

Position Description

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| Position Title | Registrar – Plastic and Reconstructive Surgery |
| Position Number | 30006196 |
| Division | Clinical Operations |
| Department | Surgical Services |
| Enterprise Agreement | Doctors In Training (Victorian Public Health Sector) (AMA VICTORIA/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026 |
| Classification Description | Registrar Year 1 - Registrar 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 |
| Mandatory Requirements | <ul style="list-style-type: none"> • National Police Record Check • Working with Children Check • Registration with Professional Regulatory Body or relevant Professional Association • Immunisation Requirements |

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The registrar will coordinate the care of both inpatients and those seen in an outpatient setting working closely with plastic and reconstructive surgery consultants. The registrar will also participate in the weekend roster.

There will be considerable opportunities for operating theatre exposure either as primary operator or first assistant; there will be rostered elective operating theatre exposure.

There is a well-established registrar teaching program. Exposure to medical students and junior medical staff will provide opportunities to develop teaching skills.

There are opportunities to participate in surgical mentorship program for development in non-clinical core skill, such as teaching, research.

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.

Responsibilities and Accountabilities

Key Responsibilities

- Clinical management of patients and the supervision of, and adequate documentation of 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 of 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 (including Head and neck, skin and breast cancer MDTs) and remain familiar with current medical literature.
- Participate in Divisional/Department/Unit Quality Improvement activities.
- Participate in teaching and educational activities as required.
- Partake in any BH Research Ethics Committee - approved research studies that may be necessary as part of duties
- 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.

CLINICAL MANAGEMENT

- Take a comprehensive history.
- Perform a competent physical examination with appropriate interpretation of signs.
- Construct a differential diagnosis.
- Plan, order and interpret appropriate investigations and formulate a detailed management plan for patients presenting to the hospital with common medical problems.
- Develop a therapeutic plan that shows knowledge of the common therapeutic agents, their clinical uses and dosages, adverse effects and potential drug interactions, as applied to each of your patients.
- Demonstrate safe prescribing of medications associated with practice on a general medical unit, with particular emphasis on the safe use of medicines, such as anti-coagulants, sedatives and hypoglycaemic agents.
- Understand and be involved in the process of discharge planning from the time of patient admission until discharge. Write a concise discharge summary, to be completed by the time of patient discharge
- Perform simple procedural skills with minimal supervision (venipuncture, IV cannulation, ABG sampling, peak flow measurement, ECGs, insertion of IDC and nasogastric tube measure, visual acuity, simple wound management.

COMMUNICATION

- Demonstrate effective communication at breaking bad news and demonstrate appropriate situational communication response.
- Communicate clearly and concisely with all other healthcare professionals involved in a patients care.
- Legibly document the history, clinical findings and management plan in the hospital unit record, including a detailed and accurate record of the patient's status on admission.
- Write suitable progress notes identifying changes in principal clinical problems and management plans, results of investigations and procedures performed and their interpretation.

PROFESSIONALISM

- Engage in critical thinking and take an evidence-based approach to medicine
- Recognise own limitations and practise within the appropriate clinical scope
- Seek help and escalate patient care to a more senior level when needed
- Take responsibility for ensuring that factors such as fatigue, illness and stress in self and other staff do not adversely affect patient outcomes.

LEARNING

- Build on prior clinical experience as the basis for future independent professional practice.

Key Selection Criteria

Essential

1. A Medical Degree registrable with the Medical Board of Australia with at least 5 years post-graduate experience
2. Completion of (or working towards) SET program in Plastic and Reconstructive Surgery
3. Demonstrated appropriate level experience and skills in assessment and clinical management of patients.
4. Thorough understanding of the relevant legislation pertaining to Medical Officers.

Desirable

5. High level interpersonal and communication skills and the ability to communicate confidently and appropriately with patients and their families and other health professionals
6. Evidence of on-going professional development to continually update personal medical knowledge and skills
7. Ability to effectively use organisational skills (incorporating documentation, time management skills, critical thinking and priority setting)
8. Ability to operate in an environment of change.
9. Ability to work as an effective team member in a multi-disciplinary environment as well as independently (under appropriate supervision)

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.

- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

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.