MILDURA BASE PUBLIC HOSPITAL

www.mbph.org.au
ABN: 73 543 496 421
P: (03) 5022 3333 **F:** (03) 5022 3228
A: Ontario Avenue, Mildura VIC 3500

POSITION DESCRIPTION

Position:	Paediatric Registrar
Directorate:	Chief Medical Officer
Division:	Medicine
Business Unit:	Paediatrics
Enterprise Agreement	AMA Victoria – Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2022-2026
Reports to:	Clinical Director - Paediatrics

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 communicates, 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 6 of this document.

POSITION SUMMARY

The primary function of the role of the Paediatric Registrar, is the provision of care for patients and families at a level of skill and autonomy consistent with training in Paediatrics. This includes assessment of children admitted, rational use of investigations, ongoing management of care, anticipation and monitoring of progress and planning of timely discharge and appropriate follow up and/or referral to the appropriate Staff Specialist.

The Paediatric Trainee Registrar is a senior member of Junior Medical Staff within a clinical team. In matters relating directly to patient care, the role is responsible to the Staff Specialist Paediatrician in charge of the patients care and other Staff Specialist Paediatricians where appropriate.

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The role is responsible for the supervision and teaching of all junior medical members of the clinical paediatric team, including medical students on rotation. The Trainee Registrar is a role model for all junior trainees regarding professional conduct, clinical acumen and communication with patients, parents, health professionals and staff within MBPH. The role also liaises with health professionals and agencies in the community.

The aim of the training program is to ensure that the delivery of paediatric training at Mildura Base Public Hospital is of the highest quality, sustainable, flexible, and transparent and in accordance with RACP training requirements and clinical service needs.

KEY RESPONSIBILITIES AND DUTIES

Clinical Duties

To become clinically proficient in the care of children with complex health problems and adept in managing this care in the context of the individual family and locally available community support structure.

The Trainee will:

- Provide high quality comprehensive medical care to neonates and paediatric inpatients, including those with complex problems
- Provide appropriate advice and support to GPs, doctors in ED and other health professionals regarding paediatric patients
- Provide ward cover, support and supervision of the paediatric residents and medical students posted to the paediatric unit
- Be actively involved in the education and training of junior staff and other health professionals regarding paediatric issues.
- Maintain complete and orderly records and up-to-date progress notes and completes succinct and accurate reports in a timely manner
- Ensure high standards of moral and ethical behaviour towards patients, families and colleagues.
- Ensure ongoing personal continuing professional development, maintaining up-to-date knowledge required to manage patients and ensure that the management is evidence-based best practice and in keeping with the recognised guidelines used in Australia.
- Attend internal and external CME meetings, workshops and conferences
- Conduct clinics in the Mildura Base Specialist Clinic averaging 5 sessions per week/approximately 4 – 6 patients per session. Clinics will include; 3 session of Developmental and Psychosocial Paediatrics and the remaining 2 sessions will be General Paediatrics and Neonatal problems. Specialty clinics include Diabetes Mellitus and other Endocrine disorders.
- Attend Autism Spectrum Support and Evaluation Team (ASSET) Clinic/Child & Youth Mental Health Services (CYMHS) as part of the multidisciplinary professional team.
- Conduct Outreach Clinics to local rural Health Services eg Robinvale as per schedule (accompanying Paediatric Consultant)

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Referrals

- Acute presentations require assessment in the Emergency Department upon request from its medical staff. Cases obviously requiring admission on initial assessment should not be deferred to complete investigation.
- ED medical staff can organise initial prescriptions in the interim to ensure these patients can be transferred to the ward / tertiary hospital without delay.
- Further assessment and/or investigation can be completed on the ward at a later time.

Department Roster

- The Paediatric Unit is staffed 24 hours per day, 7 days per week by the junior medical staff
- The role will be required to be first on-call when rostered after 1700 and on occasions when there is no available junior resident due to sick or unexpected leave.

After Hours Cover

- It is expected that after an initial settling in period of approximately 1-3 months the role will participate in the Specialist on-call roster

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 provide 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

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expected to attend unit clinical meetings, journal clubs, educational and quality assurance activities relevant to the Junior Medical Officer.

Performance management – Paediatric Registrars/Trainees 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

- Trainee of the Royal Australasian College of Physicians (or equivalent)
- Medical qualification (MBBS or equivalent) which is recognised for registration by the Australian Health Practitioner Regulation Agency
- Registered, or eligible to be registered with the Australian Health Practitioner Regulation Agency
- Demonstrated ability to work in a multidisciplinary team
- Effective communication skills
- A current and satisfactory National Police Record Check
- A current and satisfactory Working with Children Check

Desirable

- Advanced or Basic Paediatric Life Support or EMST certification or equivalent
- Department of Health and Human Services Child Protection Training or equivalent
- Demonstrated commitment to teaching

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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: _____

MILDURA BASE PUBLIC HOSPITAL — OUR VALUES AND BEHAVIOURS



Happy
WE ARE POSITIVE

As an organisation

We aspire to be happy in c1ll our dealings with people. Everyd;iy we strive to be the be.st version of ourselives, and we seek to continuously improve our organisation, ourselves and eadh other through personal and professional growth. We believe that happy people do their best work. We know that joyin our journey is invaluable to a sustainable and lasting success.

Individuallly

- Use positive language in tnteractions with staff, patients and community
- Honour the work we do c1nd choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, whc1t is going well and whc1t can be lea med
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growtt, opportunities and effecbive reedback to *staff* to ensure they are supported ro achieve their best

Empathetic
WE ARE CARING

As an organisation

We put our patients first, and we listen and dec1l witl1 their needs. We c1re compc1ssionate people who make MBPH a place fm healing, gmw!Jh and success fm patients, tlietr ramilie5 and our st:alt

Individually

- Make time to actively listen and understand one another
- Walk in others' i;hoes
- Consider an indi'oliidua.lperson'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 a n organisation

We take ownerstlip of the actions and decisions made. We do the right thing in all our inter actions. We reward oased on great outcomes, and we ar e transparent in both our successes and fililures. We use good judgement and everyday we **make** our patients'joumey better.

I1ndMdually

- Be courageous in challenging the process to get a better result
- Ensure he project isdear on mies, responsibilities and trmeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Complywith Code of Conduct; compan¥ policies and procedures; industry standards and leg islirtion
- Be r,es:por1siblefor monitoring ttle rigtlt way to do things.

Respectful
WE ARE OPEN TO OTHERS

As an organisation

We build effective relationmips c1nd emphasise ttle importance of diversity and inclusion in our workplaoe. **We** recognise and value the views and the experiences our staff and patients bring to our mganisation.

Individuallly

- Show pride in our roles and our workplace
- Recognise and understanding tlie influenoe of a person's situation, background and beliefs and tlow they can be slhown due respect
- Indudeall backgrounds-gender/ age/sex/abilities,,i"ace/religiankexual orientation/culture
- Be aware of ,assumptions **and biases** when making decisions
- Take care of ,and sustain ou1workplace, ecuipment and envimnment
- 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 team!> and we trust and respect each ottlers' contribution. We make sure we have he 1ight people in the right.jobs with the rigtlt tools, resources and equipment. And we know, no single person is bigger than ttle 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 staketiolders to meet patients' needs
- Gollabmate and share knowledge within ,and across teams
- Connect witl1 exceptional industry leaders ro build Cilpabilities
- Recognise and foster talents in ottlers

LANGUAGE WE USE

"I choose_,•
"I care_•
"I prefer_.•
"lwilL"
"lean_"
"Is there a better w.r,todothisr
•can we explore that more so I can understand it better?"
"We wilL.us...we can_•

LANGUAGE WE DON'T USE

"Ihave to_."
"I must-•
"Ifonly•."
"Ah well, that is because of YNZ.•
"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

