

POSITION DESCRIPTION

Position:	Medical Registrar BPT
Division:	Medicine
Unit:	General Medicine
Enterprise Agreement	AMA Victoria – Victorian Public Health Sector – Doctors in Training Agreement 2018-2021
Reports to:	Chief Medical Officer/ Department Head/ JMO 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




Your Hospital – We care.

MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

VALUES

 Responsiveness	Responsiveness: Providing frank, timely advice to the Government; high quality services to the Victorian community; and by identifying and promoting best practice.
 Integrity	Integrity: Being honest, open and transparent; acting responsibly; reporting improper conduct; and striving to earn and sustain public trust of a high level.
 Impartiality	Impartiality: Making decisions and providing advice on merit and without bias, favouritism or self- interest; objectively considering all relevant facts and fair criteria.
 Accountability	Accountability: Working to clear objectives in a transparent manner and accepting responsibility for decisions and actions.

 Respect	<p>Respect: Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying.</p>
 Leadership	<p>Leadership: Actively implementing, promoting and supporting these values. Leadership is about positive influence, inspiring and empowering others.</p>
 Human Rights	<p>Human Rights: Making decisions and providing advice consistent with human rights; and actively implementing, promoting and supporting human rights.</p>

POSITION SUMMARY

To ensure that quality, evidence based medical care is delivered within a safe team environment that is conducive to learning. The BPT Registrar, in collaboration with other team members, will provide effective management of patients under the guidance of the Medical Consultants.

This position provides experience in the care of patients with multi-system diseases, MET call experience, inpatient care, including acute care and undifferentiated patient management experience, afterhours clinical leadership experience and complex ambulatory care experience, under the supervision of senior clinicians many with sub-specialty interests.

KEY RESPONSIBILITIES AND DUTIES

The clinical role of the APT and BPT registrar may overlap; however, the BPT Registrar should act as an adviser and mentor to the Junior Medical Officer. The APT Registrar and BPT Registrar are expected to interchange their clinical duties to ensure that patient care is the focus.

- Key responsibility for:
 - Patient assessment and management
 - Communication assessment / management plans to relevant staff involved in the patient care
 - Assessing all patients on presentation and in the Emergency Department in a timely manner
 - Diagnosis and treatment plan, under on-call consultant supervision/direction
 - Initiating, implementing and monitoring management of patients under supervision, incorporating the appropriate testing and investigation
 - Ensuring that results of investigations are available and known
 - Liaising regularly and as direct contact with the on-call consultant and/or APT Registrar
 - Escalation to consultant of patients concerns, consistent with MBPH guidelines.
 - Attendance and, in certain circumstances, running of Code Blue and MET calls
 - Ensuring timely discussions with patients and their family, providing counselling and support where required
 - Accepting referrals from other units (including Emergency) seeking speciality input and ensuring these are seen in a timely manner and referred promptly
- Supervision of junior medical staff within the Unit – education of junior staff in clinical management and procedural techniques (where the APT or BPT Registrar is appropriately skilled)
- Thoroughly and promptly correlate and document in the medical record, the relevant patient information in an appropriate and ongoing manner, from the initial assessment, differential diagnosis, investigations, treatment plan and clinical progress
- Regularly review patient objectives, interpretative, physical and mental status, including the development and communication of a discharge plan from the time of admission
- Succinctly record the above in the discharge summary at the time of discharge

- Appropriately liaise with all staff involved in the care of the patient, including communication and referrals necessary for ongoing care post-discharge
- Attend clinical handover with specialist, nursing and allied health
- Participate in clinics and other Unit activities as rostered and required
- 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
- As a representative of the MBPH and the Medical Profession, present a professional appearance and demeanour at all times
- 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 junior medical staff due to illness, bereavement or other unplanned leave
- Undertake research activities commensurate with the role

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. 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).

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

KEY SELECTION CRITERIA

Qualifications / Certificates

- Medical graduate
- Successful completion of relevant post graduate years
- Acceptance into College training program if applicable
- AHPRA medical registration without conditions, undertakings or reprimands.

Specialist Expertise

- 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, Knowledge and Skills

- Leadership
- Innovative idea
- 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

MANDATORY REQUIREMENTS

National Police Record

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

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.

Registration with Professional Association

AHPRA medical registration without conditions, undertakings or reprimands.

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.