

# Position Description



## 1. General Information

<b>Position Title:</b>	Intensive Care Registrar
<b>Division/Department:</b>	Richmond – Intensive Care Unit
<b>Position Reports to:</b>	Director Intensive Care
<b>Enterprise/Individual Agreement:</b>	Individual Agreement
<b>Classification/Grade:</b>	HM27 - Registrar Year 3
<b>Location:</b>	Richmond
<b>Employment Status:</b>	Full time Fixed Term
<b>Key Relationships - internal and external</b>	Internal and External

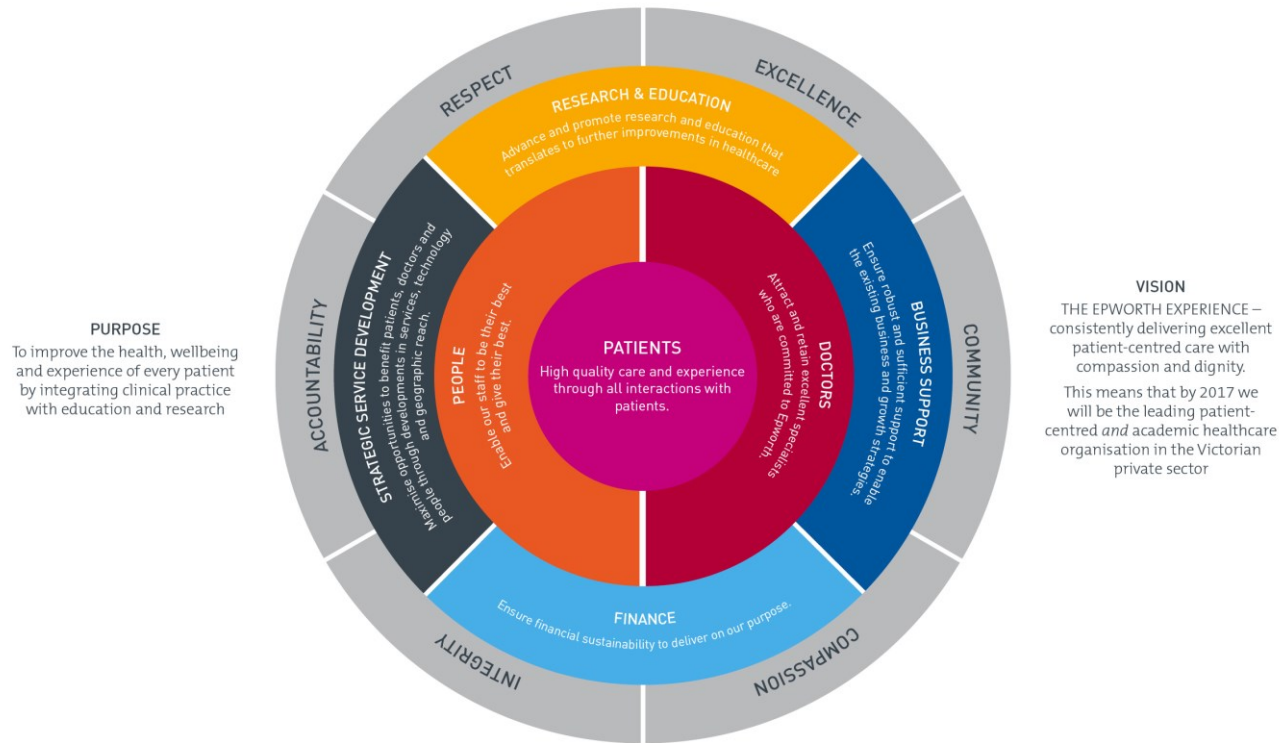
## 2. Overview of Epworth HealthCare

Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are *Respect, Excellence, Community, Compassion, Integrity and Accountability*. More information can be found on the [Epworth website](#).

Epworth's purpose is to improve the health, wellbeing and experience of every patient by integrating clinical practice with education and research and our vision is to consistently deliver excellent patient-centred care with compassion and dignity.

## 3. Epworth HealthCare Strategy



*This strategic summary is supported by a comprehensive strategic plan including quantifiable goals, programs of work, measurements, timings and accountabilities.*

**All roles at Epworth link to the Epworth strategy and play a part in Epworth achieving its vision and purpose. More specifically, this role links most closely with the following elements of the Epworth Strategy:**

Patients - High quality care and experience through all interactions with patients

Doctors - Attract and retain excellent specialists who are committed to Epworth

People - Enable our staff to be their best and give their best

Research & Education - Advance and promote research and education that translates to further improvements in healthcare

## 4. Purpose of the Position

The aim of the Intensive Care Unit (ICU) Registrar position is to provide a supportive learning environment for the acquisition of the skills necessary to care for the critically ill and for the Registrar to deliver exceptional medical care to the critically ill within the hospital.

Whilst the Intensive Care Registrar is primarily based in the ICU, as with the usual practice of intensive care medicine, they will also participate in the hospital's outreach services, which provide care to deteriorating and unstable ward patients.

It is always important to remember that the ICU Registrar never works in isolation. There are numerous supports available. The Intensivist on duty/on-call should be the primary contact, however, the Director of ICU, Supervisor of Training and nursing staff (especially the Liaison Nurses and Educators) are always immediately available and should be consulted should the need arise.

## 5. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<p><b>Clinical Care</b></p> <ul style="list-style-type: none"> <li>▪ Attend and participate in the twice-daily ward rounds with the Intensive Care consultant, nursing and allied health staff.</li> <li>▪ Prompt assessment of patients referred to the Intensive Care Unit from the Post Anaesthesia Care Unit (PACU), wards or the Emergency Department.</li> <li>▪ Consult with the ICU specialist regarding all requests for admission. No patient may be refused admission without prior discussion with the specialist on for the ICU.</li> <li>▪ Ensure the management of the patient is undertaken within the unit in a multidisciplinary manner, including open communication and discussion of pertinent issues.</li> <li>▪ Ensure all X-Rays, blood results and other relevant investigation results of patients in the Unit are available for each round.</li> <li>▪ Attend to all urgent problems and issues that arise from ward-rounds.</li> <li>▪ Full admission notes on all patients admitted to the Intensive Care Unit.</li> <li>▪ Comprehensive assessment including physical examination of each</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proactive participation in management plan development.</li> <li>▪ Understanding and delivery to ward round of all current results to assess patient's progress.</li> <li>▪ Assessment and management of unstable patients in a ward setting or in the emergency.</li> <li>▪ Day to day inpatient management of all patients within the Intensive Care Unit with regular updates to Consultant/referring Specialist/Liaison Nurses.</li> <li>▪ Extensive and up-to-date completion of clinical handover paperwork and daily admission/discharge paperwork.</li> <li>▪ Proficient and well communicated verbal handover/clinical summary to Consultants/Registrars at daily morning/evening handovers.</li> <li>▪ Timely attendance and adept participation in MET-Code Blue calls.</li> <li>▪ Other reasonable duties as specified from time to time by the Director of Intensive Care Unit. These include attendance and</li> </ul>

# Position Description



<p>patient at least once per shift.</p> <ul style="list-style-type: none"> <li>▪ Full concise progress notes written each shift for all patients in the Unit.</li> <li>▪ Review and organise all patients planned for discharge to the ward.</li> <li>▪ Direct communication with the Intensive Care specialist involved in a patient's care when any major change in a patient's medical condition occurs and at the time of admission or discharge.</li> <li>▪ Timely liaison with VMO specialists at admission, discharge or any significant change after consultation with the Intensivist on duty.</li> <li>▪ Medical interventions such as endotracheal intubation, insertion of arterial lines and central venous catheters.</li> <li>▪ Liaise and consult with patients, relatives, VMOs and Intensivists as needed</li> <li>▪ Data entry into the ICU database as needed</li> <li>▪ Act to promote a safe environment for patients, self and others.</li> </ul>	<p>presentation at weekly educational sessions and participation in research activities within the Unit.</p> <ul style="list-style-type: none"> <li>▪ Regular completion and submission of all employment administration paperwork.</li> <li>▪ Ensure ICU database is kept up-to-date at all times.</li> <li>▪ Attendance at rostered Wednesday Cardiac Breakfast meetings.</li> </ul>
<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>▪ Establishment of high quality communication with referring Consultants</li> <li>▪ Liaise and consult with patients, relatives, consultants and nursing and allied health staff.</li> <li>▪ Establish positive relationships with colleagues.</li> </ul>
<p><b>Quality Improvement</b></p>	<ul style="list-style-type: none"> <li>▪ Complete at least one quality or research project per 6-12 month period.</li> <li>▪ Participate as appropriate in accreditation and quality activities aimed to maintain an environment that values and promotes quality in patient care.</li> <li>▪ Actively participate in the unit audit processes – mortality, morbidity, CVC audit etc</li> </ul>
<p><b>Education and professional development</b></p>	<ul style="list-style-type: none"> <li>▪ Attend and contribute to the Monday ICU Registrar teaching sessions</li> </ul>

# Position Description



<p><b>Customer Service</b></p> <p>Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers.</p> <p>Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.</p> <ul style="list-style-type: none"><li>• Provide excellent, helpful service to patients, visitors and staff</li><li>• Communicate with clear and unambiguous language in all interactions, tailored to the audience</li><li>• Build customer relationships and greet customers and patients promptly and courteously</li><li>• Actively seek to understand patients' and their family's (customers) expectations and issues</li></ul>	<ul style="list-style-type: none"><li>• Patient and customer service satisfaction surveys within agreed targets</li><li>• Use AIDET principles in all interactions</li><li>• Issues are escalated to the manager and resolved in a timely manner</li></ul>
<p><b>Safety and Wellbeing</b></p> <p>Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace</p> <ul style="list-style-type: none"><li>• Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan</li></ul>	<ul style="list-style-type: none"><li>• Adhere to infection control/personal hygiene precautions</li><li>• Implement and adhere to Epworth OHS policies, protocols and safe work procedures</li><li>• Mandatory training completed at agreed frequency</li></ul>

## 6. Position Requirements/Key Selection Criteria

COMPONENT	
<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• At least three (3) years post basic medical training.</li> <li>• Previous work experience in an acute medical care environment with exposure to Intensive Care Medicine as well as CICM, Emergency Medicine, Anaesthesia or Cardiology trainees.</li> </ul>
<b>Previous Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• At least three (3) years post basic medical training.</li> <li>• Previous work experience in an acute medical care environment with exposure to Intensive Care Medicine and/or Emergency Medicine, Anaesthesia or Cardiology.</li> <li>• Demonstrated commitment to high quality patient care.</li> <li>• Demonstrated ability to communicate with patients, relatives, and all levels of medical and nursing staff.</li> <li>• Demonstrated ability to participate in a complex care team environment.</li> </ul>
<b>Required Knowledge &amp; Skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Commitment to formal training in the specialty of intensive care.</li> <li>• Commitment to gain clinical experience in intensive care.</li> <li>• Commitment toward acquisition of personal knowledge and continuing education in intensive care.</li> <li>• Advanced computer skills.</li> <li>• Effective communication skills with all principle medical staff involved in the care of a patient.</li> <li>• High standard of documentation admission, progress and discharge notes should be recorded, as should any key events such as critical incidents, procedures, family meetings and consultations.</li> <li>• Thorough knowledge of admission/discharge procedures, paperwork and data required.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• AORTIC database – but not essential</li> </ul>

# Position Description



<p><b>Personal Attributes &amp; Values</b></p> <p>All employees are expected to consistently work in accordance with Epworth’s values and behaviours</p> <ul style="list-style-type: none"> <li>• Respect</li> <li>• Excellence</li> <li>• Compassion</li> <li>• Community</li> <li>• Integrity</li> <li>• Accountability</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Ability to work in a team</li> <li>▪ Well-developed or the ability to learn appropriate clinical skills for the care of the critically ill</li> <li>▪ Committed to ongoing professional development and learning</li> <li>▪ Prepared to make a commitment to Epworth’s Values and Behaviours statement</li> <li>▪ Knowledge of health and safety issues that relate to medical practice</li> <li>▪ Effective communication, leadership and interpersonal skills</li> <li>▪ Ability to work unsupervised and to prioritise</li> <li>▪ Ability to adapt and foster technology utilisation to improve care delivery and outcomes</li> </ul>
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**Document Control**

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
May 2017	June 2017	Director Intensive Care

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## Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_