

Austin Health Position Description



Position Title: Palliative Care Registrar

Classification:	HM25-HM30
Business Unit/ Department:	Palliative Care, Medicine & Cancer Services
Work location:	Austin Health [<input checked="" type="checkbox"/>] Heidelberg Repatriation [<input type="checkbox"/> Royal Talbot [<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 hours per week including 5 hours training time
Reports to:	Medical Director Palliative Care Services Austin
Direct Reports:	Nil
Financial management:	Nil
Date:	18/10/2024

About Austin Health

Austin Health is recognised for high-quality, person-centred care. We're renowned for our specialist work in cancer, transplantation, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health and rehabilitation.

We're the largest Victorian provider of training for specialist physicians and surgeons, and internationally recognised as a centre of excellence in hospital-based research.

Our services are delivered to patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria.

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.

Position Purpose

The Palliative Care Registrar positions at Austin Health involve the care of inpatients in the Palliative Care Unit (PCU 8S), consultations on the Austin Hospital, Repatriation and Talbot campuses as required, and attendance at palliative care clinic.

About the ONJ Cancer, Wellness & Research Centre

The Olivia Newton-John Cancer, Wellness and Research Centre (ONJ Centre) is committed to the wellbeing of people affected by cancer through health, education and research. The ONJ Centre is part of, and situated on, the campus of the Austin Hospital. The ONJ Centre provides comprehensive cancer treatment services, including wellness and supportive care programs. Austin Health sees around 3000 new cancer patients annually. The majority of cancer services are provided within the ONJ Centre which houses one of Australia's largest cancer clinical trials centres.

Austin Health is a member of The Victorian Comprehensive Cancer Centre (VCCC), which is a partnership of ten Victorian organisations committed to cancer control. They include: Peter MacCallum Cancer Centre, Melbourne Health (including The Royal Melbourne Hospital), The University of Melbourne, The Walter and Eliza Hall Institute of Medical Research, The Royal Women's Hospital, The Royal Children's Hospital, Western Health, St Vincent's Hospital Melbourne, Austin Health and the Murdoch Children's Research Institute. Aligning as the VCCC, the partners bring together experts in cancer to build on and strengthen collaborations in cancer research, cancer education and training, and cancer treatment and care to ensure the best possible outcomes for the benefit of people affected by cancer.

Austin Health is a partner of the North Eastern Melbourne Integrated Cancer Service (NEMICS). NEMICS is a clinical network that along with nine other Integrated Cancer Services (ICS) across Victoria form part of the Cancer Services Framework for Victoria. Austin Health acts as the host agency, where most of the NEMICS directorate team is based. A number of service improvement and project staff, including service improvement facilitators are based in each of the member health services, including the ONJ Centre.

Purpose and Accountabilities

Role Specific:

Palliative Care In-patient Registrar (8S) Responsibilities:

Clinical care:

- Under the direction of the Senior Medical Staff be responsible for admission, ongoing management and support of palliative care patients and their carers;
- Ensure that all patients are assessed in accordance with Hospital policy on presentation. Some duties may be delegated to more junior staff but responsibility for diagnosis and treatment plan lies with the registrar;
- Ensure that decisions made have been implemented in a timely manner and that

- results of all tests are checked and available for consultant and ward rounds;
- Attend patients according to clinical priority, making sure symptomatic patients are seen within an appropriate time frame;
 - Care should be handed over to covering medical staff when patients are considered medically unstable and at risk;
 - Arrange for transfer of patients to acute hospital bed under appropriate unit as required;
 - Attend outpatient or other clinics as required by the Medical Director;
 - On occasion, prescribe hospital-only medications for certain community patients, under policy guidelines;
 - Provide Saturday morning and other out-of-hours ward rounds as rostered.

Documentation:

- Ensure that the care of the patient is accurately and appropriately documented;
- Discharge and death summaries should be done on the day of death or discharge, where practical. The registrar may need to assist the resident to complete discharge summaries, depending on the unit workload.

Communication:

- Liaise regularly with the Nurse Unit Manager or nurse in charge of each shift. Provide a handover to the senior nurse at the end of each medical ward round;
- Regular communication with nursing, paramedical and allied health staff;
- Maintain contact with primary care team and referral centres for ongoing treatment plans as required;
- Communicate regularly with the supervising consultant, advising him/her of new admissions. Consultant staff should be notified of any serious change in patient's condition/or patient's death, or any significant conflicts with patients or carers;
- Maintain contact with family members and regularly review their expectations of care, within the principles of the Privacy Act;
- Communicate with general practitioners and other health providers; especially in relation to discharge plans and post discharge follow up.

HMO / intern supervision:

- Supervise and direct the practice of the HMO;
- Educate the junior staff and provide opportunities for them to learn procedures and techniques relevant to the rotation.

Education, quality and research:

- Participate regularly in medical student education;
- Attend and take an active part in unit and hospital educational activities, including undergraduate student teaching;
- Take part in quality improvement activities relevant to the unit and present findings to appropriate meetings;
- Contribute regularly to internal and external education activities as requested by Medical Director Palliative Care;
- Regularly consult literature for evidence-based review of care of your existing inpatients;
- Regularly contribute to undergraduate teaching of medical students including mini-CEXs;

- All registrars will be expected to participate in research project / case report / audit in conjunction with their consultant.

Consult Service Registrar Responsibilities

Clinical Role:

- Under the direction of the Senior Medical Staff, and in conjunction with the clinical nurse consultants, be responsible for inpatient and outpatient palliative care referrals both from the acute general and specialist units on the main Austin Hospital campus and the Repatriation Hospital and the Royal Talbot Rehabilitation sites;
- This role involves symptom assessment and recommendations for their management and assessment of ongoing clinical care for patients referred to the service which may include their suitability for transfer to the PCU (8S) or continuing community care in the patient's home or a residential aged care facility. The latter may involve an ACAS or another specialist service referral;
- Attend multi-disciplinary meetings of specialist units especially oncology units as appropriate;
- Attend outpatient clinics as rostered by the Medical Director;
- Provide Saturday morning and other out-of-hours ward rounds as rostered;
- Assist in the management of the PCU (8S) inpatients in the absence of the ward registrar.

Documentation:

- Ensure that the care of patients is accurately and appropriately documented including medication alterations and recommendations for both inpatients and outpatients;
- Ensure that Cerner statistics are entered in a timely manner for all patients seen.

Communication:

- Liaise with the referring team medical and/or nursing staff for ongoing treatment recommendations;
- Communicate regularly with the supervising consultant, advising him/her of any referral that requires their review and opinion;
- Liaise with the PCU (8S) medical and nursing staff regarding any potential admissions;
- Establish contact with family members where appropriate to facilitate the best care options for the patient within the parameters of privacy guidelines;
- Communicate with general practitioners and other health providers; especially in relation to discharge plans and post discharge follow up.

Education, quality and research:

- Participate regularly in medical student education;
- Attend and take an active part in unit and hospital educational activities, including undergraduate student teaching;
- Take part in quality improvement activities relevant to the unit and present findings to appropriate meetings;

- Contribute regularly to internal and external education activities as requested by Medical Director Palliative Care;
- Regularly consult literature for evidence-based review of care of your existing inpatients;
- Regularly contribute to undergraduate teaching of medical students including mini-CEXs;
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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 by following organisational safety, quality & 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 centred care.
- Comply with requirements of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- 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

Selection Criteria

Essential Knowledge and skills:

- A commitment to Austin Health values
- AHPRA registration as a Medical Practitioner
- Have appropriate training and experience applicable to the field of palliative care
- Ability to manage the acute deterioration of a patient, with a view to curative treatment if appropriate (including Medical Emergency Team calls)

- Demonstrated commitment to high quality patient care
- Demonstrated ability to communicate at all levels
- Demonstrated understanding of Clinical Governance
- Demonstrated teamwork and collaboration

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

We welcome applications from Aboriginal and Torres Strait Islander people. 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	