

## **Endocrinology & Diabetes Registrar, Monash Health**

### **Role Information**

Available Post/s: 3 full time posts

Sites: MMC, Clayton & Dandenong Hospital, also covering all Monash Health sites.  
Applications for 2017 Training Positions are to be made to the Royal Australasian College of Physicians.

These positions begin on 6 February 2017 for 12 months.

### **Enquiry Contact Details**

For further information please contact the Royal Australasian College of Physicians:

Ph: + 61 2 9256 5444

Email: [racp@racp.edu.au](mailto:racp@racp.edu.au)

### **Application details**

Applications are to be made via the Royal Australasian College of Physicians: [www.racp.edu.au](http://www.racp.edu.au)

Further information is available at [www.monashhealth.org](http://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.*

# Monash Health Position Description

Endocrinology & Diabetes Registrar

Last Updated: May 2016

<b>Position Title:</b>	Registrar, Endocrinology & Diabetes
<b>Classification:</b>	HM25 – HM30
<b>Reports to:</b>	Professors Peter Fuller (Endocrinology) & Helena Teede (Diabetes)
<b>Department:</b>	Monash Medical Centre and Dandenong Hospital

## 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 15,000 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 3.1 million episodes of care to our community
- More than 238,851 people are admitted into our hospitals
- More than 206,602 people come to our three Emergency Departments for treatment
- We respond to more than 51,476 ambulance arrivals
- We deliver more than 9,489 babies, and
- More than 36,453 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.

## Work Area

The position is located on the wards and clinics relevant to the allocated/appointed Unit and may require the incumbent to travel to other Monash Health sites.

### Endocrine Unit

The activities of the Endocrine Unit are primarily focused on the Monash Medical Centre campus of Monash Health. This unit has a long and distinguished history dating back over 40 years. The unit is active in many aspects including clinical, academic and educational with both Monash Medical Centre and Monash Health. It is closely aligned and integrated with Prince Henry's Institute of Medical Research, Australia's preeminent endocrine research centre.

The Unit has both general endocrine clinics and also sub speciality clinics for andrology, menopausal medicine, metabolic bone disease, osteoporosis, thyroid cancer, endocrinology in pregnancy and prostate cancer.

The Unit office is located on Level 3, Block E at Monash Medical Centre. A desk and computer are available to the registrar in the Fellows room. The fax number in this office is 9594 3558.

### Diabetes Unit

The Diabetes Unit is a large multidisciplinary unit covering all 5 Monash Health sites integrating with Community Health and local GP Divisions. The aim is to provide integrated, transitional care across the community to acute sector continuum. Diabetes management is primarily focused on the ambulatory care setting and the unit now has 16 ambulatory care services across all ages and support needs.

Acute, very unstable diabetics with DKA or HONK or occasionally when newly diagnosed, warrant brief admission, however inpatient stabilisation is generally discouraged and is provided on an outpatient basis.

The Monash Health Diabetes Unit is based at Dandenong Hospital with a 20 office clinical and research unit. There is also a unit based at Monash Medical Centre in the Special Medicine Centre. The Dandenong Hospital registrar has an office/computer in the department, is integrally involved in unit activities with all Dandenong clinics running from this site.

**Overview of Unit/Position:**

The Endocrinology and Diabetes Units of Monash Health provide both outpatient and inpatient care across the organisation. Monash Health has three Endocrinology/Diabetes Registrar positions, all of which have been accredited by the Royal Australasian College of Physicians as training positions. Inpatient responsibility will be for 8 months at Monash Medical Centre (~750 beds) and 4 months at Dandenong Hospital (~450 beds). All registrars are each supported by a full time HMO.

**Job Summary (Purpose /Key Result areas/Scope)**

**Purpose**

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 and undertake training towards attaining Fellowship of the relevant college.

**Key result Areas**

As Registrar of the Unit 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 and completing college requirements)
- 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**

Dimensions	Budget	Equivalent Full Time Staff	Direct reports
	Not Applicable	Not Applicable	Resident Medical Staff of the Unit

**Key relationships**

Internal

External

	<ul style="list-style-type: none"> <li>• Unit Head</li> <li>• Senior Medical Staff</li> <li>• Other Registrars and HMOs</li> <li>• Nurse Unit Manager and Nursing staff</li> <li>• Allied Health Staff</li> <li>• Monash Doctors Workforce</li> <li>• Monash Doctors Education</li> <li>• Directors of Vocational Training</li> <li>• Monash Innovation and Quality</li> <li>• Director Medical Services</li> <li>• Junior Medical Staff Advisory Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Medical College</li> <li>• The Postgraduate Medical Council of Victoria</li> <li>• Other public health services</li> </ul>
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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
- Motor vehicle driver licence

#### **Technical Skills/ Knowledge / Experience**

- Has the appropriate level of clinical knowledge and skills to undertake the role of Registrar
- Has the appropriate level of relevant clinical experience to undertake the specific role

### **Capabilities**

#### **Professionalism**

- Demonstrates all the attributes that accord with the Monash Health 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**

<b>Integrity</b>	Honesty, open and transparent, admit mistakes, maintains confidentiality, fairness, builds trust.
<b>Compassion</b>	Empathy, sensitivity, concern for others, interacts with dignity, tolerance, anticipates needs
<b>Accountability</b>	Understands roles, uses resources wisely, delivers on time, timely decision making, achieves stretch goals, takes responsibility for performance
<b>Respect</b>	Builds relationships, courteous, listens and understands, gives & receives feedback, sensitivity & understanding, values difference & individual worth
<b>Excellence</b>	Supports creativity & innovation, proactive & solution focused, seeks out opportunities, embraces quality improvement, professionalism

**Other Position Requirements**

- May be required to travel between Monash Health sites
- May be required to cover relevant and appropriate positions at other sites
- Is required to comply with all relevant Monash Health policies and procedures
- It is the responsibility of the individual to organise their own transport to and from their rostered sites (and between sites where applicable).

<b>Approved :</b>	Endocrinology & Diabetes Unit
<b>Date:</b>	May 2016