

Position Description

Position Title	Registrar - Casual
Position Number	Enter position number
Division	Clinical Operations
Department	Clinical Operations
Enterprise Agreement	Doctors In Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
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
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 Renal Team at Bendigo Health operates within the Acute, Ambulatory and Critical Care Directorate and provides comprehensive multidisciplinary care for patients with kidney disease across the Loddon Mallee region. As the key regional referral centre for nephrology services, the team delivers a broad range of specialist services including chronic kidney disease management, advanced kidney disease care, dialysis support, and preparation and follow-up for kidney transplantation. Care is delivered across several service areas including specialist outpatient clinics, inpatient dialysis services at Bendigo Hospital, the Community Dialysis Unit (CDU), the Home Dialysis Unit (HDU), and the Acute Dialysis Unit (ADU). The service works closely with primary care providers, other medical specialties, and multidisciplinary teams to promote evidence-based care, informed patient choice, and improved quality of life for individuals living with chronic and end-stage kidney disease.

Within this team, the Renal Registrar plays a key role in supporting the delivery of high-quality clinical care. The position is responsible for the clinical management of renal patients, supervision of Interns and Hospital Medical Officers, and ensuring accurate documentation and communication of clinical matters. Working closely with the Renal Advanced Trainee and consultant nephrologists, the Registrar contributes to inpatient and outpatient care, provides medical consultation across the hospital including the Emergency Department, and supports efficient and safe patient management. The role also includes participation in outpatient renal clinics, multidisciplinary collaboration, supervision and teaching of junior medical staff, and involvement in quality improvement and clinical governance activities. This position is therefore critical in maintaining clinical service continuity, supporting training and supervision of junior doctors, and ensuring the delivery of safe, high-quality renal care across the health service.

Responsibilities and Accountabilities

Key Responsibilities

- Inpatient care for up to 10 in patients with problems in nephrology. The Registrar will be part of a team comprising a senior Advanced Trainee (Nephrology), one HMO (BPT1) and one intern. Primary responsibilities: assessment of patients upon presentation to hospital, overall planning and implementation of inpatient care, consultative services regarding renal problems for other inpatient units, and pre-discharge planning and liaison with health services outside the hospital. Duties will also include supervision and training of junior staff.
- Outpatient care: Attend scheduled Renal Outpatient clinics under the supervision of the nephrologists. Duties will include patient review, investigation, and communication with fellow health professionals inside and outside the hospital, liaison with Renal Chronic Disease Management nurses for management of patients with chronic renal disease in the community, and provide consultative medical support for satellite dialysis units.
- Procedures: The Renal registrar will observe and assist with procedures such as vascular access device insertion and renal biopsies. Training in these skills may be possible depending on candidate interest and opportunities, but is not expected.

- Quality assurance and peer review: Assist in maintaining a log of sentinel events within the department, and a log of renal biopsies and outcomes.
- Supervision of dialysis. Review of patients dialysed within the dialysis facility at the Bendigo Hospital, including attending weekly dialysis review meetings. This will include:
 - Review of medical problems, review of medication, and prescription of dialysis, all performed under the supervision of the renal consultant.
 - Supervision and direction of the Renal HMO in the Dialysis Unit.
 - Provision of consultative medical support for satellite dialysis units.
 - Liaison with the Peritoneal Nurse Consultants in the supervision and management of peritoneal dialysis patients.
 - Liaison with the Transplant Co-ordinator to complete work-up for dialysis patients for transplantation.
- Education: Will be expected to present case discussions and literature reviews once per 24 weeks at Medical Grand Rounds. The Registrar will regularly attend the Renal Unit Journal Club on a monthly basis, and present as rostered. They will also be expected to be actively and regularly involved in undergraduate medical education and resident medical officer training.
- On call: On call commitments to be negotiated. Anticipated on call responsibilities include a 'first call' arrangement for renal patients 1 evening each week and 1 weekend in 4. This will involve the hands on management of emergency procedures that occur after hours, with supervision and back up by the duty Unit Consultant. Involvement in the covering Medical Registrar roster to be with mutual consent and by negotiation with the HMO Managers, The Bendigo Hospital, but is not an expected part of the service.
- Research: The applicant will be encouraged to perform a research project of a publishable standard during their time at the Bendigo Hospital.
- Involvement in the care of private patients where requested by the designated Consultant.
- 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 Royal Australasian College of Physicians training program
4. Demonstrated appropriate level experience in assessment and clinical management of patients
5. Thorough understanding of the relevant legislation pertaining to Medical Officers

Desirable

1. High level interpersonal and communication skills and the ability to communicate confidently and appropriately with patients and their families and other health professionals
2. Evidence of on-going professional development to continually update personal medical knowledge and skills
3. Ability to effectively use organisational skills (incorporating documentation, time management skills, critical thinking and priority setting)
4. Ability to operate in an environment of change
5. 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.