

Position Description

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| Position Title | Geriatric Medicine Registrar |
| Position Number | Enter position number |
| Division | Integrated Care Services |
| Department | Geriatrics, Rehabilitation and Palliative Care |
| Team | Geriatric Medicine |
| Enterprise Agreement | DiT EBA 2018 - 2021 |
| Classification Description | Registrar Year 1 - Year 6 and thereafter; Relevant to year of experience |
| 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 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 Integrated Care Services Division

The Integrated Care Services Division offers a diverse range of programs and services which provide high quality person centred care to patients, clients, residents and consumers in Bendigo and across the Loddon Mallee Region. Services are provided in inpatient, outpatient, community, home and residential care settings.

Our services include; Aboriginal Services and Diversity, Allied Health, Community Programs, Health Promotion, Outpatient Rehabilitation Service, Community Dental Services, Pastoral Care and Chaplaincy Services, Rehabilitation & Geriatric Medicine, Palliative Care, Residential Care Services, Transition Care and Volunteer Services.

In addition the Executive Director Integrated Care Services has professional responsibilities as the Chief Allied Health Officer As such the CAHO is focused on leading and supporting the health professional workforce to feel valued and empowered to provide exceptional, quality care.

The Geriatric Medicine Team

The medical team within integrated care services include geriatricians, rehabilitation physicians, palliative care physicians, registrars and junior medical staff.

The Team look after inpatients who require ongoing assessment, evaluation and rehabilitation. This is usually after an acute illness or traumatic event, but sometimes after failing to manage in the community. The team may assist in one or more of the following outpatient clinics – memory clinic, falls and balance, comprehensive geriatric assessment, continence and telehealth reviews. The team may be rostered to assess and provide care to older adult patients in the acute wards of Bendigo Health, Residential In Reach, Transition Care Program or ACAS clients in the community.

The Position

This position description covers the three Geriatric Medicine registrar positions to be employed by Bendigo Health for the year 2023-2024.

Each of the Bendigo Health appointed registrars (x3) will rotate through two of the following terms in the year:

- GEM Unit Geriatric Medicine Registrar;
- Orthogeriatric Service Geriatric Medicine Registrar who will also provide consultation reviews to older adults in Surgical Services; and
- Community Geriatric Medicine Registrar who provides a service to a third, smaller GEM hospital inpatient unit, as well as patients in the community, Transition Care and GEM@Home Programs

Term allocation will be negotiated with each registrar dependent on their individual training needs, as well as organisational requirements.

Each unit is supported by either an intern or an HMO and it is the expectation that the registrar will supervise, train and support their junior medical staff.

It is expected that all registrars will work in at least one Geriatric Medicine clinic each week dependent on their training needs across the year. The selection of clinic assignment will be negotiated with each registrar and may include any of CDAMS, General Geriatric Medicine, Geri-Connect Telehealth service, Falls and Balance or Continence clinics.

The roles are all 42-45 hours per week, including infrequent weekend shifts, but no overnight cover. It is an expectation that trainees attend the fortnightly Victorian Geriatric Medicine Training Program Thursday afternoon sessions, and other Northern Alliance of in-house training activities, including an organised registrar training program.

A Unit Handbook is available for each position.

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Responsibilities and Accountabilities

Key Responsibilities

- Clinical management of patients and the supervision of, and adequate documentation regarding 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 its 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.
- Perform certain procedures, under supervision as appropriate.
- Regularly review patient objectives, interpretative, physical and mental status, including the development and 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 Divisional/Department/Unit Quality Improvement activities.
- Participate in teaching and educational activities as required.

- Perform other duties as agreed to and as required on occasions by Medical Administration in relation to cover of other registrars due to illness, bereavement or patient transfer.

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

Essential

1. MBBS or equivalent degree with current General Registration with AHPRA
2. At least 3 years post-graduate experience
3. Current membership of the College training program
4. Demonstrated appropriate level experience and skills in the medical assessment and clinical management of patients.
5. Thorough understanding of the relevant legislation pertaining to Medical Officers.

Desirable

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. Ability to operate in an environment of change.
10. 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

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.