

Position Description

Position Title	Unaccredited Ear Nose & Throat (ENT) Registrar
Position Number	30013065
Division	Clinical Operations
Department	General Surgery
Enterprise Agreement	Doctors In Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification Description	Registrar Year 1-5
Classification Code	HM25 – HM30
Reports to	Unit Head ENT Surgery, Unit Consultants, Clinical Director of Surgery, Chief Medical Officer through the Junior Medical Workforce
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 ENT Registrar is responsible for delivering appropriate care to inpatients and public outpatients within the ENT unit, as well as providing consultative support to other units and departments.

The role includes managing patients across Ear, Nose, Throat, Head and Neck surgery, with opportunities to attend ENT theatre sessions at Bendigo Health and participate in the weekend on-call roster.

The successful candidate will also supervise junior medical officers and support senior medical staff in the management of patient care within the unit.

Responsibilities and Accountabilities

Key Responsibilities

Inpatient Care and Ward Rounds

Provide appropriate care to all inpatients within the Unit/Department, including undertaking a daily ward round to review patient progress, management plans, and clinical needs.

Outpatient, Pre-Admission and Consultation Services

Deliver care within public outpatient clinics, participate in pre-admission clinics while supporting the relevant intern, and provide timely consultation for patients referred from other units or departments.

Extended Patient Coverage

Provide care for relevant patients across Hospital in the Home (HITH), day surgery, medical imaging, and endoscopy services, ensuring continuity and consistency of care.

Support to Senior and Junior Staff

Support senior medical staff in the management of patients within the Unit/Department, while also supervising and assisting interns and other junior medical officers in their clinical duties.

Additional Service Support

Provide limited clinical support to other services, including inpatient Obstetrics & Gynaecology (O&G), Emergency Department (ED), Coronary Care Unit (CCU), and relevant medical and surgical sub-specialties as required.

Daily Duties and Rostering Requirements

Attend duties during standard working hours in accordance with staffing rosters and participate in receiving and on-call rosters as required to ensure adequate service coverage.

Unrostered and Flexible Support

Provide additional clinical support to other registrars when necessary, including during periods of increased workload or unforeseen circumstances, to maintain safe and effective patient care.

Education, Training and Communication

Actively participate in education and training sessions appropriate to level, including registrar training programs when available. Maintain effective communication with multidisciplinary staff, general practitioners, and all stakeholders involved in patient care, and ensure patients and their families are well informed regarding treatment decisions and follow-up.

Quality, Complaints and Medical Records

Engage in divisional and unit-based quality improvement activities as directed by senior staff. Respond appropriately to patient and family concerns, escalating where necessary. Ensure all medical records are accurate, timely, legible, and comprehensive, documenting patient status, clinical decisions, and relevant details required for both patient care and coding purposes.

Patient Flow and Administrative Responsibilities

Facilitate timely admission and discharge of patients in accordance with hospital policy. Ensure the Junior Medical Workforce Unit (JMWU) and Chief Medical Officer are informed of relevant administrative matters, complete and submit leave requests appropriately, maintain up-to-date contact details, notify JMWU of roster changes, and provide at least two hours' notice for any inability to attend rostered clinical duties.

Key Selection Criteria

Essential

1. Medical registration with the Medical Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA)
2. Surgical experience at prevocational levels of training
3. A genuine interest in pursuing ENT as a career pathway

Desirable

4. Demonstrated appropriate level experience and skills in assessment and clinical management of patients.
5. Thorough understanding of the relevant legislation pertaining to Medical Officers.
6. Personal Qualities, Knowledge and Skills
7. High level interpersonal and communication skills.
8. Evidence of on-going professional development to continually update personal medical knowledge and skills.

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.