

## Position Description

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|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Title             | Palliative Care Medicine Registrar                                                                                                                                                                                                              |
| Position Number            | 30027414                                                                                                                                                                                                                                        |
| Division                   | Community and Continuing Care                                                                                                                                                                                                                   |
| Department                 | Geriatrics, Rehabilitation and Palliative Care                                                                                                                                                                                                  |
| 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<br>Operational: Medical Workforce Unit                                                                                                                                                               |
| Management Level           | Non Management                                                                                                                                                                                                                                  |
| Staff Capability Statement | Please click here for a link to <a href="#">staff capabilities statement</a>                                                                                                                                                                    |
| Mandatory Requirements     | <ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Registration with Professional Regulatory Body or relevant Professional Association</li> <li>• Drivers Licence</li> <li>• Immunisation Requirements</li> </ul> |

## 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 Palliative Care Medicine Registrar is a member of Specialist Palliative Care Services at Bendigo Health. Their primary role is to provide high quality specialist palliative medicine under the direct and indirect supervision of palliative medicine specialists, working alongside other members of the multidisciplinary team (including specialist palliative care nurses, allied health professionals and volunteers). Another important part of their role (especially if they are undertaking an accredited program of study) is to learn about the practice of specialist palliative medicine, acquiring relevant knowledge and skills through formal and informal teaching and training opportunities that form an integral part of their workplan. A third component of the role is to assist palliative medicine specialists with supervising junior doctors and medical students rotating through the service.

Depending on the registrars individual learning goals and training requirements, they may be rostered to work across one or more specialist palliative care settings:

- Inpatient palliative care unit – located in the Specialist Palliative Care & Evaluation Unit (SPCEU) at Bendigo Health
- Community palliative care – embedded in the Bendigo Specialist Community Palliative Care Service (BSCPCS)
- Acute hospital consultation-liaison – as a member of the Palliative Care Liaison Service at Bendigo Hospital
- Regional consultancy – supporting community palliative care services and small rural health services across the Loddon Mallee region during in-person visits and via telehealth / telephone

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 the link at top of page.

## Responsibilities and Accountabilities

### Key Responsibilities

- Assess and manage patients (and their families) with specialist palliative care needs across different clinical settings
- Report to the consultant in palliative medicine and work under their direction
- Assist the palliative medicine specialist to triage referrals
- Assist the palliative medicine specialist to supervise, support and direct an intern or HMO
- Work collaboratively with other members of the multidisciplinary team including specialist palliative care nurses allied health professionals, volunteers and administration / support staff

- Work collaboratively with other generalist clinicians and other care providers involved in the patient's care, including general practitioners and other inpatient teams
- Participate in clinical handover, case conferences and family meetings
- Participate in an on-call roster
- Keep accurate legible & timely medical records
- Ensure compliance with best practice according to available evidence
- Review the policies and procedures of clinical processes
- Organisational Responsibilities:
  - Participate in team/departmental meetings and other organisational meetings as required
  - Participate in staff development and training as required
  - Maintain accurate records, statistics and reports as needed
  - Ensure timely planned discharge of patients
  - Participate in service development as required

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. Demonstrated appropriate level experience and skills in the medical assessment and clinical management of patients.
4. Thorough understanding of the relevant legislation pertaining to Medical Officers.

### Desirable

5. Current membership of an accredited college training program (RACP, ACRRM or RACGP)
6. High level interpersonal and communication skills and the ability to communicate confidently and appropriately with patients and their families and other health professionals
7. Evidence of on-going professional development to continually update personal medical knowledge and skills
8. Ability to effectively use organisational skills (incorporating documentation, time management skills, critical thinking and priority setting)
9. Ability to operate in an environment of change.

## 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.*