

# Position Description

<b>Title</b>	<b>REGISTRAR IN ENT (Unaccredited)</b>	<b>Position Reports to</b>	Head of Unit and Director Medical Services
<b>Classification</b>	<i>To be confirmed</i>	<b>Employment Status</b>	Full Time Fixed Term
<b>Enterprise Agreement</b>	AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026 (“DiT Agreement”)		

As Australia’s only specialist eye, ear, nose and throat hospital, The Royal Victorian Eye and Ear Hospital’s (the Eye and Ear) has been providing care for the senses for 150 years. The Eye and Ear has over 50 different outpatient clinics for the diagnosis, monitoring and treatment of vision and hearing loss and provides a 24 hour emergency eye and ear, nose, and throat service. The Eye and Ear provides care annually for around 250,000 patients, with over 200,000 outpatients, nearly 40,000 emergency patients and over 14,000 inpatients.

## Vision Mission And Values

The Eye and Ear is a world leader providing exceptional care. We aspire to be the world’s leading eye and ear health service through; outstanding patient experience; exemplary leadership; inspiring our people and building a platform for the future. Our values of **Integrity, Care, Excellence** and **Innovation** are at the core of everything we do.

- **INTEGRITY** We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect
- **CARE** We treat patients with respect, are compassionate, thoughtful and responsive to their needs and sensitive to diversity
- **TEAMWORK** We communicate openly, respect diversity of views and skills and work effectively with partners and in multi-disciplinary teams to deliver the best outcomes for patients
- **EXCELLENCE** We give our personal best at all times, deliver exemplary customer service, monitor performance and seek leading edge ways to improve it

Please read our full Strategic Plan here:

[https://www.eyeandear.org.au/page/About\\_Us/Our\\_Publications\\_and\\_DVDs/](https://www.eyeandear.org.au/page/About_Us/Our_Publications_and_DVDs/)

The Eye and Ear is an equal opportunity employer and is committed to providing a work environment that is free from harassment or discrimination and promotes inclusion, equity, diversity and cultural awareness in the workplace. The Eye and Ear is a smoke free environment.

## Position Summary:

To provide high quality services to Otolaryngology patients of the Hospital within the limits of his/her experience and competence, whilst obtaining postgraduate skills in the assessment and treatment of Otolaryngology, Rhinology and Head and Neck conditions.

## Key Responsibilities / Performance Outcomes:

1. Provide high quality standards of patient care. This includes assessment, planning, implementation and evaluation of care in collaboration with patients, carers and a multidisciplinary team.
2. Work within an ethically and legally sound framework. Ensure that the delivery of clinical services within the Department is in line with best evidence based practice and the National Safety and Quality Health Service Standards (NSQHSS).
3. Information Technology (IT) skills that are commensurate with the requirements of the role.
4. Provision of high-level patient-centered ENT care to our Emergency Department patients.
5. Technical knowledge appropriate to level of position.
6. Perform routine emergency and outpatient ENT procedures at a competent level.
7. Operative experience is desirable but not absolutely necessary. There will be a small number of allocated regular operating lists; more theatre time may be granted in the absence of Accredited Registrars and Fellows.
8. After hours and weekend work as rostered.
9. Provision of on-call service as rostered.
10. Contribute to teaching of Emergency Medicine Registrars, HMO's and undergraduate medical students and nursing staff.
11. Support Emergency Medicine Registrars and HMO's within the Emergency Department.
12. Participate in educational and audit activities in both the Outpatient/Emergency Department and Operating Theatre setting.
13. Participate in educational activities and programmes drawn up by the Director of Training in Otolaryngology and Heads of Unit.
14. Access to other available training programs is also provided within roster constraints.

## Quality, Patient Safety And Risk Management

Ensure utilisation of systems designed to support quality, safety & risk management. This involves:

- Providing care that is patient and family-centred and delivered in partnership with the patient and their carer.
- Developing and maintaining your skills and competencies relevant to your clinical scope of practice.
- Having an understanding of working within your role and responsibilities outlined in the Eye and Ear Quality Clinical Governance Framework to deliver safe high quality and person-centred experience and care.
- Participating in reporting and analysis of safety and quality data including risks or hazards.
- Participating in improvement activities.

- Participating in the reporting and analysis of quality initiatives, adverse events and risk identification.
- Participating in appropriate professional development activities and other quality and safety training.
- Participating in health service activities required for accreditation.
- Ensuring appropriate use of hospital resources.
- Demonstrate awareness of the financial requirements of the department and demonstrate an awareness of cost effective practice.
- Actively participate in the annual performance development cycle.

## Occupational Health And Safety

The Eye and Ear endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Perform their work with due regard for their own safety and health and for the safety and health of other people who may be affected by their acts or omissions.
- Actively promote and demonstrate the organisational values of integrity, care, excellence and teamwork.
- Participate in wellness@work initiatives.
- Report any hazards, near miss and incidents (regardless of whether an injury occurred or not) via the Victorian Health Incident Management System (VHIMS) Riskman.
- Understand and adhere to emergency procedures.
- Actively discourage and where possible call out inappropriate behaviour that may pose a safety risk to others.
- Participate actively in return to work programs if injured, and supporting injured colleagues in their return to work.
- All clinical practitioners involved in medication management have an obligation to practice within legislation, the Poisons Control Plan, hospital policy and procedures.
- The requirement for Advance Life Support training will be determined for nursing and medical staff working in specific departments based on acuity.

## Selection Criteria: Qualifications, Experience And Competencies

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<i>MBBS or equivalent degree enabling registration with the Australian Health Practitioners Regulation Agency.</i>	
<b>Experience</b>	<i>At least 1 year postgraduate experience in clinical otolaryngology</i>	
<b>Competencies</b>		<i>Basic Life Support (BLS) certification</i>

## Key Working Relationships

### Internal

- Head of Otology Unit
- Director of Medical Services
- Manager Medical Workforce
- Director Emergency Department JMS Coordinator
- Service Departments (Theatres, Clinics, Emergency, Surgical Bookings Unit, Pharmacy and HIS)
- ENT Senior Medical Staff
- Nursing Staff
- Head of Clinical Research

### External

- University of Melbourne
- General Practitioners

*All staff are required to have a satisfactory National Criminal Record Check. Direct patient care/clinical employees are required to have a valid Working With Children Check.*

## Author of Position Description or Manager of Position:

**Name** Dr Birinder Giddey, Executive Director Medical Services

**Date** April 2024

The Eye and Ear reserves the right to modify this position description as required. The employee will be consulted when this occurs. Statements included in this position description are intended to reflect the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

### Agreement

I have read, understood and agree to comply with the position description.

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

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

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