



ROLE DESCRIPTION

Role Title:	Acute Surgical Unit Registrar		
Classification Code:	MDP2	Position Number	
LHN/ HN/ SAAS/ DHW:	Central Adelaide Local Health Network (LHN)		
Hospital/ Service/ Cluster:	Royal Adelaide Hospital		
Division:	Surgery		
Department/Section / Unit/ Ward:	General Surgery – Acute Surgical Unit - Surg T		
Role reports to:	HOU Trauma Surgery & Surgical Oncology		
Role Created/ Reviewed Date:	September 2024		
Criminal and Relevant History Screening:	<input type="checkbox"/>	Aged (NPC or DHS)	
	<input checked="" type="checkbox"/>	Working With Children's Check (DHS)	
	<input checked="" type="checkbox"/>	National Police Check (NPC)	
Immunisation Risk Category Requirements:	<input checked="" type="checkbox"/>	Category A (direct contact with blood or body substances)	
	<input type="checkbox"/>	Category B (indirect contact with blood or body substances)	
	<input type="checkbox"/>	Category C (minimal patient contact)	

ROLE CONTEXT

Primary Objective(s) of role:

- Member of the acute surgical unit team responsible for the timely assessment of patients who present to the emergency department or who are referred from other hospitals or from general practitioners in the community with acute surgical conditions.
- Member of the acute general surgical team responsible for the timely assessment of inpatient referrals from other specialist units.
- The doctor in this position has the primary responsibility of assessing new referrals in the ED or on the wards in conjunction with the SET trainee, surgical fellow or general surgery consultant.
- Secondly they may be required to provide ongoing management of emergency surgical patients on the wards and to assist in theatre.

Direct Reports:

Key Relationships/ Interactions:

Internal

- Work as part of a multidisciplinary team on a day-to-day basis.
- Liaise with internal hospital departments regarding incoming and outgoing referrals and transfers.
- Liaise with different hospital departments regarding services such as Pathology, Radiology, Emergency, Outpatient and Theatre services.
- Ensuring consumers can exercise their rights and responsibilities.
- Ensuring that patients and families are given adequate information upon which to base treatment decisions and follow up.
- Provide a professional, informative and caring service to patients and their families.
- Being responsive to complaints from patients and their relatives.
- Provide supervision, teaching and mentoring of junior medical staff within the unit.

External

- Liaise with referring practitioners from the community regarding incoming and outgoing referrals admissions and discharges.
- Provide professional, informative and caring services to patients and their families.
- Participate in education sessions provided to medical practitioners in the community i.e., GP Training sessions.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Will be required to participate on the after hour's on-call roster on a regular basis.

Delegations:

- Delegated Level in accordance with CALHN's Delegation of Authority Document.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
CLINICAL	<ul style="list-style-type: none">• It is the responsibility of the ASU registrar to keep track of patients under the care of the ASU and to ensure the correct transfer of care under the sub-specialist units on the oasis computer system.• Trauma patients are under the responsibility of the acute general surgical unit team until it is clear that they have an isolated problem e.g., head injury that needs purely neurosurgical management. Any patient that needs multi-specialist involvement should be monitored by the general surgical team to make sure that treatment is coordinated and timely between the different specialties. This is especially the case if the patient leaves the emergency department and requires more than one specialist team to be involved in their operative management-even if there is no general surgical operation required.• Registrars must follow RAH clinical guidelines and protocols and official policy particularly in regard to infection control in matters of personal

Key Result Areas	Major Responsibilities
	<p>attire and hand hygiene, use of personal protective equipment and DVT prophylaxis.</p> <ul style="list-style-type: none"> • Registrars must follow ASU protocols. • Registrars must assist in protocol development as directed
AUDIT ACTIVITIES	<ul style="list-style-type: none"> • Present 3 monthly morbidity and mortality audit (1 per registrar over 12 months). • Participating in other audit activities as directed by Heads of Unit. • Attend trauma audit and ward rounds Tuesday morning when clinical duties allow.
QUALITY ASSURANCE	<ul style="list-style-type: none"> • Following hospital directives regarding benchmarking and quality assurance e.g., time to be seen in ED and “4hour rule” encouraging prompt assessment and discharge from ED.
SUPPORT & COMMITMENT	<ul style="list-style-type: none"> • Working harmoniously with all members of the clinical team. • Showing respect to the seniority and knowledge of clinicians from other specialties particularly in the emergency department. • Being responsive to the expectations and needs of both clinical and non-clinical colleagues. • Ensuring the Unit’s clinical services are coordinated and integrated with other Hospital services. • Contributing to the development of Hospital policies and procedures. • Contributing to casemix management by ensuring that appropriate practices are in place to ensure the timely coding of required data. • Applying and promoting practices that ensure patients' rights are respected. • Carrying out responsibilities as detailed in organisational occupational health, safety and injury management (OHS&IM) policies and procedures. • Implementing and monitoring relevant OHS&IM policies and procedures within the work area. • Identifying hazards, assessing risks and implementing, monitoring and maintaining hazard control measures in consultation with staff and relevant committees. • Participating in OHS&IM planning.
PERFORMANCE APPRAISAL	<ul style="list-style-type: none"> • Participating in personal performance appraisal at midterm and end of term. • Undergo miniCEX and DOPS assessments during term (at least 2 each).
TEACHING & SUPERVISION	<ul style="list-style-type: none"> • Participating in teaching sessions on fortnightly Wednesday mornings with senior medical staff. • Providing appropriate direction and supervision to interns and medical students thereby ensuring the appropriate management for patients and their families. • Providing appropriate supervision of interns and medical students to ensure their compliance with safety and infection guidelines. • Participate in education programs within the surgical directorate. • Act as a role model and mentor for more junior staff
ADMINISTRATIVE	<ul style="list-style-type: none"> • Attend unit meetings monthly with the Clinical Director, Surgical Directorate.

Key Result Areas	Major Responsibilities
	<ul style="list-style-type: none"> • Must be prepared to attend relevant meetings and staff development/education activities as required.
RESEARCH	<ul style="list-style-type: none"> • The ASU Registrar is encouraged to participate in a research project.
WORKING HOURS	<ul style="list-style-type: none"> • Hours are 08.00 – 21.00 for 7 consecutive days starting on a Wednesday on 1 in 4 weeks and night duty from 20.30 – 10.00 for 7 consecutive days starting on a Wednesday evening for 1 in 4 weeks. • Must participate in the General Surgical Service's after hours on-call roster. • Intra and interstate travel may be required.
ANNUAL LEAVE	<ul style="list-style-type: none"> • Holidays should not be taken when rostered on for night duty. After any week of leave there should be a week of the usual rostered registrar on to allow the reliever to have his or her own recovery time off.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent.
- Registrable with the Medical Board of Australia as a Medical Practitioner with General Registration.

Personal Abilities/Aptitudes/Skills:

- Excellent interpersonal skills.
- Demonstrated ability to work in a multidisciplinary team environment.
- Demonstrated highly developed level of skills in communicating, negotiating, and mediating with colleagues, patients and other professional staff.
- Demonstrated skills in problem solving and decision making.
- Demonstrated commitment to quality improvement.
- Demonstrated ability to be adaptable to change.
- Analytical skills and a demonstrated ability to make sound management decisions.
- Demonstrated capacity to establish and maintain productive working relationships with a diverse range of professional staff.
- An ability to manage to the spirit and principles of the Premier's safety commitment and the legislative requirements of the Occupational Health Safety and Welfare Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards.

Experience:

- Suitable medical experience for an Acute Surgical Unit.
- Experience in collaborative problem solving.

Knowledge:

- Understanding of quality improvement principles.
- Understanding of administrative policies and practices in a public hospital.
- Understanding of contemporary health issues and emerging directions within health services. nationally and internationally.
- Understanding of the rights and responsibilities of patients and their families

DESIRABLE CHARACTERISTICS**Educational/Vocational Qualifications:**

- MD, PhD or other higher degree in an appropriate field.
- General Surgical Science Exam (GSSE).
- RACS or equivalent courses completed/undertaking.

Personal Abilities/Aptitudes/Skills:

- Demonstrated commitment to staff and consumer participation in service planning.

Experience:

- Experience in teaching at the undergraduate and /or postgraduate levels.
- Experience in system development and quality improvement activities.
- Experience in multidisciplinary working.
- Experience in collaborative problem solving.
- Experience in research initiatives.
- Experience in negotiating with clinical leaders.

Knowledge:

- Understanding of the operation of a major teaching hospital.
- Understanding of the casemix funding model.
- An understanding of experience in and ability to manage to the spirit and principles of the Premier's Safety Commitment and the legislative requirements of the OHS & W Act.

Special Conditions:

- It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- *Independent Commissioner Against Corruption Act 2012 (SA)*.
- *Information Privacy Principles Instruction*.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development:

The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

At CALHN we are shaping the future of health with world-class care and world-class research. This is fundamental in assisting us to achieve our vision of becoming one of the top five performing health services in Australia and one of the top 50 performing health services in the world within five years.

We are part of SA Health, which is the brand name for the public health system. As a system SA Health's mission is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and Far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Central Adelaide Local Health Network:

Established in July 2011, CALHN is one of five Local Health Networks (LHNs) in South Australia and we are accountable to the Central Adelaide Local Health Network Governing Board. Our board has oversight of our strategy, risk management, governance and performance, and works with our Chief Executive Officer to provide strategic direction for our network.

CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit, Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH)

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA Pathology SA Pharmacy and BreastScreenSA, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high-quality patient care is our number one priority, underpinning our goals is good governance, improved patient experience, business operations, efficiency and financial performance and more accountable and contemporary ways of working.

To find out more about CALHN, visit centraladelaide.health.sa.gov.au

Values

Central Adelaide Local Health Network Values

Our values, together with our vision and ambitions provide direction for everything that happens across our network. They outline who we are, what we stand for, what our consumers and their families can expect from us and what we can expect from each other. They guide our decisions and actions.

Values	Behaviours
<i>People first</i>	<ul style="list-style-type: none">- I am there for my patients and colleagues when they need me most.- I put myself in my patients and colleagues shoes to understand their needs.- I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience.- I respect uniqueness in my colleagues, our patients and their families.
<i>Ideas driven</i>	<ul style="list-style-type: none">- I look and listen to ensure I fully understand the problem and find a solution.- I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.- I invest in my own learning and look for opportunities to explore and introduce new ideas.- I am interested in critical research and how it informs creative thinking.
<i>Future focussed</i>	<ul style="list-style-type: none">- I embrace leading practices and use them to evolve our ways of working.- I lead and support change to improve patient and organisational outcomes.- I am constantly on the look-out for opportunities to improve.
<i>Community minded</i>	<ul style="list-style-type: none">- I put my hand up to lead work that matters.- I am accountable and focused on value.- I value and champion diversity.- I embrace collaboration and constructive partnerships.

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- We are committed to the values of integrity, respect and accountability.
- We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees.

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Role Acceptance

Employee Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name:

Signature:

Date:

Approvals

Role Description Delegate Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6
V10	08/12/2023		