



Goulburn Valley Health Position Description



Position Title:	Medical Administration Registrar
Operationally reports to:	Director Medical Services
Professionally reports to:	Executive Director Medical Services & Chief Medical Officer
Department:	Clinical Administration
Directorate:	Medical
Cost centre:	P0902
Code & classification:	Hospital Registrar (HM25-HM30)
Performance review:	Upon of completion probationary and qualifying period and annually or as requested AMA Victoria – Victorian Public Health Sector Doctors in Training
Employment conditions:	Enterprise Agreement 2022-2026; and GV Health Policies and Procedures (and as varied from time to time).

Goulburn Valley (GV) Health is a Regional Public Health Service in the Hume Region of Victoria, with campuses located at Shepparton, Tatura and Rushworth. The main campus in Shepparton is the major acute referral hospital for the sub-region. Additional sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services across the Goulburn Sub-Region within the Hume Region.

The *Goulburn Valley Health Strategic Plan* provides the direction for GV Health with key elements summarised below.

Vaccination against COVID-19 and Influenzas are a mandatory requirement of this role. Vaccination against preventable diseases is also highly recommended. You will be required to provide evidence of your vaccination status during the application process.

OUR PURPOSE

Improving community wellbeing through high quality health services, outstanding care and learning.

OUR VALUES AND BEHAVIOURS

Our culture is made up of our CREATE values and behaviours, through which we commit to delivering ongoing quality healthcare for our community. Our CREATE values and behaviours are the foundations for our strategic pillars, and for achieving our goals.

CREATE Outstanding

CREATE Outstanding encompasses foundation elements of the *Goulburn Valley Health Strategic Plan 2019-23* to link GV Health's purpose, values and our Culture of Care with fundamental organisational systems and processes. GV Health is striving to achieve CREATE Outstanding in every interaction with the people services are provided for as well as how staff work with each other.



GVHealth



CREATE. Outstanding.

Compassion

- We treat others with kindness and respect;
- Our deep connection to the community enhances our care for patients;
- We support the whole patient journey;
- We are understanding of each other.

Respect

- We respect the patient's voice and their choices;
- We celebrate diversity and are proud of multiculturalism;
- We respect differences of opinions;
- We respect the input of different disciplines and areas of expertise.

Excellence

- We are encouraged to grow professionally and personally;
- We are leaders in what we do;
- We invite feedback and are always striving to do better;
- We connect patients to further care and information.

Accountability

- We are responsible for our actions;
- We are courageous in our decision making and grow from our mistakes;
- We deliver what we promise;
- We don't compromise on our standards.

Teamwork

- We are a multi-skilled workforce and we pool our resources together;
- We mentor and support one another;
- We take a collaborative approach to care;
- We are approachable.

Ethical behaviour

- We hold ourselves to high standards;
- We rigorously uphold professional boundaries in our regional setting where patients may be friends or family too;
- We value and respect our patient's privacy and trust;
- We stand up against unsafe practice.

KEY RELATIONSHIPS:

- Executive Director Medical Services & Chief Medical Officer (EDMS & CMO)
- Director Medical Services (DMS)
- Executive Director Clinical Operations (EDCO)
- Divisional Operational Directors (DODs)
- Divisional Clinical Directors (DCDs)
- Clinical Directors (CDs)
- Senior Medical Staff
- Junior Medical Staff
- Director of Medical Education
- Director of Intern Training (DIT)
- Director of Prevocational Education and Training (DPET)
- Medical Education Officer (MEO)
- Manager Medical Workforce
- Manager Quality and Safety
- Legal Counsel
- Chair, Senior Medical Staff Group (SMSG)
- Manager, Employment Relations

ROLE STATEMENT:

This position is accredited with the Royal Australasian College of Medical Administrators (RACMA). The Medical Administration Registrar will provide the benefit of additional oversight and insight in to key areas including Quality and Safety, Access and Flow, Medical Education and Training and Medical Workforce. This role will undertake quality improvement projects in the above areas and will be formally supervised by the Director of Medical Services.

The Medical Administration Registrar will work with the EDMS & CMO and DMS to provide professional leadership and clinical guidance in relation to strategic and operational issues as required, with a particular focus on:

- Managing the medical staff with the organisation; and
- Participating in relevant committees
- Assist units to participate in quality improvement programs; and
- Assist the EDMS & CMO and DMS with policy, financial, quality and HR issues as required.

KEY ACCOUNTABILITIES:

Professional

- Participate in the preparation of medico-legal reports including medical reports and coroner statements.
- Participate in projects and other activities which will lead to improvements in Clinical Governance.
- Work with the Manager Quality and Safety to develop and implement innovation and quality projects.
- Participate in strategic planning related to medical matters and develop operational plans in consultation with medical staff.
- Meet RACMA Training activities, and supported through the relevant exposure and supervision as required throughout the role.

Technical Expertise

- Support Project work which requires the involvement of a manager with medical expertise.
- Support the development and implementation of clinical and related policy, protocols and guidelines which are relevant to medical staff.
- In Collaboration with the Manager Quality and Safety:
 - Support Quality improvement priorities within the program.
 - Assist the programs to develop systems to audit, analyse and monitor their clinical care in relation to patient outcomes.
- Assist in the maintenance and development of the junior and senior medical workforce through best practice recruitment, appointment, orientation, rostering, employment and contracting to ensure appropriate medical service delivery.
- Assist in managing Research Governance and participate in the GV Health Human Research Ethics Committee as required.
- Assist in the management of patient complaints.

Scholar/ Teacher

- Critically evaluate medical information and apply where relevant to matters associated with medical management.
- Demonstrate a dedication to self-improvement and personal continuing education, through attendance of RACMA education / tutorials and weekly reflection sessions with the DMS.

Health Advocate

- Attend internal and external meetings, as the delegate of the EDMS & CMO and/or DMS.
- Edit and manage distribution of the CMO newsletter.

Management and Leadership

- Assist in the management of the Medical Credentialing and Clinical Scope of Practice processes.
- Assist in management of medical staff through effective recruitment, retention, recognition and development strategies; ensure there are effective consultation and communication processes in place.



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- Participate in budget and financial planning, development and reviews.
- Assist in developing and implementing financial strategies that will ensure budgetary targets and key performance indicators are met.
- To participate in relevant GV Health Committees including but not limited to:
 - Clinical Risk Panel;
 - Morbidity and Mortality Review Committees;
 - Credentialing and Scope of Practice Committee;
 - Clinical Governance Sub Committees.
 - Timely Emergency Care Collaborative
 - New Technology Committee
 - General Clinical Training Committee

Teamwork

- Liaise with a range of clinical programs to promote cross-program dialogue and activity.
- Undertake consultation and distil feedback into a report and or recommendations.
- Convene and/or support working parties and expert advisory groups.
- Support the functioning of the JMO Society and IMG support groups.

KEY PERFORMANCE INDICATORS:

- Registration is maintained and working within scope of practice.
- Satisfactory progress in RACMA training requirements, including term assessments.
- All documentation is of a high standard and accurate.
- Participate in unit / team meetings and education sessions in alignment with the clinical governance structure to promote and maintain communication and improved practice.
- Participate in orientation, preceptorship, mentoring and performance enhancement responsibilities as required.
- Regular Attendance and active participation at local departmental and regional training committee meetings.
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework.
- Active participation in the Performance and Development review process.

Other Position Requirements

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

KEY SELECTION CRITERIA:

Minimum Requirements:

- Commitment to the GV Health Values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour
- MBBS or equivalent
- Current registration with the Australian Health Practitioner Regulation Agency as a Medical Practitioner.

- A current RACMA trainee or application made to commence the RACMA Fellowship Training Program within first three months of appointment.
- Minimum of 3 years general clinical experience.
- Satisfactory National History Criminal Check prior to commencement of employment
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
- Evidence of full vaccination against COVID-19 and Influenza
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment

Desirable Skills and Experience:

- Demonstrated interest in Medical Administration or Clinical Governance.
- Demonstrated ability to uphold and model the GV Health Values.
- Well-developed written and verbal communication skills with proven ability to work collaboratively with a wide range of professional groups.
- Relationship building and interpersonal skills with a demonstrated ability to work in a team environment to manage change.
- Demonstrated peer review participation.
- Competent in use of Microsoft Office Suite
- Presentation skills

Inherent Requirements

GV Health has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others. The role may require the following tasks among other things:

Consumer Care Role	
<ul style="list-style-type: none"> ✦ manual handling (pushing, pulling equipment) ✦ general consumer handling and clinical duties ✦ sitting, standing, bending, reaching, holding ✦ pushing pulling trolleys and equipment ✦ working alone ✦ general clerical, administration work, computer work ✦ use of personal protective equipment and handling ✦ operating equipment ✦ handling general and infectious waste ✦ participating in shift work and on-call 	<ul style="list-style-type: none"> ✦ exposure to substances and hazardous materials ✦ working at other locations may be required ✦ dealing with anxious or upset consumers or members of the public driving a motor vehicle

Reviewed by	Director Medical Services
Issued	November 2022
Reviewed	August 2023

I acknowledge:

- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That GV Health has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to GV Health’s Child Safety Standards procedure.
- That I have read and fully understand the Position Description and Inherent Physical Requirements of the position.
- I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____ / / _____

(Print Name)