

<b>Position Title:</b>	Aged Care Registrar
<b>Award Classification:</b>	As per AMA / DIT Award
<b>Award / Agreement Name:</b>	Victorian Public Health Sector (AMA Vic) – Doctors in Training – Multi-Enterprise Agreement 2018 -2021 (Commonly known as “AMA Victoria DIT Agreement 2018”)
<b>Reports to:</b>	Professor of Geriatric Medicine/ Head of Unit / Consultants

### EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio-economic status, population and healthcare needs.



## **1. POSITION PURPOSE**

Aged Care Trainees are rotated through nine potential rotations involving care of the elderly. These include experiences with GEM units, Psychogeriatric Units, Inreach and Residential Care as well as Gem at Home Community services. Ambulatory components include multiple speciality clinics (CDAMs, Falls and Balance, Continence, Movement Disorders, Pain, Complex Care), hospital consultative services as well as ACAS home assessments. All trainees should ensure that documentation, medical treatment orders and care of patients in these Units is of high quality consistent with Easternhealth values.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

Refer Attachment 2 for duties and responsibilities

## **3. SAFE PRACTICE AND ENVIRONMENT**

### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

## **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

## **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfill your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and

minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

## 6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2000.

## 7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## 8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. ATTACHMENTS

- Attachment 1            Key Selection Criteria
- Attachment 2            Key Result Areas / Key Performance Indicators
- Attachment 3            Eastern Health / Department Information

## 10. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Program Clinical Director

### INCUMBENT STATEMENT

I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

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Must hold a MBBS or equivalent degree and be provisionally registered as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).

## ATTACHMENT 2

### KEY RESULT AREAS / KEY PERFORMANCE INDICATORS

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### MAJOR DUTIES AND RESPONSIBILITIES

- Ensure that the Aged Care Service functions in an efficient and effective fashion.
- Provide care for patients in the Aged Care and Rehabilitation Services under the overall supervision of the Consultant Medical Staff.

### Specific Duties of the Aged Care Registrar

- Develop and maintain good communication with Nursing and Allied Health Staff in relation to the provision of care to patients in Aged Care roles. Particular attention should be paid to communication with families and carers in relation to patient's conditions. Consultant Staff should be notified if there is any serious change in a patient's condition and/or patient's death.
- Communicate with local doctors, especially in relation to discharge plans and post-discharge follow-up.
- Take part in quality improvement activities relevant to the Unit and present findings to appropriate meetings.
- Attend and take an active part in Unit and Hospital educational activities, including undergraduate student teaching.
- Take part in the after-hours roster.
- Other duties as determined by the Director of Medical Services.

## ATTACHMENT 3

### EASTERN HEALTH DEPARTMENT INFORMATION

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<b>Department / Specialty Area</b>	Geriatric Medicine – Sub Acute Medicine
<b>Campus / Physical Location</b>	Wantirna Health, Peter James Centre, Angliss Hospital, Maroondah Hospital and In-reach Services

### SPECIALTY SPECIFIC INFORMATION

#### Organisational Context