ENT Registrar (Accredited)

Role Information
Number of Posts: 5 full time posts, Monash Health

Applications for 2016 Training Positions within the Australian Society of Otolaryngology Head & Neck Surgery are made at www.surgeons.org.au

Enquiry Contact Details
The Royal Australasian College of Surgeons – Otolaryngology Board
Ph: + 61 3 9249 1296
Email: Otolaryngology.Board@surgeons.org

Application details
Applications are made via www.surgeons.org

Further information is available at www.monashhealth.org

Monash Health recruitment protocol requires all college recommended candidates to formalise their application to Monash Health by applying to our recruitment system. Further information will be provided to preferred college candidates at the appropriate time. Recommended Candidates will be required to upload their CV, a completed Fit2Work Consent form, and provide copies of 100 points of certified ID. Should the college be unable to provide Monash Health completed references, recommended candidates will also be required to provide referee details who will be contacted via our electronic referencing system.
Position Title: Accredited Registrar  
Classification: HM25-HM30  
Reports to: Clinical Unit Head  
Department: Department of Otolaryngology Head & Neck Surgery

About Monash Health
Monash Health provides a world of healthcare across south eastern Melbourne, uniquely integrating primary, secondary and tertiary health services, as well as world-renowned research and teaching facilities in one organisation. Our health service provides access to public health services for a greater community of 1.3 million residents or 24 per cent of Victoria’s population. Monash Health also has a wider official specialist role for greater Melbourne, regional Victoria and interstate in such specialties as paediatrics, cardiology, transplants and neonatal intensive care, with extensive university affiliations. More than 14,000 staff work at more than 40 care locations across south eastern Melbourne, including Monash Medical Centre, Moorabbin Hospital, Dandenong Hospital, Casey Hospital, Kingston Centre, Cranbourne Centre, and an extensive network of rehabilitation, community health and mental health facilities.

On average each year:
- We provide more than 2.67 million episodes of care to our community
- More than 221,000 people are admitted into our hospitals
- More than 193,000 people come to our three Emergency Departments for treatment
- We respond to more than 49,000 ambulance arrivals
- We deliver more than 9,000 babies, and
- More than 32,000 children are admitted to our Monash Children’s Hospital and neonatal units.

Together, we seek to deliver quality patient-centred health care and services that meet the needs of our diverse community.

Job Summary (Purpose /Key Result areas/Scope)

**Purpose**
The Ear Nose and Throat unit at Monash Health is unique in that it is the only major health service in Victoria treating both children and adults for diseases of the ear, nose and throat. The unit looks after patients from early infancy and covers the whole range of diseases of the ear, nose, throat, head and neck affecting all age groups. The Unaccredited registrar will work as part of a multidisciplinary team to provide safe and effective person centred care, provide teaching and supervision of resident medical staff and students.

**Key result Areas**
As Registrar you will have a significant responsibility and a complex role. You will be required to undertake:
- Patient assessment and management in consultation with the treating consultant
- Patient care coordination
- Intern/HMO support, supervision, feedback and teaching
- Student interaction and teaching
- Family member communication, feedback and liaison
- Extensive interaction with the other health professionals, especially, the nursing and allied health staff
- Self-management (including time management, accessing education and training)
- Provide clinical leadership to the multidisciplinary treating team
- Demonstrate commitment towards key organisational initiatives
- Demonstrate compliance with all relevant Monash Health Policies and Procedures

### Scope

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>Budget</th>
<th>Equivalent Full Time Staff</th>
<th>Direct reports</th>
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</thead>
<tbody>
<tr>
<td>Not Applicable</td>
<td>Not Applicable</td>
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<td>Resident Medical Staff of the Unit</td>
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### Key relationships

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
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<tbody>
<tr>
<td>- Patients, their families and carers</td>
<td>- Relevant Medical College</td>
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<tr>
<td>- Unit Head</td>
<td>- The Postgraduate Medical Council of Victoria</td>
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<tr>
<td>- Senior Medical Staff</td>
<td>- Other public health services</td>
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<tr>
<td>- Other Registrars and HMOs</td>
<td>- Nurse Unit Manager and Nursing staff</td>
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<tr>
<td>- Monash Doctors Workforce</td>
<td>- Allied Health Staff</td>
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<td>- Monash Doctors Education</td>
<td>- Monash Innovation and Quality</td>
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<tr>
<td>- Directors of Vocational Training</td>
<td>- Director Medical Services</td>
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<td>- Junior Medical Staff Advisory Committee</td>
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### Responsibilities/Accountabilities

#### Operational / Clinical

As the registrar you are accountable to your Unit Head/consultant for the care all the patients in the unit. It is your responsibility to

- Provide safe and high quality person-centred care for patients under your care
- Ensure coordination of care for patients in your unit
- Ensure timely and clear clinical communication including clinical handover with regards to patients under your care
- Ensure timely escalation of care related issues to your consultant when required
- In your clinical practice demonstrate commitment to quality and safety and Monash Health’s “Patient first” initiative.
- In your clinical practice demonstrate commitment towards Monash Health’s “Four hours will be ours” initiative

#### Financial Management

As a registrar you do not have financial or budgetary responsibility but you are required to demonstrate an understanding of how your clinical practice affects the financial performance of the organisation

- In your clinical practice you should a commitment to ethical and appropriate use of resources
- You must demonstrate a commitment towards Monash Health’s “Living within our means” initiative
Human Resources
As a registrar you are required to demonstrate a commitment towards Occupational Health and Safety. You are required to
- Participate and co-operate in consultative processes to improve health and safety
- Observe safe working practices and protect your own and others’ health and safety
You are also required to participate in the professional development of resident medical staff
- Provide leadership and support for resident medical staff, appraise their performance in consultation with your Unit Head and ensure that staff receive appropriate performance management, professional training and development opportunities

Self-Management
- Maintain clinical knowledge, skills and attributes appropriate to your practice
- Seek regular feedback on your progress with your clinical supervisor and other members of your team formally and informally. Ensure timely mid and end of term performance appraisals
- Maintain your health and understand its impact on your performance in the role. Seek help early in case of health related concerns.

Person Specification
Qualifications/ Registrations/ Licenses
- A medical qualification (MBBS or equivalent) which is recognised for registration by the Australian Health Practitioner Regulation Agency
- Trainee of relevant Medical college

Technical Skills/ Knowledge / Experience
- Has the appropriate level of relevant clinical experience to undertake the specific role

Capabilities
Professionalism
- Demonstrates all the attributes that accord with the Monash Heath values – iCARE (Integrity, Compassion, Accountability, Respect and Excellence)
- Demonstrates a high level commitment to ethical practice
- Understands medico-legal issues associated with clinical care
- Demonstrates a commitment to profession-led regulation
- Demonstrates ability to effectively manage matters of patient safety and quality of care
- Understand the role of the relevant College and the associated expectations of the Registrar role

Scholar/ Teacher
- Demonstrates ability to contribute to the development, dissemination, application, and translation of new medical knowledge and practice
- Facilitates the medical education of patients, families, trainees and other health professionals and the community
- Provides the necessary training and commitment to the supervision, mentoring and assessment of junior medical trainees and students
- Supports basic laboratory, translational, and clinical research, as appropriate to the Department
**Health Advocacy**
- Demonstrates ability to advocate for improvements in health care through involvement in relevant professional bodies and forum
- Able to respond to individual patient health and educational needs
- Promotes the maintenance of good health in colleagues and junior medical staff
- Looks after his or her own health and well being
- Advocates for improvements in health care

**Leadership & Management**
- Demonstrates clinical Leadership with proven ability to exercise sound judgment and provide leadership in professional standards, ethics and a commitment to research and innovation

**Teamwork**
- Demonstrated ability to work in collaboration with members of interdisciplinary teams and committees
- Capacity to be an effective member of the relevant Department/Program, stimulate constructive debate and support colleagues in the achievement of Department/Program objectives

**Communication**
- Able to communicate effectively with team members and colleagues
- Able to communicate effectively and appropriately with patients and families, including those of diverse cultural backgrounds
- Maintains clinical and administrative documents accurately
- Facilitates continuity of patient care through effective communication and handover of relevant information

### Monash Health Values

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<tr>
<th>Integriety</th>
<th>Honesty, open and transparent, admit mistakes, maintains confidentiality, fairness, builds trust.</th>
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<td>Compassion</td>
<td>Empathy, sensitivity, concern for others, interacts with dignity, tolerance, anticipates needs</td>
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<td>Accountability</td>
<td>Understands roles, uses resources wisely, delivers on time, timely decision making, achieves stretch goals, takes responsibility for performance</td>
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<td>Respect</td>
<td>Builds relationships, courteous, listens and understands, gives &amp; receives feedback, sensitivity &amp; understanding, values difference &amp; individual worth</td>
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<td>Excellence</td>
<td>Supports creativity &amp; innovation, proactive &amp; solution focused, seeks out opportunities, embraces quality improvement, professionalism</td>
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**Other Position Requirements**
- Required to travel between Monash Health sites
- Required to cover relevant and appropriate positions at other sites
- Required to comply with all relevant Monash Health policies and procedures
- Required to contribute to unit educational and research activities

Approved: Mr Neil Vallance (HOU)
Date: Mar 2014