



HSS Registered

Registrar – Trainee – Rheumatology
Medical Practitioners Agreement; Year 1-7
Position Number: 007631
Western Australia Rheumatology; Primary Employing Health Sites
Fiona Stanley Fremantle Hospital Health Group; South Metropolitan Health Service

Reporting Relationships

Co-Directors
 Fiona Stanley Hospital
 Position Numbers: 113255 to 113262



Heads of Specialty, (Supervision by Consultants)
 Fiona Stanley Hospital
 Position Number: 113358



This Position



Directly reporting to this position:

Title	Classification	FTE
• Resident Medical Officer	MP Year 1-3	
• Intern	MP Year 1	

Also reporting to this

- ← supervisor:
- Consultants
 - Senior Registrars / Fellows
 - Registrars
 - Resident Medical Officers
 - Interns

Key Responsibilities

To provide a high-quality clinical service to in-patients and out-patients of the Rheumatology Units Fiona Stanley Fremantle Hospital Group, Royal Perth Bentley Group Hospital or Sir Charles Gairdner Osborne Park Health Care Group as a member of the WA Inter-hospital Advanced Training Program in Rheumatology.

Work under the supervision and within a multi-disciplinary team to review the medical needs of the patients at Royal Perth Hospital, Fiona Stanley Hospital or Sir Charles Gairdner Hospital. Provide teaching and support to Resident Medical Officers (RMOs) and Interns. Provides and promotes high quality and patient centered care to inpatients and outpatients of the specialty under the supervision of consultant medical staff. In collaboration with the interdisciplinary team, works to achieve National, State and South Metropolitan Health Service (SMHS) performance standards and the National Safety and Quality Healthcare Standards.

Brief Summary of Duties (in order of importance)

1. Clinical

- 1.1 Attends outpatient clinics and reviews new and follow-up patients under Consultant supervision.
- 1.2 Undertakes consultations on behalf of Consultant.
- 1.3 Attends specialist outpatient clinics when required.
- 1.4 Reviews all incoming referrals (including e-consults) and investigation results and acts on these as required.
- 1.5 Assesses patients referred from the Emergency Department, arranges for appropriate investigations to be carried out, provides treatment, and decides on suitability for admission. (Note: need to attend patient within 1 hour of notification by ED).
- 1.6 Notifies Consultant of admission and discusses management.
- 1.7 Co-ordinates multi-disciplinary team management of inpatients.
- 1.8 Initiates discharge plan on day 1.
- 1.9 Ensures that the GP is notified of admission and progress.
- 1.10 Reviews inpatients at least daily.
- 1.11 Counsels patients and relatives.
- 1.12 Carries out procedures within capabilities, including joint injections and musculoskeletal ultrasound scans.
- 1.13 Organises booked admissions for inpatients and day-cases.
- 1.14 Provides clinical supervision of RMO and teaches procedures to RMO.
- 1.15 Assists with RMO duties when workload is heavy.
- 1.16 Participates in research projects, including clinical trials and GCP training if required.
- 1.17 Undertakes medical student and RMO teaching.
- 1.18 Participates in departmental clinical meetings and journal clubs.
- 1.19 Attends clinical emergencies as required.
- 1.20 Participates in after hours and weekend rosters.
- 1.21 Supervises/provides advice to after-hours junior medical staff relating to medical management of patients.
- 1.22 Attends country clinics if required.
- 1.23 Assists in providing cover for illness and unexpected absences.
- 1.24 Completes inpatient summary if required.
- 1.25 Carries pager while on duty.
- 1.26 Be easily contactable, and able to return promptly to hospital, when on call.
- 1.27 Participates regularly in performance management.
- 1.28 Coverage of general hospital duties / rosters as directed.
- 1.29 Positions may require rotation to other metropolitan and rural placement sites.

2. Education/Training/Research

- 2.1 Participates and engages in continuing professional development and educational activities.
- 2.2 Prepares case presentations for grand rounds, hospital and departmental meetings, clinical reviews and other relevant activities as required.
- 2.3 Participates in relevant clinical governance activities including regular clinical meetings, adverse event investigations and morbidity/mortality reviews as required and participates in the implementation of endorsed recommendations.
- 2.4 Participates in the education and training of medical students, interns, resident medical officers and other members of the interdisciplinary team through ward rounds, formal presentations, tutorials and other modalities.
- 2.5 Completes a beginning-of-term planning and end-of-term professional development review of their performance with the Head of Specialty or delegated consultant and required reviews with their Supervisor.

3. SMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration with the Medical Board of Australia.
2. Eligible for registration as an Advanced Trainee with the Royal Australian College of Physicians (RACP) or equivalent.
3. Demonstrated a commitment to a career in Rheumatology.
4. Demonstrated clinical and procedural experience sufficient to undertake the safe care of patients of the specialty.
5. Demonstrated ability to provide medical education, teaching, supervision, training and support to resident medical officers and interns.
6. Demonstrated verbal and written communication skills and interpersonal skills to effectively interact with patients, their families and staff at all levels.
7. Demonstrated organisational and time management skills to provide safe, timely patient centered care.
8. Demonstrated participation in continuing medical education activities including regular performance reviews to maintain and upgrade knowledge & skills.
9. Demonstrated ability to monitor and review their clinical effectiveness, note their limitations and put in place strategies to ensure safe patient care.

Desirable Selection Criteria

1. Access to transport to facilitate attendance at meetings and outreach clinics.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- This position is subject to a Successful Criminal Record Screening Clearance, Pre-Employment Integrity Check and Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

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Manager / Supervisor Name Signature or HE Number Date

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Dept. / Division Head Name Signature or HE Number Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

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Occupant Name Signature or HE Number Date
Effective Date

HSS Registration Details (to be completed by HSS)

Created on

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