

Position Description

Position Title	Paediatric GP Registrar
Position Number	Enter position number
Division	Clinical Operations
Department	Women and Children
Team	Paediatrics
Enterprise Agreement	Doctors in Training Enterprise Agreement 2018-2021
Classification Description	Registrar Year 1
Classification Code	HM25
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 staff capabilities statement

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 and mental health services. We provide a wide range of general medical, surgical and speciality services including; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics and Mental Health Services.

Within a state-of-the-art hospital, the team provides high-quality services using the latest technologies. Our eleven operating theatres (including two endoscopy rooms), critical care, emergency and women's wards all have access to critical services lifts that link to the helipad allowing rapid transfer of patients both in and out of the health service.

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.

The Paediatrics Team

Women's and Children's Services at Bendigo Health provides care to women and children from across the Loddon Mallee region. This service comprises our Women's Health Centre, Maternity Unit, Special Care Nursery and Child and Adolescent Unit. We offer a number of antenatal, intrapartum and postpartum care options including midwifery led antenatal care and obstetric care. Our service is supported by Lactation Consultants, Maternity Support clinicians, Social Workers, Midwifery Home care, Paediatric Homecare and an active education team.

In Paediatrics we are supported by VMOs and Junior Medical Staff. Our Maternity Service is a Level 5 Service in the Victorian State-wide Capability Framework for Maternity and our Special Care Nursery is a Level 4 service which means we care for babies from 32 weeks gestation.

The Women and Children model is client focused and promotes a multidisciplinary approach to client management. Women's and Children's Services at Bendigo Health is a busy and proactive regional facility which provides care for an extensive rural and regional catchment area.

We have approximately 1600 births per annum in the maternity service which offers a Women's Health Clinic, Antenatal/Postnatal area, High and low risk Birth Suites and a 10 bed Level 2 Special Care Baby Unit.

The Position

This GP Registrar post is fulltime for 12 months which provides for extensive experience in General Paediatric Medicine, Adolescent Medicine and Neonatology. There is significant exposure to acute paediatric presentations with the trainee being involved with the Paediatric ward, emergency department, special care nursery and private consulting rooms.

During the 12 months you will also be expected to complete the Advanced Paediatrics Life Support (APLS) three day training program, the Child protection course and a diploma of Paediatrics (if you have not already done so).

Other benefits of this role are:

- Video-conferencing virtual ward rounds for smaller hospitals in the Loddon-Mallee region where neonates or children are admitted and cared for by VMO GPs with advanced paediatric skills.
- Formalised a shared-care oncology model with Monash Children's and the Royal Children's Hospitals in Melbourne (febrile neutropenia and basic chemotherapy).
- Collaboration with the Clinical school of Monash University and are active in teaching and research supervision at undergraduate and postgraduate levels.
- Management of down to 32 weeks gestation.
- We have ready access to MRI (3Tesla), and nuclear medicine.
- We have strong links with Bendigo Community Health Services.

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Responsibilities and Accountabilities

Key Responsibilities

The primary responsibilities of the Paediatrics GP Registrar are to provide high quality day to day clinical services to patients admitted under the Paediatricians engaged by Bendigo Health.

- Assisting Specialist Paediatricians in the management of the Paediatric Unit.
- Initial assessment, treatment and on-going management of paediatric patients in the Paediatric Ward and acute attendees in the Emergency Department.
- 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 succinctly record this in 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.
- Supervision of more junior staff and Medical Students.
- Liaison with Nursing, Allied Health and other HMO's & Specialist Medical Staff in achieving high standards of patient care and efficient use of available resources.
- Management of neonates in the Special Care Baby Unit and attendance at high risk deliveries and caesarean sections as requested.
- Routine assessment of newborns prior to discharge in conjunction with the Obstetrics & Gynaecology Registrars.
- Some on call coverage will be required. Level of supervision is reviewed every 3 months with no weekends or overnight shifts until at usually 6 months if appropriate.

- Review rosters in detail to ensure you attend your shifts as listed, including cover shifts and on-calls where noted
- Other duties as specified from time to time by the Medical Director or Specialist Paediatricians.

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.

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

- MBBS or equivalent degree with current General Registration with AHPRA
- Current membership or intending to enrol in a General Practice Education and Training Program (FACRRM or FRACGP and FARGP)

Specialist Expertise

- At least 2 years post-graduate experience
- Demonstrated appropriate level of experience and skills in the medical assessment and clinical management of patients.
- Satisfactory completion of a minimum of one term in paediatrics or in an emergency department where children are seen
- Thorough understanding of the relevant legislation pertaining to Medical Officers.
- Demonstrated commitment to regional/rural or remote medical practice

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.