College
- The Postgraduate Medical Council of Victoria
- Other public health services

## Responsibilities

### **Operational / Clinical**

As the registrar you are accountable to your Unit Head/consultant for the care all the patients in the unit. It is your responsibility to

- Provide safe and high quality person-centred care for patients under your care
- Ensure coordination of care for patients in your unit

- Ensure timely and clear clinical communication including clinical handover with regards to patients under your care
- Ensure timely escalation of care related issues to your consultant when required
- In your clinical practice demonstrate commitment to quality and safety and Monash Health's "Patient first" initiative.  
In your clinical practice demonstrate commitment towards Monash Health's "Four hours will be ours" initiative

## Quality and safety

As the registrar you are required to demonstrate a commitment towards Occupational Health and Safety. You are required to

- Participate and co-operate in consultative processes to improve health and safety
- Observe safe working practices and protect your own and others' health and safety
- You are also required to participate in the professional development of resident medical staff
- Provide leadership and support for resident medical staff, appraise their performance in consultation with your Unit Head and ensure that staff receive appropriate performance management, professional training and development opportunities

## **Self-Management**

- Maintain clinical knowledge, skills and attributes appropriate to your practice
- Seek regular feedback on your progress with your clinical supervisor and other members of your team formally and informally. Ensure timely mid and end of term performance appraisals
- Maintain your health and understand its impact on your performance in the role. Seek help early in case of health related concerns.

## Financial management

As a registrar you do not have financial or budgetary responsibility but you are required to demonstrate an understanding of how your clinical practice affects the financial performance of the organisation

- In your clinical practice you should have a commitment to ethical and appropriate use of resources
- You must demonstrate a commitment towards Monash Health's "Living within our means" initiative

## Person specification

*This section outlines the qualifications/ technical skills/knowledge and capabilities that the role occupant requires. In the recruitment process this will form the key selection criteria against which to assess candidates.*

### Qualifications/registrations/licences (*italics indicate desirable*)

- *A medical qualification (MBBS or equivalent) which is recognised for registration by the Australian Health Practitioner Regulation Agency*
- *Trainee of relevant Medical college*
- Motor vehicle driver licence

### Technical skills/knowledge/experience

- Has the appropriate level of clinical knowledge and skills to undertake the role of registrar
- Has the appropriate level of relevant clinical experience to undertake the specific role

## Capabilities

### **Professionalism**

- Demonstrates all the attributes that accord with the Monash Health values – iCARE (Integrity, Compassion, Accountability, Respect and Excellence)
- Demonstrates a high level commitment to ethical practice
- Understands medico-legal issues associated with clinical care
- Demonstrates a commitment to profession-led regulation
- Demonstrates ability to effectively manage matters of patient safety and quality of care
- Understand the role of the relevant College and the associated expectations of the registrar role

#### **Scholar/ Teacher**

- Demonstrates ability to contribute to the development, dissemination, application, and translation of new medical knowledge and practice
- Facilitates the medical education of patients, families, trainees and other health professionals and the community
- Provides the necessary training and commitment to the supervision, mentoring and assessment of junior medical staff and students

#### **Health Advocacy**

- Demonstrates ability to advocate for improvements in health care through involvement in relevant professional bodies and forum
- Able to respond to individual patient health and educational needs
- Promotes the maintenance of good health in colleagues and junior medical staff
- Looks after his or her own health and well being
- Advocates for improvements in health care

#### **Leadership & Management**

- Demonstrates clinical leadership with proven ability to exercise sound judgment and provide leadership in professional standards, ethics and a commitment to research and innovation

#### **Teamwork**

- Demonstrated ability to work in collaboration with members of interdisciplinary teams and committees

#### **Communication**

- Able to communicate effectively with team members and colleagues
- Able to communicate effectively and appropriately with patients and families, including those of diverse cultural backgrounds
- Maintains clinical and administrative documents accurately
- Facilitates continuity of patient care through effective communication and handover of relevant information

### **Other position requirements**

- As we support a culture of safety through employee immunisation, there must be documentation provided confirming completed immunisation on employment at Monash Health
- Current and satisfactory Police Check (must also comply with Aged Care Act 1997 Accountability Amendment Principles 2012 if working in Aged Care setting)
- Current and satisfactory Working with Children Check.
- Applicants who are new to Monash Health will be required to enter into an Employment Agreement before commencement

### **Our values**

- **Integrity:** Honesty, open and transparent, admit mistakes, maintains confidentiality, fairness, builds trust.
- **Compassion:** Empathy, sensitivity, concern for others, interacts with dignity, tolerance, anticipates needs
- **Accountability:** Understands roles, uses resources wisely, delivers on time, timely decision making, achieves stretch goals, takes responsibility for performance

- **Respect:** Builds relationships, courteous, listens and understands, gives and receives feedback, sensitivity and understanding, values difference and individual worth
- **Excellence:** Supports creativity and innovation, proactive and solution-focused, seeks out opportunities, embraces quality improvement, professionalism

## Our guiding principles

1. We consistently provide safe, high quality and timely care
2. We provide experiences that exceed expectations
3. We work with humility, respect, kindness and compassion in high performing teams
4. We integrate teaching, research and innovation to continuously learn and improve
5. We orientate care towards our community to optimise access, independence and wellbeing
6. We manage our resources wisely and sustainably to provide value for our community

## Document approval

**Approved by:** Clinical Unit Head

**Department:** Orthopaedics

**Date:** 07/06/2023



## **Orthopaedic Unaccredited Registrar PD Northeast Health Wangaratta**

The Unaccredited Registrar role at Northeast Health Wangaratta is unique and offers opportunities to work as a junior registrar, with appropriate close consultant supervision. It is an opportunity to learn new knowledge, new skills and take on more responsibility.

Northeast Health Wangaratta is a sub-regional trauma service, draining most of Northeast Victoria, including the snowfields. Wangaratta is 240km northeast of Melbourne. It has 6 VMO Orthopaedic Surgeons, with elective and trauma surgery lists every day.

You will be working in a team of 2 x accredited registrars, yourself, 2 x senior Orthopaedic residents and 2 x interns. You will be on a 1 in 4 on call overnight and weekend roster. You will be required to assist in leave cover for the accredited registrars and senior residents.

The job traverses the full spectrum of Orthopaedic care, from the emergency department, to the ward, to theatre and to the clinic. The case-mix consists of a broad spectrum of general Orthopaedic surgery, including upper limb, (including hands), lower limb, spine and paediatrics.

There are possibilities for research and as a hospital well known for its training of Orthopaedic registrars, there will be many training opportunities, including the learning of basic orthopaedic surgical skills. You will have opportunities to attend theatre (at least 3 lists a week) and will be required to attend 2-3 clinics per week.

This is an excellent opportunity to get more exposure to orthopaedic surgery and have a better understanding of the responsibilities and duties of registrars. This experience is invaluable for those wishing to pursue a career in orthopaedic surgery.

Richard Kjar  
Clinical Director Orthopaedics  
Northeast Health Wangaratta



## **Northern Health**

At Northern Health, we take care of the residents of Melbourne's north, a culturally rich and diverse community, by providing acute and subacute Orthopaedic care at Northern Hospital Epping, Broadmeadows Hospital, Craigieburn Centre, Bundoora Centre and Kilmore Hospital.

The Orthopaedic Unit consists of 14 Orthopaedic surgeons with a range of subspecialty interests including Shoulder and Elbow, Foot and Ankle, Hip, Knee and Revision Arthroplasty. The case mix includes both elective and emergency cases, with adult and paediatric patients. The unit admits approximately 2000 patients per year.

There are 6 registrars, 4 residents and an intern on the unit. The unit is supported by an Ortho geriatric team. Each registrar is usually involved in 300 operative cases per year. There are theatre lists and ward rounds at The Northern and at Broadmeadows Hospital.

There is a 1 in 6 on call requirement. Non-accredited registrars have the opportunity to attend regular operating lists, attend 3 - 4 clinics per week, and work closely with our Virtual Fracture Clinic team. There are educational opportunities, and opportunity to provide teaching to junior medical staff, ED department and allied health. There are also opportunities to be involved with quality improvement projects.

We have an active research culture, supported by a Research Co-ordinator and research nurse, and registrars are expected to be involved in research.

We are committed to providing the highest standard of clinical care, while constantly striving to improve through research, teaching and multidisciplinary collaboration.

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Unaccredited Orthopaedic Registrar
<b>Position Number:</b>	Generic
<b>Classification:</b>	Medical Practitioner, Level 5-11
<b>Award/Agreement:</b>	Medical Practitioners (Public Sector) Award
<b>Group/Section:</b>	Hospitals North/North West
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	North, North West
<b>Reports to:</b>	Overall supervision by Specialist Medical Staff
<b>Effective Date:</b>	February 2009
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	General or limited registration with the Medical Board of Australia.
<b>Position Features:</b>	This position will require the occupant to participate in after hours, on call and shift work.

*NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.*

## Primary Purpose:

Responsible for the day to day management of private and public inpatients and outpatients within the Hospital.  
Provide after hours emergency cover at the hospital as determined by the Medical Staffing Unit.

## Duties:

1. Admission and care of patients in the wards including a daily ward round and liaison with Consultants regarding patients.

2. Attend Specialist Medical Officer ward rounds and record all decisions made in the medical history.
3. Respond to calls by Registered Nurses on the wards as soon as possible.
4. Ensure that consultations occur when requested.
5. Interviewing of relatives.
6. Accurate and timely recording of drugs and treatment.
7. Undertake procedures as required.
8. Accurate and comprehensive recording in medical records including progress notes each day.
9. The completion of interim or full discharge summaries on inpatients as required.
10. Discharge planning.
11. Provide after hours cover and an after hours emergency service as rostered or as directed by Medical Staffing Unit.
12. Involvement in Quality Assurance within the hospital.
13. Involvement in Hospital educational activities or evidence of further self-directed learning.
14. Supervision of Residents, Interns and Medical Students.
15. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
16. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

The Registrar works under the direction and supervision of Specialist Medical Staff, and is responsible for:

- Adherence to professional protocols, policies, clinical pathways and standards.
- Demonstrating sound judgement and competence in accordance with skills and knowledge when undertaking tasks.
- Ensuring work is carried out in accordance with relevant Work Health and Safety legislation and procedures.
- Championing a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Knowledge of recent advances in medicine.
2. Understanding of current drugs and technology.
3. Understanding of Infection Control principles.
4. Understanding of patient's rights and responsibilities.
5. Knowledge of, and commitment to, the principles of Work, Health and Safety.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).

## POSITION DESCRIPTION – Bayside Health

<b>Date revised:</b>	<b>28/05/2026</b>
<b>Position:</b>	<b>ORTHOPAEDIC UNACCREDITED REGISTRAR</b>
<b>Award / Agreement:</b>	<b>AMA Victoria – Victorian Public Sector DiT Enterprise Agreement 2022 - 2026</b>
<b>Classification Title</b>	<b><a href="#">Click or tap here to enter text.</a></b>
<b>Department / Unit:</b>	DEPARTMENT OF SURGERY – ORTHOPAEDIC UNIT
<b>Care Group:</b>	<b>ORTHOPAEDIC UNIT</b>
<b>Number of direct reports:</b>	<b>Head of Unit - Orthopaedics</b>

### About Bayside Health

Bayside Health is a public health service delivering high-quality care across every stage of life for close to 1.2 million people living in metropolitan Melbourne, the Mornington Peninsula, Koo Wee Rup, Bass Coast and Southern Gippsland.

We have more than 15 main sites, including hospitals, centres and clinics that provide comprehensive care from welcoming newborns to supporting older people and a full range of services in between.

More than 22,000 dedicated staff are focussed on providing exceptional, equitable, and locally connected care through shared expertise, compassion, and a commitment to continuous growth. Education and training are central to staff development as we encourage all employees to strive and thrive.

Bayside Health was formed following the merger of Alfred Health, Bass Coast Health, Gippsland Southern Health Service, Kooweerup Regional Health Service and Peninsula Health on 1 January 2026.

### Care Groups

Bayside Health is organised into three care groups:

- Alfred Care Group** operates The Alfred, Caulfield Hospital, Sandringham Hospital and Melbourne Sexual Health Centre. Australia's busiest Emergency and Trauma Centre and largest Intensive Care Unit is located at The Alfred. From here we provide nineteen statewide services to support the Victorian community. It is also the largest site for clinical trials in Australia.
- Peninsula Care Group** operates Frankston Hospital, the new Peninsula University Hospital and Rosebud Hospital among other sites and facilities. The new hospital will transform local care with dedicated wards and services. The group also operates MePACS, a personal alarm service, which cares for around 50,000 elderly and vulnerable people across Australia.
- Bayside Regional Care Group** operates sites at Kooweerup, Korumburra, Leongatha, Phillip Island and Wonthaggi and specialises in rural and regional care.

## **Our Code of Conduct**

Our staff are expected to demonstrate and uphold the behaviours set out in Bayside Health's Code of Conduct.

## **Position Summary**

The Orthopaedic Unit at Peninsula Health consists of 28 Consultants, 3 Accredited Registrars, 7 Unaccredited Registrars, 1 SRMO, 3 Residents and 1 Intern.

The unit provides general orthopaedic services to residents and holidaymakers on the Mornington Peninsula including elective and trauma management lists in both adults and paediatrics.

There are around 25-30 lists and 6 trauma/emergency lists each week.

Registrars will attend weekly fracture, wound management and pre-op clinics, along with receiving and managing ED referrals with Consultant support.

Peninsula Health's Orthopaedic Unit is committed to encouraging and fostering an environment of continued learning and skill development.

Trainees are ensured protected training time to attend structured Registrar training sessions. They are encouraged to attend local/National conferences and workshops.

In addition, they are required to participate in a fortnightly Journal Club, monthly clinical meetings and training sessions. There is also an opportunity to participate in teaching medical students, performing audits and undertake research.

## **Key duties and responsibilities**

- Under supervision, provide appropriate medical care to patients and assist more senior doctors in complex cases
- Build and expand personal skill levels to ensure that clients receive the best possible service reflecting up to date evidence based professional practice
- Demonstrates positive workplace behaviours and relationships at all times.
- Recognise, respond and escalate changes in a patient's condition
- Provide medical care of a defined group of patients under direction of Senior Medical Staff; for inpatients this is denoted by allocation according to a roster.
- Ensure treating Consultant is notified of all significant changes in any patient under your care
- Proactively deal with Patient Safety, Clinical risks (including involvement in Mortality Review for all patient deaths under your care), Quality Improvement, Customer Relations and Infection Control issues as they relate to patients under your care, including the specific notification of all incidents or near misses relating to your patients.
- Provide day to day clinical management of patients and ensure attendance at ward rounds
- Accept referrals from other units (including ED) seeking Consultant input and ensuring these are seen in a timely manner and referred promptly to a Consultant
- Regularly review patient objectives, interpretative, physical and mental status, including the development and communication of a discharge plan from time of admission
- Perform Unit duties as delegated by the Unit Head or receiving Consultant in accordance with Peninsula Health's policies and procedures and relevant legislation
- Support the development of an evidence-based medicine (EBM) approach with the patient
- Support the development of relevant research activities
- Intern/HMO support, supervision, feedback and teaching
- Attend and actively participate in service meetings and clinical audit activities convened by the Clinical Director or Head of Unit.

## Key capabilities

- Create and develop a positive working relationship with team and colleagues
- Act in accordance with the “Code of Conduct” and “Workplace Behaviour” policies
- Actively participate in relevant professional development
- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards; Aged Care etc..) and actively promote compliance to any such standards and legislation
- Complete all mandatory training by due date

## Quality, safety, risk and 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.
- Escalate safety, quality & risk concerns to the 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 Bayside Health's mandatory continuing professional development requirements.
- Comply with National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Maintain responsibility for supporting enterprise security.

## Other requirements for all Bayside Health staff

- Ensure compliance with relevant Bayside Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Bayside Health.
- Comply with Bayside Health's medication management and medication safety policies and guidelines.
- Comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role.
- In accordance with Directions made by the Secretary, Department of Health, all Bayside Health employees working in Category A or B roles (as determined by the department's risk ratings) must be vaccinated against Influenza with a TGA approved vaccine

## QUALIFICATIONS/EXPERIENCE REQUIRED

### Essential

- MBBS or equivalent, and be eligible for registration with AHPRA as a medical practitioner
- Eligible for AHPRA registration as a medical practitioner
- Commitment to patients
- Communication skills
- Ability to work in a team environment
- Initiative and self direction

### Desirable

#### Commitment to child safety

Bayside Health has zero tolerance for child abuse and is committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.

**Position Description authorised by: Debbie McLeod**

**Date: 28/05/2026**



## Tasmanian Health Service

DEPARTMENT OF ORTHOPAEDICS

GPO Box 1061, HOBART TAS 7001, Australia

Ph: (03) 6233 8308

Web: [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au)



Phone: (03) 6166 0091  
Facsimile: (03) 6234 9636  
Return Address: via email or via Orthopaedic Administration  
rhh.orthoadmin@ths.tas.gov.au  
12<sup>th</sup> Floor Wellington Clinics, RHH, 42 Argyle Street, Hobart 7000

## 2027 Unaccredited Orthopaedic Registrars. Royal Hobart Hospital.

The Royal Hobart Hospital is the tertiary referral hospital for Tasmania, and the principal teaching hospital for the University of Tasmania Medical School. The Hospital provides most specialist medical services for the region and state.

The Orthopaedic Department of the Royal Hobart Hospital is supported by ~ twelve Orthopaedic Surgeons (across Staff Specialist and Visiting Medical Officer appointments), a General Orthopaedic and Trauma Fellow, and two accredited Orthopaedic Registrars appointed from the Australian Orthopaedic Association Victorian/Tasmanian Training Program.

**There are currently 4 additional unaccredited Registrar positions, appointed annually by the hospital, via the PMCV Victorian and Tasmanian Orthopaedic Registrar Match Service.**

### Clinical Summary and Duties :

The Orthopaedic Department has shared-ward surgical specialty beds, flexing between 20 and 35 adult inpatients. A wide range of Orthopaedic conditions, including Paediatric Orthopaedics, are managed by the Department. The Department has broad experience in general orthopaedic trauma. Unaccredited registrars provide support for outpatient clinics, ward rounds, Emergency Department referrals, journal clubs, and weekly caseload planning and review meetings. Rostering averages ~ 90 hours per fortnight and 1:6 on-call support. Elective and trauma operating theatre attendance provides unaccredited registrars with exposure to 200 – 300 operative cases per year, with accredited registrar or consultant attendance. The hospital has close affiliations with the Menzies Research Institute and several surgeons are engaged in clinical and surgical research.

A Statement of Duties can be provided on request.

**Salary and Classification:** \$134,930 to \$183,855 per annum, Medical Practitioner Level 5-10, in accordance with the Salaried Medical Practitioners (Tasmanian State Service) Agreement 2023.

**Period of Employment:** Fixed term full-time day work (with on-call), working minimum 86 hours per fortnight commencing 1<sup>st</sup> February 2027.

**Location:** Orthopaedics Department, Royal Hobart Hospital.

**Essential Requirements**

General or limited registration with the Medical Board of Australia.  
Current Tasmanian Working with Children Registration (where applicable and as determined by individual position requirements).

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a) Crimes of Violence
  - b) Sex Related Offences
  - c) Serious Drug Offences
  - d) Crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check

Applicants should note that, for a period of six months from the date of publication, this selection process may be used to fill subsequent or similar full time and part time vacancies.

**How do I submit my application?**

You are asked to address the selection criteria within PMCV Match process and online application. Please note that the application process is being supported solely via the PMCV Victorian and Tasmanian State-wide Unaccredited Orthopaedic Registrar Match, <https://www.pmcv.com.au>.

Hard copy applications will not be considered for this campaign.

PLEASE NOTE: Applications submitted by an Agent on behalf of an applicant will not be considered.

Upon completion of the PMCV Match, successful applicants will also be contacted by the Departmental Administrative Assistant and RHH Medical Staffing service to finalise credentialling details.

**For more information contact**

Caroline Stanger

Administrative Assistant Orthopaedic Surgery

Phone: (03) 6166 0091

Email: [rh.orthoadmin@ths.tas.gov.au](mailto:rh.orthoadmin@ths.tas.gov.au)

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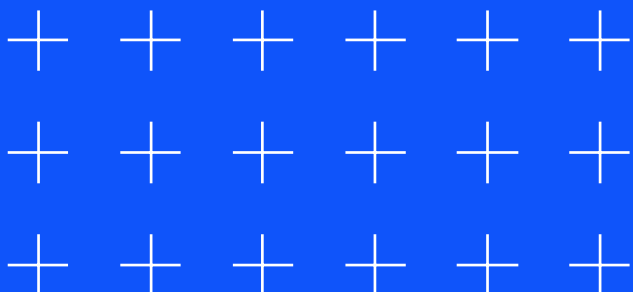


**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, everyday.

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Orthopaedic Surgery Registrar –  
Unaccredited PRE SET**



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## THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

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## OUR VISION

# Advancing health for everyone, every day.

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## THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

### People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

### Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

### Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

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## OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. **Be a great place to work and a great place to receive care**
2. **Grow our Home First approach**
3. **Realise the potential of the Melbourne Biomedical Precinct**
4. **Become a digital health service**
5. **Strive for sustainability**





## KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Provide high quality standards of patient care. This includes the assessment, planning, implementation and evaluation for care in collaboration with multidisciplinary team.
- Contribute to the development of junior staff including medical students, interns and residents to the area
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Liaise with the multi-disciplinary health care team to achieve the desired patient outcomes
- Support integration of undergraduate, graduate and postgraduate medical students within the unit
- Promote patient advocacy, health promotion and teaching

## KEY RELATIONSHIPS

### Internal

- Head of Unit – Orthopaedic Surgery
- Consultants & Junior Medical Staff
- Nursing, Allied Health and Administrative Staff

### External

- Primary & secondary care institutions
- General Practitioners and other hospitals

## KEY SELECTION CRITERIA

### Formal Qualifications:

- Registration with (or eligible for Registration with) the Medical Board of Australia - AHPRA
- Appropriate health professional tertiary qualifications – MBBS or equivalent

### Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Strong leadership skills



- 
- Strong organisational skills
  - Integrity and ethics
  - Adaptability and resilience
  - Well-developed communication, negotiation and presentation skills

Desirable:

- Previous experience in Orthopaedic surgery
- Previous experience as a Registrar
- Previous experience in a major trauma service
- Experience in the implementation of quality improvement, work practice reform and change within a large organisation

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### KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

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### AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

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### ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

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Employee Signature

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Employee Name (please print)

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/ /

Date

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<b>Position Title:</b>	Unaccredited Registrar - Orthopaedic Surgery <b>2027 - 2 (two) Posts</b>		
<b>Department:</b>	Medical division	<b>Cost Centre:</b>	P0873
<b>Enterprise Agreement:</b>	DOCTORS IN TRAINING (VICTORIAN PUBLIC HEALTH SECTOR) (AMA VICTORIA/ASMOF) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2022-2026		
<b>Classification</b>	Commensurate with experience		
<b>Reports To:</b>	Clinically – Orthopaedic Surgeons  Administratively – Medical Workforce Unit		
<b>Infection Control Risk Category:</b>	A		

## Primary Purpose

The purpose of the unaccredited Orthopaedics Registrar post is to provide the incumbents with broad orthopaedic experience and training in a regional setting. The position is intended to provide responsibility and experience at a senior level, including providing support and supervision to more junior HMO staff. The Registrars will closely liaise with the local Orthopaedic Surgeons and will participate in the training program provided. The position would suit a medical practitioner who is intending to undertake formal accredited training in orthopaedics or alternatively a medical practitioner with an overseas orthopaedics qualification who is seeking experience in an Australian regional setting.

## Accountabilities and Key Results Areas

### Wards:

To assist in the management of all public inpatients of the Orthopaedic Surgeons. The Registrar will delegate as appropriate to junior Hospital Medical Officers assigned to the Orthopaedic Service. Ward duties include admission, ongoing management, discharge planning and completion of discharge summaries. The Registrar should monitor the Hospital Medical Officers to ensure that all discharge summaries are to be completed within 7 days of discharge of the patient. Involvement with private patients will be as per agreement with the patient and the Orthopaedic Surgeon concerned. The Orthopaedic Registrar, when on duty, should co-ordinate the admissions of all public orthopaedic patients.

### Theatre:

To assist in the operative management of public inpatients of the Orthopaedic Surgeons, including the performance of procedures under guidance and as per agreement of the Orthopaedic Surgeons. The registrar will be available to travel to Portland and Hamilton to assist in surgical cases. Assistance in the operative management of private patients will be as per agreement of the patient and the Orthopaedic Surgeon concerned.

### Fracture Clinic:

The registrar will attend fracture clinic of the Orthopaedic Surgeons, these are 4 clinics per week overseen by the Orthopaedic Surgeons; a roster will be in place

### Emergency Department:

To attend the Emergency Department and assist in the management of orthopaedic cases as requested by the Emergency Department Hospital Medical Officers/Registrars or the Director of Emergency Services.

### Assistance in other Areas:

Whilst it is recognised that orthopaedic duties are the core role of the Orthopaedic Registrar, under extraordinary circumstances the Director of Medical Services or delegate may request short-term clinical assistance in other areas.

#### OTHER DUTIES:

##### **Quality and Risk Management:**

The Unaccredited Orthopaedic Registrar will participate in relevant clinical audit and other quality and risk management activities undertaken by the Orthopaedic Unit. The Registrar will also assist the Orthopaedic Surgeon and Hospital staff in ensuring that the Orthopaedic Unit fulfils all requirements as outlined in the ACHS Accreditation Manual.

##### **Education:**

The Unaccredited Orthopaedic Registrar will assist in the provision of educational activities to clinicians of South West Healthcare and students of Deakin University Medical School, in particular providing presentations as arranged by the Orthopaedic Surgeons and/or the Director of the Emergency Services.

##### **Policy and Procedures:**

It is expected that the Unaccredited Orthopaedic Registrar will become familiar with relevant South West Healthcare policies and procedures (such as Infection Control, needlestick and sharps accidents, Admission and Discharge and Confidentiality). These will be introduced at orientation and manuals, which are available on the intranet, should be referred to as necessary. (refer also to the “generic responsibilities” section of this position description).

##### **External Displan:**

The Unaccredited Orthopaedic Registrar will act under the instruction of the Director of Medical Services or delegate during any activation of the South West Healthcare External Displan.

##### **Research:**

The Orthopaedic Registrar is encouraged to be involved in any relevant research activities undertaken in the Orthopaedics Service. Research requests need to be referred as relevant to the South West Healthcare’s Institutional Ethics Committee

#### Generic Responsibilities and Accountabilities

- Comply with all relevant legislative requirements, organisational policies, by-laws, standing orders, vision or mission statements and values including, but not restricted to:
  - Infection Control policies
  - Confidentiality policy and privacy legislation
  - Occupational Health and Safety policies and regulations
  - Guidelines of the State Services Authority including the public sector
  - Employment principles and Code of Conduct
  - Fire, disaster and other emergency procedures
  - Smoke Free Campus policy
  - Risk Management policies and guidelines
  - Consumer Participation Strategy
  
- Attend orientation/induction or other mandatory training and relevant Health Safety updates in areas such as Fire, Emergency Responses and Manual Handling
- Current Immunisation status in alignment with South West Healthcare’s Immunisation policy
- Promote the organisation in a positive manner
- Participate as a cohesive member of the health care team
- Respect the rights of individuals
- Provide a child safe environment
- Participate in Continuous Quality Improvement within the organisation
- Accept responsibility for your own personal belongings
- Respect and appropriately care for the organisation’s property and equipment
- Participate in an Annual staff Development Review

#### Key Relationships

<b>Internal:</b>	Clinical staff, Pharmacists, Administrative staff		
<b>External:</b>	General Practitioners, external specialists		
<b>Position Impact</b>			
<b>Direct Reports:</b>	Supervision of JMO's		
<b>Budget:</b>	N/A		
<b>Selection Criteria:</b>			
<ol style="list-style-type: none"> <li>1. Eligible for Registration with the Australian Health Practitioner Regulation Agency.</li> <li>2. Broad clinical experience in orthopaedics</li> <li>3. Willingness to gain further experience and training in orthopaedics.</li> <li>4. Effective communication and interpersonal skills.</li> <li>5. Ability to work as part of a multidisciplinary clinical team.</li> <li>6. An interest in teaching junior medical staff and students.</li> <li>7. Willingness to participate in clinical audit and other relevant risk management and quality activities.</li> </ol>			
<b>Approvals</b>			
<b>Employee Signature:</b>		<b>Date:</b>	
<b>Manager's Signature:</b>		<b>Date:</b>	

## 1. THE ORGANISATION AND OUR MISSION

St Vincent's Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 7,500 staff across 18 sites throughout Melbourne.

Part of Australia's largest not-for-profit Catholic health and aged care network, St Vincent's Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM's mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent's Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

## 2. KEY POSITION DETAILS

<b>Job Title:</b>	Unaccredited Orthopaedic Registrar	<b>Reports to:</b>	Director of Orthopaedics
<b>Program:</b>	Specialty Surgical Services	<b>Department:</b>	Orthopaedics
<b>Industrial Agreement:</b>	AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022 – 2026, or its successor	<b>Classification:</b>	HM25 – HM30
		<b>Risk Category:</b>	<b>A</b>

## 3. LOCAL WORK ENVIRONMENT

The incumbent is accountable for the delivery of supervised clinical services to SVHM's patients, through providing timely access to high quality clinical services for both emergency and elective patients, contributing to service evaluation and displaying a commitment to ongoing learning and professional development in Orthopaedic surgery.

## 4. POSITION PURPOSE

To provide effective supervised day to day clinical management of both ambulatory and admitted patients, including but not limited to assessment, management, admission and discharge.

## 5. POSITION DUTIES

- Demonstrates leadership of resident teams
- Participates in ward, outpatient and surgical activities
- Provides close support to surgeons on elective and on-call service
- Participates in trauma roster, presentation at clinical conferences, journal clubs and departmental audit meetings

## 6. INCUMBENT OBLIGATIONS

### General

- Perform duties of the position to best of their ability and to a standard acceptable to SVHM
- Comply with all SVHM policies, procedures, by laws and directions
- Treat others with respect and always behave professionally and in accordance with the SVHM Code of Conduct
- Only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed
- Participate in the annual SVHM performance review process

- Display adaptability and flexibility to meet the changing operational needs of the business
- Comply with applicable Enterprise Bargaining Agreement provisions
- Display a willingness to develop self and seek to improve performance

### **Clinical Quality and Safety**

- Attend clinical orientation upon commencement
- Maintain clinical registration and any required indemnity cover
- Always work within approved scope of practice under supervision by more senior clinical staff as appropriate.
- Take personal responsibility for the quality and safety of work undertaken
- Take all necessary care and precautions when undertaking clinical procedures
- Complete annual clinical competencies
- Maintain skills and knowledge necessary to safely and skilfully undertake clinical work
- Consult with peers and other experts and refer to other healthcare workers when appropriate and in a timely manner
- Collaborate and clearly communicate with patients/clients and the healthcare team
- Participate in clinical risk management and continuous quality improvement activities as part of day-to-day work

### **Person Centred Care**

- Ensure consumers receive information in an appropriate and accessible format
- Actively support consumers to make informed decisions about their treatment and ongoing care
- Ensure consumers are aware of their rights responsibilities and how to provide feedback

### **Health and Safety**

- Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions
- Complete required Fire and Emergency Training annually
- Complete required Workplace Culture and Equity Training annually
- Attend general hospital orientation within 3 months of commencement
- As required, comply with fit-testing and PPE requirements
- Participate in reporting and analysis of safety and quality data including risks or hazards,
- Report any hazards, near misses and incidents (regardless of whether an injury occurred or not) into Riskman
- Identify and report any variance to expected standard and minimising the risk of adverse outcomes

## **7. INCUMBENT CAPABILITY REQUIREMENTS (Level 2)**

The incumbent of this position will be expected to possess the following core capabilities:

<b>Capability</b>		<b>Demonstrated behaviour</b>
<b>Personal</b>	<b>Personal effectiveness</b>	Takes responsibility for accurate, timely work results
	<b>Learning Agility</b>	Identifies personal development needs and seeks information from a range of sources
<b>Outcomes</b>	<b>Patient/Resident/client centred</b>	Strives to meet and exceed expectations, demonstrating sound judgement
	<b>Innovation and Improvement</b>	Contributes to improvement by reviewing strengths and weaknesses of current processes
<b>Strategy</b>	<b>Driving Results</b>	Manages own work load to deliver results
	<b>Organisational Acumen</b>	Understands the interdependencies between units/departments
<b>People</b>	<b>Working with and Managing others</b>	Takes responsibility for ensuring productive, efficient teamwork
	<b>Collaboration</b>	Works collaboratively within and outside the team

## 8. SELECTION CRITERIA

### 8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- MBBS (Bachelor Medicine, Bachelor Surgery), or MD (Doctor of Medicine)
- Provisional Registration, Medical Practitioners Board of Victoria

### 8.2 OTHER ESSENTIAL REQUIREMENTS

- Commitment to the Values and Health Care Philosophy of St. Vincent's Hospital
- Commitment to the Hospital Code of Conduct
- Clinical competence, appropriate to level of training
- Ability to contribute in a multidisciplinary team
- Demonstrated organisational skills
- Excellent written and verbal communication skills
- Commitment to the principles of the Patient Care Model
- Knowledge of and commitment to Continuous Quality Improvement
- Demonstrated understanding of professional medical issues

## 9. REQUIRED IMMUNISATIONS

SVHM Employee Health Screening and Immunisation Policy outlines the requirements for staff working in SVHM facilities.

**Table 1: Vaccine Preventable Diseases for which vaccination and/or assessment is required within SVHM**

Chicken pox (varicella) Hepatitis B Measles Mumps Rubella	Whooping cough (pertussis) Diphtheria Tetanus Influenza Tuberculosis COVID-19
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*NOTE: Vaccination requirements may differ according to individual jurisdictional requirements and policy directives and where there is a conflict the higher directive will apply.*

SVHM has grouped individuals according to their risk of transmitting vaccine preventable diseases and their risk of exposure to blood or body substances (Table 2).

**Table 2: Health Care Worker Risk Categorisation**

Risk Category	Description	Vaccination requirement
Category A	Vaccination is <b>required</b> for this category of health care worker. Healthcare workers within this category have the potential to transmit Vaccine Preventable Diseases to vulnerable patients most at risk of mortality and morbidity from these diseases within SVHM. This includes employees with direct physical contact with patients/clients, deceased persons, blood, body substances or infectious material or surfaces/equipment that might contain these or contact that would allow acquisition and/or transmission of a specific infectious disease by respiratory means. This includes laboratory workers.	Required
Category B	Vaccination is recommended for this category of HCW. This includes individuals who do not work with the risk of exposure to blood or body substances, their normal work location is not in a clinical area (e.g. chef, administrative staff) and only attends the clinical area for short periods of time. Essentially, these individuals have no greater level of risk than that of the general community.	Recommended

## 10. PRE-EXISTING INJURY

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Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

## 11. AGREEMENT

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### **National Police Check:**

I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.

I understand that regardless of the frequency, if I am working and or visiting in a designated 'high risk area' of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

### **NDIS Clearance (if applicable):**

If you are working in a designated 'Risk Assessed Role' (as defined by the National Disability Insurance Scheme NDIS) regardless of frequency, you will be subject to periodic NDIS Worker Screening Checks every five years at your own cost. 'Risk Assessed Roles' are defined as (a) key personnel as defined in the *National Disability Insurance Scheme Act 2013*; (b) any role that directly delivers a set of specified supports or services in the [NDIS \(Practice Standards – Worker Screening\) Rules 2018](#); (c) any role where normal duties are likely to require 'more than incidental contact' with people with disability. The designation of 'Risk Assessed Roles' are subject to change, please refer to NDIS Practice Standards for further information.

### **Required Immunisations:**

Individuals who will be working in Category A positions will only be able to commence employment following assessment of their vaccination status. The decision to proceed with the commencement of employment will be at the discretion of the ICP in consultation with the Hiring Manager and may in some instances, require additional vaccinations to ensure full compliance with the SVHM Employee Health Screening and Immunisation Policy.

I understand that if additional vaccinations are required to comply with pre-employment prerequisites, this will be at my own cost. Where a state jurisdiction overrides this, the facility will bear the cost.

**I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## POSITION DESCRIPTION

<b>Position Title:</b>	Orthopaedic Registrar
<b>Business Unit/Department:</b>	Medical Services & Peri Operative & Critical Care Clinical Division
<b>Division:</b>	Peri Operative & Critical Care Clinical Division
<b>Award/Agreement:</b>	Victoria Public Health Sector - Doctors in Training Enterprise Agreement 2022 - 2026 (AMA Victoria)
<b>Classification:</b>	HM25 – HM30
<b>Reports To:</b>	Executive Director Medical Services Clinical Department Head as per rotations
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	16/05/2023

### Position Purpose

The role of the Registrar is to provide clinical leadership and management of patients and undertake clinical duties for the Unit under the supervision and direction of the Department Head of Unit or Consultant.

### Business Unit Overview

The Medical Workforce Unit is responsible for the recruitment, administration, education & training and support of junior medical staff at Western Health.

The Medical Education Unit is responsible for the education and training of prevocational medical staff at Western Health.

The relevant Clinical Division is responsible for the provision of inpatient and outpatient clinical services by a multidisciplinary team. Unit Handbooks detailing unit structures, key staff, services provided and other specific unit information are provided to junior medical staff at the commencement of their rotation within each unit.

### Key Responsibilities

- Participate in on-going assessment of competencies via college assessment forms
- Work under the supervision and support of the Head of Unit or Receiving Consultant to further develop general clinical and decision-making skills
- Perform unit duties as delegated by the Unit Head or Receiving Consultant in accordance with Western Health policies and procedures and relevant legislation
- Ensure notification to the appropriate consultant of patients referred to the Department, and provision of initial assessment of referred patients
- Ensure quality patient care via clinical assessment, admissions and development of management plans
- Provide day to day clinical management of patients and ensure attendance at ward rounds

### Our Vision

Together, Caring for the West  
*Patients – Employees – Community – Environment*

- Assume responsibility for patient care in accordance with the care model of the ward/unit, ensuring that required clinical procedures are performed with appropriate training and supervision
- Initiate and provide interpretation of clinical investigations
- Accurately reflect the patient's requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Participate in the development of discharge plans that reflects the needs of patients and their significant others and demonstrates understanding of the role of community providers. Assume responsibility for communication with community providers
- Provide supervision for the clinical activities of the junior medical staff on the unit, according to the level of experience of the individual
- Provide clinical handovers to covering Registrars
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance
- Work collaboratively and respectfully with multi-disciplinary team members to achieve desired outcomes for patients through effective communication and attendance and participation in unit and site clinical meetings
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.
- Demonstrate a caring and empathetic approach towards patients at all times
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in clinical practice
- Undertake ongoing self-directed learning by participation in continuing education activities and attendance at clinical meetings, including any mandatory training programs
- Assist in collection of data for audit purposes, and participate in research activities undertaken within the unit where required
- Coordinate and participate in the teaching of junior doctors and medical students
- Cover other Units as part of the after-hours roster or as requested by the Medical Workforce Unit
- Perform other duties as delegated by the Unit Head or Unit Registrar.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

- I
- Clinical staff including medical, nursing, and allied health
  - Patient support and administrative staff
  - Medical Workforce Unit
  - Medical Education Unit

### Selection Criteria

- A medical qualification recognised in Victoria, Australia
- Current medical registration
- Clinical competence as required for level of position
- Ability to work as part of a team
- Commitment to professional development

### Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your

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employment

- Comply with relevant Western Health clinical and administrative policies and guidelines
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### General Information

- Redeployment to other services and sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name:

[Click here to enter the Employee's name.](#)

Employee's Signature:

Date:

[Click here to enter a date.](#)

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