

# Position Description

Position Title	Psychiatry Registrar
Position Number	Enter position number
Division	Clinical Operations
Department	Mental Health and Wellbeing (MH&W)
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 and thereafter; Relevant to year of experience
Classification Code	HM25-HM30
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>• Registration with Professional Regulatory Body or relevant Professional Association</li> <li>• Drivers Licence</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

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.

This role is a Psychiatry Registrar training position providing assessment and treatment to patients of Bendigo Health MH&W Services in alignment with the requirements of the RANZCP training program.

## Responsibilities and Accountabilities

### Key Responsibilities

- To provide assessment and treatment for patients of Bendigo Health MH&W Services.
- Undertake clinical management of patients of Bendigo Health MH&W Services.
- Ensure adequate documentation of all clinical matters relating to patients.
- Liaison with multidisciplinary staff within MH&W Services regarding management of patients.
- Prepare reports as required for the Mental Health Tribunal (MHT) and as appropriate attend MHT hearings for presentation of these reports.
- Participate in educational and Quality Improvement activities in MH&W Services.
- Participate in team/departmental meetings and other Organisational meetings as required.
- Participate in ward rounds, journal club, and case conferences.
- 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 Psychiatrist.
- Participate fully in the after-hours duty and on-call roster.

## Key Selection Criteria

### Essential

1. MBBS or equivalent degree with current General Registration with AHPRA
2. Acceptance by RANZCP into the Psychiatry Training Program

## Desirable

3. Well-developed clinical skills for the effective assessment and treatment of patients with mental illness.
4. Demonstrated knowledge of the Victorian Mental Health and Wellbeing Act 2022
5. Thorough understanding of the relevant legislation pertaining to Medical Officers.
6. High level interpersonal and communication skills and the ability to communicate confidently and appropriately with patients and their families and other health professionals
7. Evidence of on-going professional development to continually update personal medical knowledge and skills
8. Ability to effectively use organisational skills (incorporating documentation, time management skills, critical thinking and priority setting)
9. Understanding of the principles of an integrated case management system for service delivery.
10. Ability to operate in an environment of change.
11. Ability to work as an effective team member in a multi-disciplinary environment as well as independently (under appropriate supervision)

## 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.*