

Position Description

Position Title	Paediatric Registrar
Position Number	Enter position number
Division	Clinical Operations
Department	Women and Children
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 Paediatrics Registrar meets the rural rotation requirements for advanced training in general Paediatrics and it is also an opportunity to experience true Paediatrics.

Other benefits of this role are:

- Exposure in the clinical management of paediatric patients across an entire hospital journey – from ED/ICU to outpatient follow up.
- Video-conferencing reviews for smaller hospitals in the Loddon-Mallee region where neonates or children are admitted and cared for by VMO GPs with advanced paediatric skills.
- Formalised a shared-care oncology model with Monash Children's and the Royal Children's Hospitals in Melbourne (febrile neutropenia and basic chemotherapy).
- Collaboration with the Clinical school of Monash University and are active in teaching and research supervision at undergraduate and postgraduate levels.
- As an Advanced registrar in a small nimble service, new ideas and ways of doing things are welcomed and implementable in your time at Bendigo Health. The sky's the limit!

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

The primary responsibilities of the Paediatrics Registrar are to provide high quality day to day clinical services to patients admitted under the Paediatricians engaged by Bendigo Health.

- Assisting Specialist Paediatricians in the management of the Paediatric Unit.
- Initial assessment, treatment and on-going management of paediatric patients in the Paediatric Ward and acute attendees in the Emergency Department.
- 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 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.
- Supervision of more junior staff and Medical Students.
- Liaison with Nursing, Allied Health and other HMO's & Specialist Medical Staff in achieving high standards of patient care and efficient use of available resources.

- Management of neonates in the Special Care Baby Unit and attendance at high-risk deliveries and caesarean sections as requested.
- Routine assessment of newborns prior to discharge in conjunction with the Obstetrics & Gynaecology Registrars.
- Other duties as specified from time to time by the Medical Director or Specialist Paediatricians.
- Night shifts are part of the regular roster.
- Other duties as specified from time to time by the Medical Director or Specialist Paediatricians.

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 2 years post-graduate experience
3. Current membership of RACP General Paediatrics training program

Desirable

4. Demonstrated appropriate level of experience and skills in the medical assessment and clinical management of patients.
5. Satisfactory completion of a minimum of one term in paediatrics or in an emergency department where children are seen
6. Thorough understanding of the relevant legislation pertaining to Medical Officers.
7. Demonstrated commitment to regional/rural or remote medical practice
8. High level interpersonal and communication skills and the ability to communicate confidently and appropriately with patients and their families and other health professionals
9. Evidence of on-going professional development to continually update personal medical knowledge and skills
10. Ability to effectively use organisational skills (incorporating documentation, time management skills, critical thinking and priority setting)
11. Ability to operate in an environment of change.
12. 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.