

Position Description

Advanced Trainee in General Medicine

Classification:	Registrar
Business unit/department:	Department of General Medicine
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input checked="" type="checkbox"/> Northern/Mercy/Bendigo Health
Agreement:	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026
	Choose an item.
	Choose an item.
Employment type:	Fixed-Term Full-Time
Hours per week:	43
Reports to:	Director of General Medicine; Manager – Doctors in Training; Chief Medical Officer
Direct reports:	N/A
Financial management:	Budget: Nil
Date:	May 2025

Position purpose

The Department of General Medicine has Advanced Trainees in General Medicine who are appointed to rotations ranging from 6 months in Sub-Speciality Medicine, General Medicine or other areas of Medicine that may be of relevance to General Medicine. An obstetric medicine rotation is offered in partnership with the Mercy Hospital for Women.

About the Directorate/Division/Department

The Department of General Medicine provides services to in-patients and out-patients of Austin Health. The Department admits patients under the General Medicine bed card and provides outpatient services via outpatient clinics. Service is also provided to ambulatory patients in the Ambulatory Care Centre and in the Emergency Department. The Department also provides a consult service to other units within the hospital. The Department of General Medicine also serves as the training ground for junior doctors who are aspiring to Fellowship of the RACP and for Advanced Training in General Medicine.

The successful appointees will be rostered to undertake a variety of rotations such as General Medicine Registrar, Peri-Op Registrar, and Registrar in Sub-specialty Medicine e.g. Cardiology, Intensive Care, Renal, etc. Each of these rotations have specific requirements and specific position descriptions and may be across the Austin and Northern Health campuses. There are also specific rotations at Mercy Hospital for Women and Broadmeadows. Every attempt is made to achieve flexible rosters and to meet specific requests is made, however, priority is given to ensure training requirements are met. Specific requests can be raised as part of the cover letter and/or at the job interview stage or can be discussed directly with the Director of Advanced Training (General Medicine) at Austin Health.

Advanced Trainee are strongly encouraged to actively participate in the training opportunities available including dedicated advanced training education as well as hospital wide opportunities such as Grand Rounds. General medicine advanced trainees receive weekly dedicated education tailored to meet the educational needs of general medicine advanced trainees, with a focus on RACP professional practice domains.

Advanced Trainees in General Medicine are expected to actively participate in the educational activities of candidates for the FRACP exam. The Advanced Trainee will assist the Elizabeth Austin Registrar and Northern Health Senior Medical Registrar with organising exams and teaching programs for the candidates and providing feedback to the candidates to assist their development.

Advanced Trainees in General Medicine are also expected to provide education to Basic Physician Trainee, HMOs and medical students. The candidates are required to provide teaching both at the bedside and in formal settings.

Advanced Trainees in General Medicine may be rostered to do additional or separate duties outside of General Medicine that would be compatible with General Medicine Training.

As part of their appointment, Advanced Trainees in General Medicine are expected to complete a research or clinical project.

Position responsibilities

- Supervision of Junior Medical Staff.
- Working in collaboration with the Director, Heads of Units and Unit Consultants to maintain patient flow and excellent quality of care for General Medicine in- and outpatients.
- Participate in hospital medical clinics as directed by the Director of the Department of General Medicine.
- Provide replacement services to in-patient and out-patient medical clinics as gaps in service arise at the direction of the Director of General Medicine.
- Other duties as directed by the Director of The Department of General Medicine.
- Provide appropriate patient care to all in-patients referred for a consult in a timely manner and public outpatient clinics.
- Support the Senior Medical Staff and other relevant Registrars in the care of the Department's patients.
- Participate in an on-call roster as required.
- Provide clinical support for other Registrars where this may be required due to workload or other unforeseen circumstances.
- Facilitate excellent communication and liaison with other staff, General Practitioners and others involved in patient care.
- 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.



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- 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 if deemed necessary.

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

Professional qualifications and registration requirements

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 if not currently registered).
- Demonstrated commitment to high quality patient care
- Demonstrated teamwork and collaboration
- Demonstrated ability to communicate at all levels
- Satisfactory completion of the FRACP Written Examination +/- the Clinical Examination and are eligible to progress to Provisional Advanced Training

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



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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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