

# Austin Health

## Position Description



### Position Title: Paediatric Registrar

Classification:	Registrar
Business Unit/ Department:	Paediatric Medicine
Work location:	Austin Health & Heidelberg Repatriation
Agreement:	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026
Employment Type:	Parental leave cover
Hours per week:	43
Reports to:	Unit Heads and Consultants, and Chief Medical Officer through the MWU
Direct Reports:	0
Financial management:	Budget: NIL
Date:	06/08/2025

## 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 our Paediatrics Department

The Department of Paediatric Medicine is part of the Medical Services Division and is located at the Austin Hospital campus in Heidelberg.

Austin Health is a Paediatric teaching hospital and a quaternary referral centre for Acute Spinal Injuries, some of which are adolescents.

The Inpatient Paediatric Ward on 2 West is a 16-bed unit comprising medical and surgical patients. On average, the inpatient unit treats 1100 children every year for medical admissions which include general paediatrics, endocrine, epilepsy and eating disorders. Surgical admissions include ENT, orthopedics, plastics, ophthalmology, and maxillofacial surgery.

The Paediatric Outpatients service attends to around 3000 patients per year. Clinics include general paediatrics, adolescent and child eating disorder program, a fortnightly diabetes clinic and urgent emergency department referrals. The 6-month/12-month term gives the opportunity for the registrar to gain experience in longitudinal outpatient follow-up of patients with a variety of problems. Medical student teaching is also required.

The Paediatric Emergency Department is a 6-cubicle dedicated area with a paediatric procedure room. The department has 2 Resuscitation rooms which are equipped for both adult and paediatric presentations. The department sees approximately 18,000 paediatric presentations every year and is staffed with Paediatric Emergency Physicians, Paediatric Registrars and Emergency Registrars.

## Purpose and Accountabilities

### Role Specific: General Paediatrics

#### PATIENT SUPPORT

- Provide appropriate patient care to:
- All inpatients referred for a consult in a timely manner.
- 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 to the hospital regularly both in-hours and out-of-hours according to the daily duty statements and rosters.
- Participation in an on-call roster as required

## 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 representatives 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 Risk Man incident report if deemed necessary.

## COMMUNICATION

- Facilitate excellent communication and liaison with other staff, general practitioners and others involved in patient care.

## MEDICAL RECORDS

- Complete appropriate documentation in the patient's hospital record. Entries should be legible, timely, regular, and comprehensive 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.

## 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

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