

Position Description

Emergency Registrar

Classification:	Registrar
Business unit/department:	Emergency Department
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026
Employment type:	Full-Time
Hours per week:	43
Reports to:	Director of Emergency Medicine Deputy Director of Emergency Medicine
Direct reports:	Nil
Financial management:	Budget: Nil
Date:	2025

Position purpose

- Provide first line management of patients presenting to the Emergency Department.
- To assess and manage patients presenting for care and develop clinical plans and disposition decisions.
- To develop clinical skills, access education and training to become an accomplished clinician and clinical leader.
- To be an advocate for patients in managing their health care,
- To be an advocate for the Emergency Department and its pivotal role in healthcare delivery.
- To maintain good working relationships with Austin Health departments and external stakeholders.

About the Directorate/Division/Department

Austin Emergency Department is one of Melbourne's busiest, seeing around 90,000 patients annually. We have access to a wide range of rotations for our Doctors. For Registrars, we offer the standard rotations as well as exclusive Special Skills Terms (see below) that are available only at the Austin and boast regular hours with no night shifts. Whilst employed in the Emergency Department, registrars will usually work a rotating roster including day, evening and night duty. The roster will

involve weekend and Public Holiday duty. There is no on-call component. Whilst on rotation to other Departments, there may be an on-call component in addition to rostered hours.

We have experience arranging terms at other hospitals such as The Royal Victorian Eye and Ear hospital, The Royal Children's hospital, The Alfred, The Royal Melbourne, Northern Health, and Cabrini Malvern. We also have relationships with other health services to arrange a variety of other terms e.g. Alice Springs (ED and retrieval).

We have built one of Melbourne's biggest and most effective Short Stay Units where opportunities arise to practice and learn clinical medicine in a more controlled environment. Our Fast Track area is staffed by Advanced Musculoskeletal Physiotherapists, Nurse Practitioners as well as Doctors and provides ample opportunities to develop procedural skills. The Emergency Department is separated geographically into Adults and Paediatrics; there are opportunities to work shifts in the dedicated paediatric area to work towards completion of the paediatric logbook.

The paediatric ED has also been given provisional accreditation with ACEM as a Paediatric Emergency (PEM) training site with its own dedicated education stream and opportunity to work towards the requirements of the joint PEM program. This includes a PEM fellow role tailored at developing the skills of both ACEM and RACP trainees.

Our department has a team of Emergency Physicians dedicated to teaching and supervising our ED registrars reflected in the high success rates in the ACEM Primary and Fellowship exams. The Registrar teaching program includes 5 hours of paid protected education time weekly, where all trainees are off-roster to allow for regular attendance. Education sessions are divided into level of trainee and specific skills. There are regular interdisciplinary sessions with ICU, journal clubs, M&M, SIM sessions and guest speakers from other Specialty units or areas of interest to Emergency Medicine.

The Austin Emergency Department has a strong focus on Toxicology, Research and Quality and there are always projects running concurrently. Doctors in Training are strongly encouraged to participate in current research or to start a project of their own including those to satisfy the research component of 4.10 projects. Registrars have opportunities to access non-clinical time to participate in committees or working with EP's in various administrative areas.

Our Emergency Department values the wellbeing and health of its staff and has a wellness committee (TeamED), the ED Social Club and a departmental peer support program (WEEPS) available for all staff to participate in as they wish. We value and support our registrars by having registrar representatives participate in the fortnightly Emergency Physician meetings and roster Emergency Physicians from 0800 to 2300 daily and on-call 2300 to 0800 to provide clinical support.

Responsibilities/Accountabilities

Professional

- Assist in providing high-level care to the emergency department population.
- Participate in teaching programs.
- Engage in relevant departmental quality improvement and research activities.
- Actively contribute to data collection and medical documentation processes.

Clinical Expertise

- Independently perform reliable patient assessments and formulate management plans consistent with the level of an advanced emergency registrar trainee.
- Competently perform all routine Emergency Department (ED) procedures.

Scholar/Teacher

- Supervise medical students during their clinical rotations.
- Provide bedside education and training for junior medical staff.

Management and Leadership

- Support junior medical staff within the team.
- Collaborate with nursing staff.



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- Assist in efficiently assessing, treating, and managing emergency patients, ensuring smooth patient flow.

Teamwork

- Maintain effective communication and liaison with other members of the treating team.

Special Skills Terms

Research & Short Stay

The research/short stay registrar will be provided with 50% clinical support time to support research and short stay quality activities. They will be expected to attend and contribute to relevant educational, research and quality activities in the Emergency Department including trainee/consultant education meetings, morbidity and mortality meetings, quality and audit meetings and ED journal club. On allocated weekends, they will generally be rostered clinically as a senior registrar in charge of short stay and provide consistent short stay leadership in quality and flow. The other allocated clinical shifts will be as a senior registrar rostered in the other areas of the department.

Short Stay role:

- Engage in quality improvement and audit activities as directed by Director of Short Stay,
- Design and execution of one SSU-based QI project per six-month rotation,
- Attend short stay operational meetings,
- Assist Short Stay Director in undertaking research activities,
- Assist ongoing care pathway creation, curation and revision based on operation need (expected 2/month).

The Austin Hospital has one of the most productive academic EDs in Australasia. Our aim is to provide the trainee with a holistic experience in regard to the undertaking of clinical research. The trainee will be exposed to all aspects of the design and execution of a clinical research project(s) - from research question development through to peer-reviewed publication. Accordingly, the duties of the trainee will progress through literature search and interpretation, development of the study protocol and associated documents, ethics committee and grant applications, patient recruitment, data collection/cleaning/analysis, interpretation of the results and preparation for publication and presentation. It is anticipated that the trainee will undertake a program of research that encompasses a number of related projects, rather than a single project. It is expected, therefore, that the trainees will be fully immersed in their research commitment for the duration of their 6-month SST period. Trainees will also have the opportunity to attend trainee/consultant education sessions, Medical Grand Rounds, ED journal club meetings, the Austin Health Fundamental and Advanced Research Training seminars, Austin Health Research Week activities, and local and national scientific meetings.

Research role:

- Engage in research training and execution as directed by Director of Research and as documented in special skills term,
- Attend relevant research and education meetings within ED and Austin Health.

Toxicology

The Austin Toxicology Service works alongside the Victorian Poisons Information Centre and provides ACEM trainees with a comprehensive training experience in clinical toxicology. Trainees have the opportunity to manage a range of toxicological exposures, both at the bedside and remotely via telephone for hospitals throughout Victoria. Close support is provided by consultants in clinical



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toxicology. The rotation aims to provide the trainee with the academic and clinical knowledge required to pass the toxicology component of the ACEM Fellowship Examination. In addition, the service provides a consultative drug and alcohol service to inpatient teams. The Austin Toxicology Service has an active research program, which trainees are encouraged to participate in. There are also opportunities to take part in providing teaching and provision of outreach education. Interested applicants will undergo a selection process run by the Austin Toxicologists.

Medical Education

The medical education special skills term is either a 6 or 12-month rotation consisting of 0.5 EFT medical education and 0.5 EFT clinical work. It is best suited for ACEM TS3 or 4 advanced trainees and our previous registrars in this role have all been very successful in passing their ACEM Fellowship Exams. Trainees will gain essential knowledge in medical education principles and develop their skills in small and large group teaching, curriculum development, simulation and debriefing. Potential applicants must have good organisational, collaborative and communication skills, as they will be asked to juggle several educational roles at Austin Health at both the undergraduate and postgraduate levels. Trainees have gained further education through ESME and NHET-Sim courses, and there is the opportunity to undertake a medical education research project with supervision leading to presentations and/or publications. Previous trainees have gone on to gain postgraduate medical education qualifications, educational leadership roles within the Emergency Department and the hospital, and involvement with ACEM and other organisations such as APLS.

Safety and Quality

The Safety and Quality term provides an opportunity for advanced trainees to experience the inner workings of the hospital's governance structures. Trainees are based in the Quality Safety and Risk Management department and work alongside a multidisciplinary team. It involves interdisciplinary interaction with specialists throughout the hospital, enabling experience across a wide range of "background operations" within the organisation - a "peek behind the curtain" at how the hospital integrates administration areas with the clinical coalface, and an opportunity to contribute to improved outcomes in a wide variety of settings. During the rotation trainees will participate in clinical review panels, receive training in and perform root cause analysis for adverse events, attend morbidity and mortality meetings across the organisation, participate in clinical outcome review committee meetings and assist with reviews of coroner's cases. There are also opportunities for presentations of results at clinical meetings (e.g. Grand Rounds), as well as research and publication. The position consists of 0.5 EFT clinical governance and 0.5 EFT clinical work. Trainees in this role have reported it as an excellent opportunity to build relationships, develop essential non-clinical skills expected of an emergency physician and the positive impact this rotation had on their clinical practice.

Austin Senior Registrar Development and Exam Preparation Program

This program is aimed at supporting senior registrars with experience in critical care and the ability to be in charge overnight, as well as the skills to function as in charge in SSU or staff base 2 when required on weekends. There would be an expectation that the registrar would be aiming to sit the Fellowship Written and/or OSCE exam during the year, preferably the November written exam. This program will also allow advanced trainees to complete the new ACEM TS4 training requirements.

With \$1000 available to support towards courses, conferences and subscriptions, this position would include 4 hours clinical support time, 34 clinical hours and 5 hours for teaching time each week for a full time position. Part time options are also a possibility. Senior registrars taking part in this



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program would also have guaranteed access to conference leave for an exam preparation course e.g. AFEM. There would also be non-clinical work which may include:

1) Project work overseen by the directorate. An emergency physician will be allocated by the directorate to be the point of contact and supervisor for the registrar. Together the registrar and the consultant will develop a project that can be completed within the 6 months, eg a clinical audit, a short research project, clinical guideline development etc.

2) Operational work e.g. monitoring and updating the roster, attending hospital and/or ED huddles and meetings

Selection criteria

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 centred 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

People Management Roles:

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organisational quality and safety initiatives
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs
- Support staff under management to comply with policies, procedures and mandatory training and continuing professional development requirements

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.



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- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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