

# Austin Health

## Position Description



### Position Title: **Unaccredited Plastic and Reconstructive Surgery Registrar**

Classification:	Unaccredited Registrar
Business Unit/ Department:	Division of Surgery, Anaesthesia & Procedural Medicine
Agreement:	Victorian Public Health Sector (AMA Victoria) - Doctors in Training Agreement 2022 -2026
Employment Type:	Fixed-Term Full-Time
Hours per week:	43 hours per week – as per unit roster
Reports to:	Director of Division of Surgery, Anaesthesia & Procedural Medicine; Head of Plastics Unit  Professional accountability is to the Chairman, Division of Surgery and to the Chief Medical Officer through the Medical Workforce Unit Director
Direct Reports:	Nil
Financial management:	Budget: Not applicable
Date:	May 2024

## About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising of the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community-based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs near 9,000 staff across its sites; including over 1,600 doctors, 3,000 nurses and 1,000 therapy & science Allied Health staff and delivers a full range of leading-edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's current vision is shaping the future through exceptional care, discovery and learning.

Our values define who we are, shape our culture and the behaviours, practices and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve and we shape the future. [www.austin.org.au/about-us](http://www.austin.org.au/about-us)

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>

## Position Purpose

An Unaccredited Registrar is required to perform the duties of the position efficiently, according to the standards of Austin Health. Austin Health will assist in meeting the training requirements of all Advanced Surgical trainees in accordance with the guidelines.

## About Plastic & Reconstructive Surgery

The Plastic and Reconstructive Surgery Unit, is part of the Surgery, Anaesthesia & Procedural Medicine Division.

It is responsible for the provision of services within the specialty to patients across Austin Health, which is situated at the Austin and Heidelberg Repatriation Campus of Austin Health.

The Unit is committed to the provision of high-quality patient care and maintains an ongoing commitment to Undergraduate and Post Graduate teaching. Also provided is a consultative service for other Units with Austin Health.

The Head of Unit is Mr Derek Neoh.

## Purpose and Accountabilities

### Role Specific:

There are a number of surgical sessions and outpatient sessions per week, pre-admission clinics are included in the outpatient sessions for some units.

### Clinical Care

- Attend to all referrals within 12 hours
- Participate in the on-call roster as required
- Perform after hours work and night duty as required
- Provide a consultative service to other units as required
- Cover other surgical units as requested by the hospital as required
- Demonstrate a commitment to working as a team member with peer medical, resident, nursing and other staff to provide efficient, safe and quality care across the continuum
- Participate in the auditing and review of clinical practices to improve clinical outcomes

### Research & Education

- Support is available for conferences and educational sessions
- Research is encouraged
- Assist in making a safe working environment by reporting any incidents of unsafe work practices, sites or equipment. Assist in the resolution of these issues
- Abide by Austin Health corporate policies and practices as varied from time to time
- Participate in Austin Health training and performance appraisal program as required
- Undertake not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer
- Participate in the emergency incident response activities, as defined within the Emergency Response Manual, as and when require, at the direction of management

## All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Pulse): [OPPIC](#)
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct

## Selection Criteria

### Essential Knowledge and skills:

- A commitment to Austin Health values
- Registration as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) - (note eligible applicants will be assisted through this process)
- Have appropriate training and experience applicable to the field of Plastic Surgery
- Demonstrated commitment to high quality patient care
- Demonstrated teamwork and collaboration
- Demonstrated ability to communicate at all levels
- Demonstrated capability and interest in research
- Demonstrated commitment to teaching
- Demonstrated surgical competency

### Desirable but not essential:

- A sound understanding of information technology including clinical systems, applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department
- Demonstrated understanding of Clinical Governance
- Computer skills including use of email and the internet

## General Information

Applications are now open for Non-Accredited (Pre-SET or Prevocational) Plastic Surgery Registrars wishing to work at a health service in the Victorian Non-Accredited Plastic Surgery Registrar Match. The Austin Health Non-Accredited (Pre-vocational) Plastic Surgery Registrar position is part of this match

For appointments for 2025 these 11 Health Services and hospitals include:

**Austin Health**

**Barwon Health**

**Bendigo Health**

**Eastern Health**

**Melbourne Health**

**Northern Health**

**Peninsula Health**

**Peter MacCallum Cancer Centre**

**St Vincent's Health**

**South West Healthcare (Warrnambool)**

**Western Health**

One application to this Match, through the Austin Health Careers portal, will be considered by all the hospitals and Health Services in the Match:

**<https://careers.austin.org.au/search/?q=Medical&department=Medical>**

This Match is not run by Austin Health or its Plastic Surgery Unit, but rather a co-operative of the Plastic Surgery Units of the Health Services in the Match, organised by Messrs WT Choi and J Liew. Applicants shortlisted for interview must number preferences for all 11 Health Services in the Match. Applicants will be ranked in the Match on a combination of their CV, referee reports, on the job performance, and interview. Matching will pay regard to the applicant's ranking and preferences, the individual job requirements, the Plastic Surgery Unit, the Health Service, and their previous hospital appointments.

All applicants must ensure they attach the completed cover letter and CV at the time of submitting the application to the eRecruit portal. Please ensure that the **Referee Assessment Form** is downloaded from the portal and completed by your 3 referees before submitting them with your application.

#### **Austin Health is a Child Safe Environment**

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

#### **Equal Opportunity Employer**

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website: <http://www.austin.org.au/careers/Aboriginalemployment/>

## **Document Review Agreement**

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	