

Position Title:	Unaccredited Oncology/Palliative Care Registrar
Operationally reports to:	Clinical Director Oncology/Clinical Director Palliative Care
Professionally reports to:	Chief Medical Officer
Department:	Medical Oncology
Directorate:	Clinical Operations
Cost centre:	Various
Code & classification:	HM25 - HM30
Performance review:	Upon completion of probationary and qualifying period and annually or as requested
Employment conditions:	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single interest Employers) Enterprise Agreement 2022-2026 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main 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, Euroa 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 2024-26* provides the direction for GV Health with key elements summarised below.

Vaccination against 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

Is to significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care

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.



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.

CREATE Outstanding

CREATE Outstanding encompasses foundation elements of the *Goulburn Valley Health Strategic Plan 2024-26* 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.

ROLE STATEMENT:

The Medical Oncology/Palliative Care Registrar will have shared responsibility for the care of patients with a wide array of cancers and will also support haematology and palliative care patients. This will include inpatient and outpatient care of patients at Goulburn Valley Health. The Oncology/Palliative Care Registrar is directly responsible to the attending for day-to-day patient management, and reporting to relevant Medical Oncology/Palliative Care consultant. They will provide the day-to-day clinical management of patients under the care and direction of the Medical Oncologist/Palliative Care Physician to ensure a high quality of patient care.

They will undertake administrative duties for the Department under the direction of the Consultant Staff to ensure that the Department is run efficiently.

KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES:

INPATIENTS:

- Day to day reviews and management of oncology and palliative care patients
- Ward rounds – this will include daily ward rounds.
- Liaising while supporting junior medical staff, with other specialties, allied health and supportive health services
- e.g. Community Palliative Care, radiation therapy, day to day management of inpatients
- Excellent communication with patients, their families and relevant health care staff.
- Appropriate documentation of reviews and management plans in patient records
- Evaluation of referrals from other inpatient units and discussion consultant on call
- Attend the Patient Flow Handover Meetings when on – call (including weekends). If there is a medical emergency, the Registrar should nominate someone from his team to attend.
- Ensure that the discharge summaries are completed on time and as accurately as possible. All discharges meant for the following day should be completed the previous day by 3 pm unless the patient's clinical condition has changed. They do not necessarily have to do it themselves, but need to provide oversight.
- Ensure that documentation at Case Conferences and family meetings are accurate and representative.
- Ensure effective hand-over is done at the end of each shift in the template provided by GV Health. This is in line with the National Handover Template
- Affirm discharge planning with families, social work, nursing and allied health and keep to discharge dates.
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas



OUTPATIENTS:

- Responsible for review of patients in Outpatient clinics and Day Oncology Unit/Palliative Care Outpatient clinics
- Review and management of any issues arising in Medical Oncology and palliative care patients under the supervision relevant consultants.
- Assess patients attending Symptom Urgent Review Clinic (SURC) and discussion with relevant consultant for appropriate management
- Excellent communication with Day Oncology patients, nursing staff, pharmacists, and other health professionals as required.
- Appropriate documentation of reviews, management plan and outpatient letter

ON CALL:

- Participating in the junior medical staff weekend roster for oncology

EDUCATION:

- Participation in the Weekly Journal Club Roster and Grand Rounds
- Attendance to the Multidisciplinary meetings (MDM)/ Weekly Ward Handover Unit meeting/Mortality and Morbidity meeting
- Participate in regular in – service teaching on the ward and run the Departmental Teaching program.
- Participate in the GV Health CPD programme
- Supervision and education of interns and Melbourne University medical students.
- Strongly encourage case review submitted for publication and engaging in a research project during term.

OTHER:

- Use logical / lateral thinking to solve problems and make decisions
- Provide leadership and effectively manage others
- Successfully manage conflict or difficult situations.
- Participate effectively and appropriately in an inter-professional health care team
- Ability to provide leadership and effectively manage others

1. Provide quality and safe clinical care for consumers

- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure
- Comply with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards
- Promptly report vital consumer observations that are outside the normal range as per clinical guidelines
- Ensure an effective discharge from hospital or services that reflects the needs of the consumer.



2. Develop and maintain collaborative relationships with all disciplines

- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes
- Respect the decisions and actions of others
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.

3. Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes

- Maintain current knowledge of clinical practice
- Actively participate in identifying where improvements can be made to the quality of consumer care
- Participate in clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.

4. Commit to ongoing professional development of self, other employees and the profession

- Maintain and demonstrate regulated clinical skills and competencies by undertaking professional development and completing mandatory training as defined by GV Health
- Undertake credentialing and review of scope of practice and work within these
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews
- Support the development of others by acting as a resource to colleagues and participating in orientation and preceptoring of new employees and supervising students
- Provision of appropriate supervision to less experienced clinical employees
- Participate in committees and professional groups and disseminate relevant information to other health care professionals.

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce
- Contribute to organisational quality and safety initiatives
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements.

OTHER REQUIREMENTS FOR ALL CLINICAL EMPLOYEES:

- Where relevant collaborate with consumers and the community in the development, implementation and review of health service planning, policies and quality improvement activities
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
- Assist with the supervision of students where appropriate
- Understand and act in accordance with the GV Health Code of Conduct, values and relevant policies, procedures and guidelines
- Comply with the principles of Patient and Family Centred Care
- Promote GV Health as a quality regional health care provider



KEY PERFORMANCE INDICATORS:

- Registration is maintained and working within scope of practice
- Attendance and active participation at meetings as required
- 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:

Mandatory

- Commitment to the GV Health Values of *Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour*.
- Current registration with the Australian Health Practitioner Regulation Agency as a Medical Practitioner or eligible for registration with AHPRA
- Highly effective communication and interpersonal skills, including the ability to relate positively with and appropriately with patients and others
- High level of motivation
- Ability to work collaboratively in a team environment
- Professional collegiality towards peers and the wider health care team
- Evidence of full immunisation against seasonal influenza
- Satisfactory National Criminal History Check prior to commencement of employment
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment.

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	Clinical Director Oncology
Issued	November 2024
Reviewed	November 2025

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)