

# Position Description

Position Title	Urology Unaccredited Registrar
Division	Clinical Operations
Department	Surgical Services
Team	Urology
Enterprise Agreement	Doctors In Training (Victorian Public Health Sector) (AMA VICTORIA/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification Description	Registrar Year 1 - 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>

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

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.

## The Clinical Operations Division

The Clinical Operations Division encompasses acute, allied health, cancer and mental health services. We provide a wide range of general medical, surgical and specialty services including but not limited to; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics, Cancer Clinics and Mental Health Services. Our Allied Health teams provide a diverse range of programs and person centred care in inpatient, outpatient, community, home and residential care settings.

Within a state-of-the-art hospital, our Ambulatory and Critical Care, Medical Services, Surgical Services and Women's and Children's areas use the latest technologies to provide excellent care. Our world class Cancer Centre uses a multi-disciplinary, integrated approach to treat specific cancers. The Cancer Centre offers medical oncology, radiation oncology, specialist nurses, clinical trials and cancer research, palliative care, and a Cancer Wellness Program.

The Mental Health Service provides psychiatric care and treatment across a large catchment area in Victoria stretching from Swan Hill in the north of the state to Gisborne in the south. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children.

Each year our onsite Specialist Clinics provide over 100,000 service events, we also see more than 60,000 people in our Emergency Department and welcome around 1700 babies into the world. The Clinical Operations Division assists with the admission of more than 50,000 patients into the hospital each year.

## The Surgical Services Team

The Surgical Services Directorate provides a range of acute health interventional services including:

- Anaesthetics
- General Surgery including thoracic surgery
- Orthopaedic surgery
- ENT surgery
- Plastic Surgery
- Urology
- Vascular surgery
- Obstetrics and Gynaecology Surgery
- Cardiology - Interventional

The facilities and services that support this portfolio include those co-located within the interventional suite:

- Main Theatres
- Endoscopy
- Recovery
- Day of Surgery Admission
- Patient Services (ESWL management)
- Cardiac Cath Lab

# The Position

This position aims to expose the you to General Urology with particular exposure to uro-oncology (including cystectomy, neobladder formation, radical prostatectomy and nephrectomy/partial nephrectomy), laparoscopic urological surgery, endo-urology, and female and male reconstructive urology (including male and female incontinence and vaginal prolapse).

Participation in the Urology on-call roster will be necessary for the 12 months.

You will attend at least one hospital based tutorial per week, timetabled in advance and is able to attend a regular program of educational events such pathology, radiology, Journal Club, and clinical multidisciplinary management meetings.

The Urology Unit has 3 or more Consultant Surgeons with appropriate College recognised qualifications per Trainee, each actively involved in Trainee education. All urologists actively involved in supervision and training, possesses the FRACS (Urol) from the Royal Australasian College of Surgeons.

This position provides very good education and experience in meeting operative and outpatient criteria for trainees. It offers exposure to a broad range of pathologies.

Supervisors are committed to establishing a high quality experience.

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## Responsibilities and Accountabilities

### Key Responsibilities

- Clinical management of urological patients and the supervision of, and adequate documentation of their medical care.
- Initiate, implement and monitor management of patients under supervision, incorporating the appropriate testing and investigation.
- 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, treatment, clinical progress and investigations, and to supervise/complete the discharge summary in an accurate and timely manner 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.
- 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.

- 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 Division/Department/Unit Quality Improvement activities including accurate completion and presentation of a 3 monthly unit audit inc. mortality and morbidity, supervision of the fortnightly multidisciplinary meeting and formal teaching of junior medical and nursing staff
- Perform other duties as agreed to and as required on occasions by Medical Administration in relation to cover of other staff due to illness, bereavement or patient transfer.
- To supervise and train junior medical staff and specialist nursing staff
- To provide day to day care and supervision to patients within the urology unit, including any patients requiring inpatient consultation or presenting to the emergency department with acute urology issues

## Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health'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. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health 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).

**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 socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. 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.

## Key Selection Criteria

### Qualifications

- A Medical Degree registrable with the Medical Board of Australia with at least 3 years post-graduate experience.
- Current membership of the College training program (desired)

### Specialist Expertise

- Demonstrated appropriate level experience and skills in assessment and clinical management of patients.
- Thorough understanding of the relevant legislation pertaining to Medical Officers.

### Personal Qualities, Knowledge and Skills

- High level interpersonal and communication skills and the ability to communicate confidently and appropriately with patients and their families and other health professionals
- Evidence of on-going professional development to continually update personal medical knowledge and skills
- Ability to effectively use organisational skills (incorporating documentation, time management skills, critical thinking and priority setting)
- Ability to operate in an environment of change.
- Ability to work as an effective team member in a multi-disciplinary environment as well as independently (under appropriate supervision)

## Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

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

**Registration with Professional Regulatory Body or relevant Professional Association** For example, AHPRA, AHRI, RACS 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.

*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.*