

Position Description

Rheumatology Clinic Registrar

Classification:	Registrar
Business unit/department:	Rheumatology - Specialty & Statewide Services
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒
Agreement:	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026
	Choose an item.
	Choose an item.
Employment type:	Fixed-Term Part-Time
Hours per week:	10.9 hours per week plus training time
Reports to:	Rheumatology Director
Direct reports:	N/A
Financial management:	Budget: N/A
Date:	July 2026

Position purpose

This is a one-year position comprising outpatient services in Austin Health clinics. The successful applicant will work closely with Senior Medical Staff who will provide high-quality medical specialist training and supervision in the outpatient clinics with some opportunities to contribute to research activities within the Department.

The Austin Health Rheumatology Clinic Registrar will work in 3 outpatient clinics – General Rheumatology, Polymyalgia Rheumatica/Giant Cell Arteritis and Autoimmune diseases.

About the Rheumatology Department

The Rheumatology Department is located at the Austin Repatriation campus in West Heidelberg and provides specialist non-surgical care and treatment to patients with rheumatic illnesses involving problems with joints, soft tissues and autoimmune diseases arising from an inappropriate immune response of the body.

We are dedicated to world's best practice in the management and treatment of the specialised care of our patients. Our specialist consultants evaluate and treat all forms of arthritis and have special interest clinics. We are evaluating the use of ultrasound in the management of conditions involving gout, rheumatoid arthritis and other forms of inflammatory diseases including ankylosing spondylitis, systemic lupus, scleroderma and other autoimmune disorders.

Our Department provides a consultative service to other hospital units. This is achieved by providing care in both inpatient and outpatient settings. In the latter, endeavours are made, whenever possible, to integrate co-operative management with the patient's general practitioner. Outpatient clinics are facilitated by the Specialist Clinics Department at the Repatriation campus.

Position responsibilities

Duties will include:

- Support the Senior Medical Staff and other relevant registrars in the care of the Department's patients.
- Provide clinical support for other registrars where this may be required due to workload or other unforeseen circumstances.
- Attend the hospital regularly according to the daily duty statements and rosters.
- 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 Senior Medical Staff



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Selection criteria

Essential skills and experience:

- Provide appropriate patient care in the public outpatient clinics.
- 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.
- 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 to keep up to date with communications from the Medical Workforce Unit and Austin Health as a whole.
- 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.
- Provide timely notification of inability to attend duties to the Head of Unit and Departmental Secretary.
- Complete and submit an annual leave form to the Head of Unit for approval at least 6 weeks before leave is scheduled
- Attend and participate in staff development, education and training programs designed for Registrars
- Attend and participate in ALL mandatory training requirements at Austin Health, including CERNER training and OH&S training as required.

Desirable but not essential:

- A sound understanding of information technology including clinical systems.

Professional qualifications and registration requirements

- Appropriate tertiary medical qualification
- Registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Satisfactory completion of the FRACP Divisional Written and Clinical Examinations



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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.

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.



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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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