

# Position Description

Position Title	Public Health Registrar
Position Number	30008598
Division	Aged Care, Public Health, Aboriginal and Diversity Services
Department	Public Health Unit
Enterprise Agreement	Doctor in Training 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	Public Health Physician
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

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.

# The Aged Care, Public Health, Aboriginal and Diversity Services Division

The Aged Care, Public Health, Aboriginal and Diversity Services Division has a primary focus on improving the health outcomes of the communities in our region. With a range of local and regional programs supporting place-based health promotion, prevention, care and support, they work collaboratively with other Divisions and regional partnerships and networks to support quality outcomes. The Division has a strong leadership role in the Loddon Mallee Region and is committed to ensuring processes are in place to deliver on our vision.

The Division provides support for the Public Health Unit, Aged Care Residential Services (268 residents) and Infection Prevention & Control. It has key roles in public health, inclusive of health promotion and prevention, Aboriginal Services and infection control practices.

In addition, Division holds the professional portfolio of Chief Nursing and Midwifery Officer. Nurses are the largest work group within Bendigo Health and the position is focused on supporting our nursing and midwifery workforce to feel valued and empowered.

## The Loddon-Mallee Public Health Unit

The Loddon-Mallee Public Health Unit (LMPHU) works to keep our regional community healthy, safe and well. We use local knowledge, community-based relationships and direct engagement to effectively tailor and deliver public health initiatives and respond to incidents and issues within the Loddon-Mallee region.

First established in 2020 to manage local cases and outbreaks of COVID-19, LMPHU now has a wider range of responsibility for the prevention and control of communicable and non-communicable diseases and health threats. LMPHU works in partnership with primary, acute and community health services, state government agencies, local governments and local communities to promote health and wellbeing, and tackle inequalities in health, for all those living in the Loddon-Mallee region.

## The Position

The Public Health Registrar works within the LMPHU and provides subject matter expertise and technical support across all functions of the unit including communicable disease prevention and control, prevention and population health, public health strategy and planning, and epidemiology and surveillance.

Reporting to the Public Health Physician, this position is suitable for individuals intending to / or currently undertaking, advanced training in Public Health Medicine through the Australasian Faculty of Public Health Medicine within the Royal Australasian College of Physicians. The Public Health Registrar will acquire the knowledge, skills and aptitudes of a public health physician by completing, with guidance from regional education coordinators, supervisors, and mentors, placements in a variety of public health activities.

This dynamic role will contribute to the span of LMPHU activities as determined by ongoing business planning. Previous focus areas have included supporting the public health response to flooding in the Loddon Mallee, delivery of a population health catchment plan and coordinating response activities to communicable disease incidents and outbreaks (e.g. Japanese encephalitis). This exciting role will contribute to delivery of a resilient and sustainable place-based public health response.

# Responsibilities and Accountabilities

## Key Responsibilities

### **Communicable diseases prevention and control**

- Support the Manager, Health Protection in building the capacity and capability of the LMPHU to plan, respond and evaluate the response to notifiable communicable diseases.
- Deliver educational activities with Public Health Officers and other LMPHU staff members on the management of notifiable communicable diseases.
- Support the public health response to notifiable communicable disease incidents and outbreaks.
- Support quality improvement projects to improve the timeliness and effectiveness of responses to notifiable communicable diseases.

### **Population health catchment planning**

- Support the implementation of the LMPHU population health catchment plan.
- Coordinate, manage and monitor the implementation processes to reach the objectives of the project plan.
- Provide project, operational and technical support, including monitoring and high-quality reporting on project plans, milestones and deliverables to the Public Health Physician and the Medical Director LMPHU to ensure time, cost and quality indicators are in line with approved project plans.

### **Priority projects**

- Collect, analyse and present data and other evidence to subject matter experts and for internal and external stakeholders to support public health planning, prevention and control activity in the Loddon-Mallee.
- Support the LMPHU Public Health Physician and Epidemiologist in assessing qualitative and quantitative data relating to emerging public health risks and scoping potential response actions.
- Lead the development of project plans to coordinate response activities across LMPHU.
- Coordinate administration of meetings, action tracking and minutes to ensure plans, milestones and deliverables are on-track.
- Support the LMPHU Epidemiologist in considering potential evaluation approaches to measure impact of response activities.

### **Research and evaluation**

- Support the LMPHU Public Health Physician and Epidemiologist in scoping opportunities for research and evaluation.
- Engage with the BH research team and academic partners and coordinate input by LMPHU into any research partnerships.
- Regularly review the global literature and evidence base to identify key insights that may be applicable to the work of the LMPHU.

### **General responsibilities**

- Work with business managers in communicable diseases, clinical public health services, and population and preventive health to support business planning and project management.
- Assist in building specialist public health capacity and delivery in the Loddon Mallee.
- Support regular engagement with activities with key regional stakeholders.
- Support the prioritisation, planning and delivery of key initiatives as determined by emerging risks or business planning.
- Keep accurate and complete records of work activities in accordance with legislative requirements and the LMPHU's records, information security and privacy policies and requirements.

- Undertake other reasonable duties and projects as required to meet the objectives of the LMPHU.

## Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

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. Current or planned membership of the Australasian Faculty of Public Health Medicine (AFPHM) training program.
3. At least three years of full-time equivalent postgraduate clinical experience aligned with current requirements of the AFPHM program.
4. Interest in public health, infectious diseases, epidemiology and/or biostatistics.
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).

## Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health.

**Registration with Professional Regulatory Body or relevant Professional Association** For example, AHPRA, AHRI, RACS etc. 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.

*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.*