

Position Description

Position Title: **Clinical Pharmacology Registrar**

Classification:	Registrar
Business Unit/ Department:	Clinical Pharmacology and Therapeutics
Work location:	Austin Health Heidelberg Repatriation
Agreement:	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022- 2026
Employment Type:	Fixed-Term Full-Time
Hours per week:	43
Reports to:	Head of Department of Clinical Pharmacology, Chief Medical Officer
Direct Reports:	N/A
Financial management:	Budget: Not Applicable
Date:	June 2024

About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training, and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health, and rehabilitation.

Our vision is to shape the future through exceptional care, discovery, and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe, and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our [Gender Equality Action Plan](#) we have been guided by the gender equality principles set out in the Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

About the Clinical Pharmacology Department

The Department of Clinical Pharmacology & Therapeutics is located on Level 5 of the Lance Townsend Building.

The department also contains the Clinical Pharmacology Unit of the University of Melbourne, as part of the Austin Health Dept. of Medicine and has a significant number of higher degree students (Ph.D. and MD) as well as significant clinical responsibilities in the hospital.

The Department of Clinical Pharmacology provides clinical care to inpatients at Austin Health in the Blood Pressure Clinic where it also performs research into a variety of medical conditions including hypertension, cardiac failure, insulin resistance/diabetes, obesity, hypercholesterolemia and dementia. Amongst other services that the department provides is 24-hour ambulatory blood pressure monitoring. The Department also provides an outpatient service for patients with hypotension, hypertension or other cardiovascular risk factors. The Department performs clinical and physiological research on patients and normal volunteers and also studies the behaviour of drugs including new drugs.

Purpose and Accountabilities

Role Specific:

The Registrar in Clinical Pharmacology will work with the other members of the Department including the Clinical Pharmacologist.

Duties will include:

- Attendance at the Blood Pressure Clinic
- Attendance at the Hypertension and Hypotension Clinics
- Attendance at the Drug & Therapeutics Committee, Medication Safety Committee, and Adverse Drug Reaction Committee
- Providing services in Clinical Pharmacology to the Austin Hospital in-patients.
- Other duties as directed by the Director of Clinical Pharmacology or his/her delegate.

PATIENT SUPPORT

- Provide appropriate patient care to:
 - all inpatients referred for a consult in a timely manner
 - public outpatient clinics.

UNIT SUPPORT

- Support the Senior Medical Staff and other relevant registrars in the care of the Department's patients.

DAILY DUTY REQUIREMENTS

- Attend the hospital regularly both in-hours and out-of-hours according to the daily duty statements and rosters.

EXTRAORDINARY OBLIGATIONS

- Provide clinical support for other registrars where this may be required due to workload or other unforeseen circumstances.

QUALITY

- Ensure that patients and their families are given adequate information upon which to base treatment decisions and follow-up
- Participate in the relevant divisional/unit quality activities program(s) as requested by the Department registrar and Senior Medical Staff
- Be responsive to patient and relative complaints, liaising with appropriate senior staff and the patient representative where required
- Notify appropriate personnel in a timely manner of any incident leading to an adverse outcome for a patient or staff member if such an incident occurs and complete a RiskMan incident report where necessary.

COMMUNICATION

- Facilitate excellent communication and liaison with other staff, general practitioners and others involved in patient care.
- Use and access your Austin email address on a regular basis to ensure that you are not excluded from CEU organised activities such as workshops and tutorials, and kept up to date with communications from the Medical Workforce Unit and Austin Health as a whole.

MEDICAL RECORDS

- Complete appropriate documentation in the patient's hospital record. Entries should be legible, timely, regular and comprehensive so as to document important changes or decisions, and ALL entries must be dated, designated and signed. Notes should include adequate information for coding and patient care purposes.

MEDICAL SERVICES DIVISION

- Promptly inform the Divisional Manager of any relevant administrative issues
- Provide timely notification of inability to attend duties to the Divisional Manager and Unit Head.
- Submit a properly completed timesheet at the end of each pay period to the Divisional Manager
- Complete and submit an annual leave form to the Divisional Manager for approval 6 weeks before leave is scheduled
- Notify the Divisional Manager, your Unit in hours and the After Hours Site Manager (AHSM), Heidelberg Repatriation Hospital of any absence after hours including arrangements for cover.

EDUCATION, TRAINING & SUPPORT

- Attend and participate in staff development and education and training programs designed for Registrars
- Support the attendance and participation of the Intern and HMO in the formal education and training program and to hold their pager during JMS attendance
- Attend and participate in ALL mandatory training requirements at Austin Health, including CERNER training and OH&S training as required.

UNIT ORIENTATION, FEEDBACK, ASSESSMENT & UNIT EVALUATION

- Follow the hospital protocol with regards to, Mid Term Feedback, Assessment and Unit Evaluation.

PATIENT DISCHARGE

- Facilitate the timely admission and discharge of all patients through timely provision of consult services in accordance with Austin Health policy.

HUMAN RESOURCES

- Ensure up to date contact information is available to the hospital.

All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues, and members of the public. Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centered care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

Selection Criteria

Essential Knowledge and skills:

- A commitment to Austin Health values.
- Appropriate tertiary medical qualification.
- Minimum one-year post-graduate medical experience.
- Registration with the Australian Health Practitioner Regulation Agency (AHPRA) (note-eligible applicants will be assisted through this process).
- Dedication to delivering excellent service – to patients, all colleagues (nursing, medical, managerial, support staff), GPs and other contact points.

Desirable but not essential:

- A sound understanding of information technology including clinical systems.

General Information

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

Austin Health is committed to diversity and inclusion in employment and is proud to encourage applications from people of different backgrounds, abilities, ages, genders, gender identities and/or sexual orientations.

Austin Health acknowledges the Traditional Owners of the lands we work on and pay our respects to Elders past and present.

We welcome applications from people with disability and aim to provide an inclusive and accessible workplace. If you need any help with the application process or would like to discuss your reasonable adjustments during interviews, please let us know.

We welcome applications from Aboriginal and Torres Strait Islander peoples. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#).

Document Review Agreement

Manager Signature	
Employee Signature	
Date	