

Position Description

Unaccredited ENT Head & Neck Registrar

Classification:	Registrar - Unaccredited
Business unit/department:	ENT Head & Neck Unit, Division of Surgery, Anaesthesia & Procedural 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 type="checkbox"/> (please specify)
Agreement:	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026
Employment type:	Fixed-Term Full-Time
Hours per week:	43 hours per week - as per unit roster
Reports to:	Director ENT Head & Neck Unit, Unit, Division of Surgery, Anaesthesia & Procedural Medicine
Direct reports:	0
Financial management:	Budget: nil
Date:	May 2026

Position purpose

As the Unaccredited ENT Head & Neck Registrar, you would provide the day-to-day clinical management of patients under the supervision and direction of the Director of the ENT Head & Neck Unit and ensure a high quality of patient care by adequately supervising junior medical staff.

The role is designed to provide appropriate exposure and experience to enable the doctor to attain the required skills and knowledge for that term in that discipline. In addition, skills progression should assist the registrar to meet the requirements of specialist training programs.

The Unaccredited Registrar is required to perform the duties of the position efficiently, according to the standards of Austin Health. Austin Health will assist in meeting the training requirements of all Advanced Surgical trainees in accordance with the guidelines.

About the ENT Head & Neck Unit

The ENT Head and Neck Unit, is part of the Division of Surgery, Anaesthesia and Procedural Medicine. It is responsible for the provision of services within the speciality to patients across Austin Health, which is situated at Austin Hospital and Heidelberg Repatriation Hospital.

The Unit also manages a large number of adult and paediatric surgery cases including:

- Surgery for cancers of the head and neck region including:
 - oral cavity (inside the mouth), tongue, throat and larynx (voice box)
 - salivary glands and the thyroid gland
 - lymph nodes of the neck
 - skin cancers on the lips, face, head and neck
- Surgery to treat blocked or distorted noses and sinus conditions
- Surgery for airway constriction and for selected patients' apnoea and snoring
- Tonsil and adenoid removal for both adults and children
- Surgery to close holes in the eardrum
- Surgery to treat ear conditions including loss of hearing in adults and children, mastoid and middle ear infections

The Head of Unit is Mr Matthew Campbell.

The Unit is committed to the provision of high quality patient care and maintains an ongoing commitment to Under Graduate and Post Graduate teaching. Also provided is a consultative service for other Units with Austin Health.

Position responsibilities

There are a number of surgical sessions and outpatient sessions per week at the Austin Campus and The Surgery Centre, Repatriation Campus.

Key responsibilities of a registrar include:

- Responsibility for decisions re-management and leading ward rounds including total patient care within unit under the consultant supervision
- Co-ordinating the day to day work of the Unit
- Close liaison with Unit SMS, particularly regarding patients requiring operative treatment
- Key responsibility for:
 - Assessing all referred patients on presentation and in the Emergency Department in a timely manner. Some duties may be delegated to resident staff (eg admission notes, drug charts, investigation ordering etc)
 - Diagnosis and treatment plan, including theatre if required
 - Initiating, implementing and monitoring management of patients under supervision, incorporating the appropriate testing and investigation
 - Ensuring that results of investigations are available and known
 - Liaising regularly and as direct contact with the consultant
 - Escalation to consultant of patients concerns, consistent with local escalation guidelines
 - Organising and managing daily ward round (This is often independent of the consultant ward round)
 - Attendance and, in certain circumstances, running of Code Blue and MET calls
 - Ensuring timely discussions with patients and their family, providing counselling and support where required
 - Accepting referrals from other units (including Emergency) seeking speciality input and ensuring these are seen in a timely manner and referred promptly to a member of the SMS



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- Supervision of more junior medical staff within the Unit – education of junior staff in clinical management and procedural techniques (where the registrar is appropriately skilled)
- Thoroughly and promptly correlate and document in the health record the relevant patient information in an appropriate and ongoing manner, from the initial assessment, differential diagnosis, investigations, treatment plan and clinical progress
- Regularly review patient objectives, interpretative, physical and mental status, including the development and communication of a discharge plan from the time of admission
- Succinctly record the above in the discharge summary at the time of discharge and ensure that it is completed and verified within two working days
- Appropriately liaise with all staff involved in the care of the patient, including communication and referrals necessary for ongoing care post-discharge
- Participate in operating theatre or other procedural sessions as rostered and required, primarily as an assistant; perform certain procedures as appropriate under direct supervision;
- Foster rapport and good communication using appropriate language, written or verbal, with the patient and other parties as required, including contact with the referring Medical Practitioner
- Use technology appropriately, with cost benefit and potential patient benefit and complications considered;
- Counsel and support patients and their families or carers
- Fulfil duties as outlined in the “duty roster” of the post undertaken
- As a representative of the health service and the medical profession, present a professional appearance and demeanour at all times
- Continually update and extend personal medical knowledge and skills, regularly attend clinical and educational meetings and remain familiar with current medical literature
- Participate in Program /Departmental/Unit Quality Improvement and audit activities
- Perform other duties as agreed to and as required on occasions by Medical Workforce in relation to cover of other junior medical staff due to illness, bereavement or other unplanned leave
- Undertake research activities commensurate with the role

Teaching and training

- Participate in both Under Graduate and Post Graduate teaching.
- Maintain log book

Other

- Assist the Head of Unit in administrative duties as required.

Selection criteria

Essential Knowledge and skills:

- A commitment to Austin Health values



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- Demonstrated interest, and appropriate training and experience applicable to the field of ENT Head & Neck Surgery.
- Demonstrated capability and interest in research
- Demonstrated commitment to teaching
- Demonstrated commitment to high quality patient care
- Demonstrated teamwork and collaboration
- Demonstrated ability to communicate at all levels
- Computer skills including use of email and the internet
- Demonstrated surgical competency

Desirable but not essential:

- A sound understanding of information technology including clinical systems, applications relevant to the Management of rostering and risk management reporting, or as required for the role and/or department.
- Demonstrated understanding of Clinical Governance.

Professional qualifications and registration requirements

- Registration as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) - (note eligible applicants will be assisted through this process).

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.



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- 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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