



POSITION DESCRIPTION

Position Title:	MEDICAL ADMINISTRATION REGISTRAR (RACMA Trainee)
Department:	Medical Services
Classification:	Registrar
EBA / Award:	AMA Victoria – Victorian Public Health Sector – Doctors-In Training Enterprise Agreement 2018 – 2021 Fixed Term 12 months, 2020 Clinical Year.
Primary Site:	Albury and Wodonga Campuses
Employment Conditions:	<input checked="" type="checkbox"/> Vaccination Category A <input type="checkbox"/> Vaccination Category B <input type="checkbox"/> Working with Children <input type="checkbox"/> Aged Care
AWH VISION	
<i>“The Best of Health.”</i>	
AWH VALUES	
Patient and Client focused, ethical, teamwork, Equity, Respect, Compassion, Accountability and Trust.	
<i>Patient and Client Focussed:</i>	Our purpose is to serve our patients and clients in order to achieve the Vision and Purpose of Albury Wodonga Health.
<i>Ethical:</i>	Both in our clinical endeavour and our business practices we will be just in all our dealings.
<i>Teamwork:</i>	Esprit de corps, harmony, partnership and unity are valued.
<i>Respect:</i>	Appreciation of the worth of others and regard for their contribution is inherent.
<i>Trust:</i>	Confidence that all are doing their best, honestly and positively.
<i>Accountability:</i>	Understanding that all bear a personal responsibility to our community.
<i>Compassion:</i>	Consideration, empathy and humanity are given freely to our patients and staff alike.
<i>Equity:</i>	Fairness, integrity and justice are apparent in our actions.
ROLE SUMMARY / PURPOSE	
Medical Administration Registrar provides support and assistance to Albury Wodonga Health’s (AWH) provision of high quality services consistent with organisational values. The key components include exposure in areas of Medical Governance, Clinical Governance, Medical Workforce, Education and Training, and Health Service Committees as detailed below.	
KEY RESPONSIBILITIES	
Medical Governance:	<ul style="list-style-type: none"> Assist in the management of the Medical Credentialing and Clinical Scope of Practice processes at Albury Wodonga Health (AWH);

- Assist in the maintenance and development of the junior and senior medical workforce through best practice recruitment, appointment, orientation, rostering, employment and contracting to ensure appropriate medical service delivery. This includes participation in the Medical Workforce on-call roster;
- Contribute to budget, financial planning and budget reviews in relation to medical costs;
- Participate in strategic planning related to medical matters and develop operational plans in consultation with medical staff;
- Support quarterly medical specialty meetings and prepare data and information for each Clinical Specialty group (clinical outcome data, clinical indicators, case mix data and LOS);
- Manage ad hoc projects in relation to medical governance.

Clinical Governance:

- Assist in the further development of medical clinical peer review and clinical audit processes;
- Manage medico-legal claims;
- Manage Research Governance and participate in the Albury Wodonga Human Research Ethics Committee;
- Participate in the quality improvement and risk management activities of the Health Service;
- Assist in the management of patient complaints; and
- Support medication safety, deteriorating patient and clinical communication standards.

Education and Training:

- Meet RACMA Training activities, and supported through the relevant exposure and supervision as required throughout the role
- Assist in ensuring the quality of the medical workforce through post and facility accreditation, clinical supervision, performance review and education strategies;
- Assist in the management of various stakeholders in the education, rotation, training and supervision of medical staff.
- Support the development of the Emergency Medicine Education and Training Program.

Health Service Committees:

- To participate in AWH Committees including:
 - Clinical Incident Review.
 - Mortality Review.
 - Clinical Directors.
 - Clinical Training.
 - Credentialing and Scope of Practice.
 - Clinical Governance Sub Committees.

Working Relationships:

- Internal: Medical Services Directorate, Clinical Directors, Senior Medical Staff, Junior Medical Officers, Executive Staff, Managers, Clinical Governance Unit
- External: Department of Health and Human Services, Relevant Medical Colleges, PMCV, other Public Health Services

Professional Development:

In accordance with relevant Enterprise Agreement, sufficient time will be made available for personal continuing education, and attendance at mandatory RACMA College requirements.

SELECTION CRITERIA

Knowledge and Experience Required (Qualifications or Experience):

- Bachelor of Medicine, Bachelor of Surgery (MBBS), MD or equivalent.
- Valid registration with Australian Health Practitioner Regulation Agency (AHPRA).
- Approved candidacy of Royal Australasian College of Medical Administrators (RACMA).
- Minimum of 3 years general clinical experience.
- Meets credentialing requirements as per AWH (eg. National police check, working with children)

Practice / Specialist Skills (Keyboard, Software Distribution etc.):

- Microsoft Office (MS Word / Excel / Outlook / Powerpoint).
- Presentation skills.

PERSONAL ATTRIBUTES / SOFT SKILLS

Medical Expert:

- Bring medical input to organisation, analyse complex problems, design / implement governance systems, work with team.

Leader:

- Intelligent leadership, self-awareness, manage self in relation to others, serve and lead from management role.

Manager:

- Thinking on feet, adopt systems approach, prioritise and allocate resources, implement human resource management.

Scholar:

- Ongoing learning, critical information evaluation, facilitate learning, apply research to management.

Professional:

- Awareness of ethical issues, patient-first behaviour, behaviour within values, commitment to doctor health and sustainable practice.

Advocate:

- Respond to health needs of patients, populations, communities and systems, identify determinants of health, influence policy and practice.

Communicator:

- Engage with stakeholders, convey information and explanations to diverse group, shared understanding and align competing interests, effective communication methodologies.

Collaborator:

- Effective participation, effective inter-professional conflict, build effective relationships, appropriate consultations around key issues.

KEY RELATIONSHIPS

REPORTS TO:

Director of Medical Governance

SUPERVISES:

OVERALL:

The position is a member of the Medical Services Directorate

PERFORMANCE APPRAISAL

Performance evaluation will be undertaken as per RACMA College Training Requirements.

There is an expectation that staff will assume responsibility for completion of any other learning requirements advised

by the organisation. This includes all Mandatory Training and Clinical Competencies as required (annually or in accordance with timelines specified in relevant health service policies and procedures).

QUALITY AND RISK MANAGEMENT

In order to help ensure continued employee and patient safety and quality of care:

- Staff are required to participate in the development and maintenance of a quality service through the application of professional standards; participation in quality improvement activities; and compliance with the policies, procedures, practices and organisational goals and objectives of AWH.
- Staff are required to contribute to the development and maintenance of the AWH Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk across the organisation.
- A positive risk culture at AWH is embedded by our belief that everyone has a role in risk. You are encouraged to identify opportunities for improvement and play a role in assisting the organisation to achieve its risk objectives.
- Staff are required to abide by the Code of Conduct for AWH.

HEALTH AND WELLBEING

The health and wellbeing of employees is a priority for AWH and I recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals.

I commit to:

- Reporting through the Incident Management System any near misses or incidents as they occur.
- Partaking in the promotion of the health and wellbeing of employees.
- Contributing to an inclusive and health promoting environment.
- Promoting our values and vision.
- An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making.

SCOPE OF AUTHORITY

Employees covered under this Position Description are not permitted to work outside of their designated level of responsibility without express permission from either the Manager or the Line Manager.

CLOSING THE GAP

AWH is committed to enhance our ability to attract and recruit Indigenous people and committed to closing the gap in employment outcomes between Indigenous and non-indigenous people.

CONFIDENTIALITY

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of AWH. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information.

Failure to comply with this agreement may result in disciplinary action and may include termination of employment.

Declaration:

As the incumbent of this position, I acknowledge that I have read the Position Description and Job Demands Checklist, understood its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to AWH. I also agree to strictly observe the AWH Code of Conduct and policy on confidentiality of commercial

and patient information or such sensitive information that I may come across in the course of my employment.

Name of Incumbent:	
Signature:	Date:

ANNEXES

1. Organisational Responsibilities.
2. Jobs Demand Checklist.

DOCUMENT CONTROL

Executive Sponsor:	Executive Director of Medical Services
Manager Responsible:	Director of Medical Governance
Author(s):	Director of Medical Governance
Reviewed by People & Workforce:	<input type="checkbox"/>
Position Description ID No:	
Approval Date:	Sept 2019
Date Due for Review:	Aug 2020
Version No:	2
Original Approval Date:	July 2019
Previously Named As:	Position Description – Medical Administration Registrar (RACMA Trainee)

ORGANISATIONAL RESPONSIBILITIES

The following criteria are requirements for all employees that may either be assessed through the selection process or assessed as part of your ongoing and annual Professional Development / Performance Management review cycle.

Communication:

- Ability to gather relevant information through effective questioning.
- Ability to express information and ideas appropriately.
- Reads / reviews relevant documents.
- Participates in meetings, committees and disseminates information as required.

Equal Employment Opportunity:

- Commitment to the principles.
- Supports diversity in the workplace.

Information Management:

- Collects and uses data as required.

Integrity:

- The ability to understand the implications of one's actions and act in a manner consistent with relevant policies, codes, guidelines and legislation.

Organisation Awareness:

- Being aware of the organisational goals and objectives and contribute positively to their attainment.

People / Patient Focused Environment:

- Ability to set the highest standards of performance for self and others in meeting the needs of internal and external customers.

Infection Control:

- Hand Hygiene.
- Standard precautions.

Primary Health:

- Promotes the social view of health, early intervention, health promotion and harm minimisation.

Quality Improvement:

- Participate in, and where applicable leads educational and Quality Improvement activities.
- Works to continually improve own performance.

Resource Management:

- Ensure all allocated resources are managed in an efficient and accountable manner.

Safe Practice and Environment:

- Understands responsibilities under Occupational Health and Safety legislation.
- Able to identify actual / potential work place hazards and take corrective action.
- Vaccination status meets legislative requirements.

Self Development:

- The ability to understand own development needs and to recognise, create and seize opportunities to improve performance.

Teamwork / Collaboration:

- Works effectively with others to achieve mutual aims, and to identify and resolve problems.
- Influence an environment free from horizontal and vertical violence.

JOB DEMANDS CHECKLIST:

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

This form is to be completed by the Manager / Supervisor of the position being recruited to.

Position: Director of Medical Governance

Department / Unit: Medical Services

Facility / Site: Albury and Wodonga Campus

TASKS PERFORMED:

Nature of Tasks to be undertaken (Collective description as best describes tasks).

FREQUENCY DEFINITIONS:

- I = Infrequent - intermittent activity exists for a short time on a very infrequent basis.
- O = Occasional - activity exists up to 1/3 of the time when performing the job.
- F = Frequent - activity exists between 1/3 and 2/3 of the time when performing the job.
- C = Constant - activity exists for more than 2/3 or the time when performing the job.
- R = Repetitive - activity involved repetitive movements.
- N = Not Applicable - activity is not required to perform the job.

Demands	Description	Frequency					
		I	O	F	C	R	N
PHYSICAL DEMANDS:							
Sitting	Remaining in a seated position to perform tasks.			✓			
Standing	Remaining standing without moving about to perform tasks.		✓				
Walking	Floor type: even / uneven / slippery, indoors / outdoors, slopes.		✓				
Running	Floor type: even / uneven / slippery, indoors / outdoors, slopes.						✓
Bend / Lean Forward from Waist	Forward bending from the waist to perform tasks.	✓					
Trunk Twisting	Turning from the waist while sitting or standing to perform tasks.	✓					
Kneeling	Remaining in a kneeling posture to perform tasks.	✓					
Squatting / Crouching	Adopting a squatting or crouching posture to perform tasks.	✓					
Leg / Foot Movement	Use of leg and / or foot to operate machinery.	✓					
Climbing (stairs / ladders)	Ascend / descend stairs, ladders and steps.	✓					
Lifting / Carrying	Light lifting and carrying (0 - 9 kg).			✓			
	Moderate lifting and carrying (10 – 15 kg).	✓					
	Heavy lifting and carrying (16 kg and above).	✓					
Reaching	Arms fully extended forward or raised above shoulder.	✓					
Pushing / Pulling / Restraining	Using force to hold / restrain or move objects toward or away from the body.	✓					
Head / Neck Postures	Holding head in a position other than neutral (facing forward).		✓				
Hand & Arm Movements	Repetitive movements of hands and arms.		✓				

Grasping / Fine Manipulation	Gripping, holding, clasping with fingers or hands.	✓					
Work At Heights	Using ladders, footstools, scaffolding, or other objects to perform work.	✓					
Driving	Operating any motor powered vehicle.		✓				
SENSORY DEMANDS:							
Sight	Use of sight is an integral part of work performance, eg: Viewing of X-Rays, computer screens, etc.				✓		
Hearing	Use of hearing is an integral part of work performance, eg: Telephone enquiries.				✓		
Smell	Use of smell is an integral part of work performance, eg: Working with chemicals.		✓				
Taste	Use of taste is an integral part of work performance, eg: Food preparation.		✓				
Touch	Use of touch is an integral part of work performance.				✓		
PSYCHOSOCIAL DEMANDS:							
Distressed People	Eg: Emergency or grief situations.			✓			
Aggressive & Uncooperative People	Eg: Drug / alcohol, dementia, mental illness.		✓				
Unpredictable People	Eg: Dementia, mental illness, head injuries.		✓				
Restraining	Involvement in physical containment of patients / clients.	✓					
Exposure to Distressing Situations	Eg: Child abuse, viewing dead / mutilated bodies.		✓				
ENVIRONMENTAL DEMANDS:							
Dust	Exposure to atmospheric dust.	✓					
Gases	Working with explosive or flammable gases requiring precautionary measures.	✓					
Fumes	Exposure to noxious or toxic fumes.	✓					
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE.	✓					
Hazardous Substances	Eg: Dry chemicals, glues.	✓					
Noise	Environmental / background noise necessitates people raise their voice to be heard.		✓				
Inadequate Lighting	Risk of trips, falls or eyestrain.	✓					
Sunlight	Risk or sunburn exists from spending more than 10 minutes per day in sunlight.	✓					
Extreme Temperatures	Environmental temperatures are less than 15°C or greater than 35°C.	✓					
Confined Spaces	Areas where only one egress (escape route) exists.			✓			
Slippery or Uneven Surfaces	Greasy or wet floor surfaces, ramps, uneven ground.		✓				
Inadequate Housekeeping	Obstructions to walkways and work areas cause trips and falls.	✓					
Working At Heights	Ladders / stepladders / scaffolding are required to perform tasks.	✓					
Biological Hazards	Eg: Exposure to body fluids, bacteria, infectious diseases.	✓					

The area below is for any special comments or notes on significant physical or other demands required to perform this job.