

# POSITION DESCRIPTION

<b>Position:</b>	<b>Rural Generalist Year 2 or PGY2 - 2021</b>		
<b>Division:</b>	Medical Services	<b>Level of Authority:</b> (as per BRHS Instrument of Delegation)	General Staff
<b>Department/Unit:</b>	Medical Workforce		
<b>Reports To:</b>	Medical Workforce Coordinator		
<b>Direct Reports:</b>	Nil		
<b>Enterprise Agreement:</b>	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2018-2021 <i>and subsequent agreements as may be approved in accordance with Fair Work legislation during the course of employment.</i>		
<b>Salary Range:</b>	HM12 – HMO Year 2 PGY2 \$1,576.10 per week plus superannuation in accordance with statutory regulations.		

## BAIRNSDALE REGIONAL HEALTH SERVICE

Bairnsdale Regional Health Service (BRHS) is a multifaceted and growing regional health system providing a comprehensive array of health care services to the East Gippsland community. BRHS is driven by the vision to be an innovative leader in the health care field and provide outstanding person centred services to our community.

Three campuses in Bairnsdale provide opportunity for staff and students across a wide range of professional specialties including emergency, acute, sub-acute, maternity, residential aged care, allied health, community health, oral health, information technology, administration, finance and extensive support services. As the region's largest employer, BRHS is a magnet that attracts talented professionals to the region, and maintains a strong commitment to developing key strategic partnerships to enhance healthcare services in the region strengthening our community.

We maintain a strong commitment to understand the health service needs of the local population. Our fundamental commitment to partnering with our consumers through ongoing collaboration supports our delivery of great consumer experience and health outcomes.

BRHS is located on the lands of the Gunai Kurnai people. Find out more about BRHS [here](#)

## VICTORIAN RURAL GENERALIST PROGRAM (VRGP)

BRHS is contracted by the Department of Health and Human Services to coordinate the Victoria Rural Generalist Program (VRGP) for the Gippsland region. This position can be considered for lateral entry to the VRGP program which offers a well-coordinated end-to-end Rural Generalist training program that sets the foundation for a career in generalist medicine.

The Rural Generalist year 2 rotations at Bairnsdale Regional Health Service provides hands on experience and exposure to hospital and community based care to ensure you gain some of the necessary requirements for entry to general practice training with either the Royal Australian College of General Practitioners or the Australian College of Rural and Remote Medicine (ACRRM) – subject to a prior learning assessment and training plan.

Our team of experienced and committed supervisors support you in your journey to becoming a rural generalist. Doctors who are part of the VRGP are also given prioritised access to Rural Generalist Advanced Skills training in PGY3 or 4 in disciplines such as emergency medicine, adult internal medicine, paediatrics, obstetrics, anaesthetics, mental health and palliative care.

This is a unique and exciting opportunity, if you have an intention to pursue a medical career in rural and regional Victoria, particularly in general practice with a clinical attachment to a hospital you are encouraged to apply.

Find out more about VRGP [at www.vicruralgeneralist.com.au](http://www.vicruralgeneralist.com.au) or email Julie Rogalsky, Regional Coordinator Gippsland on [gippsland@vicruralgeneralist.com.au](mailto:gippsland@vicruralgeneralist.com.au)

## DEPARTMENT

The BRHS Medical Services Division is comprised of three clinical areas and a the BRHS Medical Services Directorate is comprised of five clinical disciplines (Internal Medicine, General Medicine, Emergency Medicine, Rehabilitation Medicine, and Surgery), Pharmacy, Medical Imaging, Pathology and a Medical Workforce Administration team. The Administrative area comprises a Director of Medical Service (DMS), Deputy Director of Medical Services (DDMS), a Medical Workforce Coordinator, and three Administration Support Officers.

Medical Services is responsible for the provision of high-quality, locally appropriate medical care for the consumers of BRHS. This is achieved through BRHS medical staff working with the multidisciplinary team of BRHS in collaboration with visiting medical officers, community health care providers, services from other hospitals and in partnership with the patient and carer(s).

### Clinical Disciplines

The Internal Medicine team manages the High Dependency Unit (including evening and overnight oncall support), Hospital in the Home (HITH) program and hospital based patient care; with the Physicians also delivering a consultation service via the BRHS Medical Consulting Rooms. The General Medicine Team consist of 18 GP VMO's with admission rights to BRHS, providing acute inpatient care; as well as Obstetric and Anaesthetic Services. The Rehabilitation Unit provides acute inpatient services, and an outpatient consultancy service. The Surgical team run two operating theatres, surgical inpatient management, a pre-admission clinic, and an outpatient consultation service. The Emergency Department is a 24/7 service with nine cubicles and a five bed short-stay unit. The ED SMO's staff the department from 0800 to 2300 every day, and provide on call support overnight.

The BRHS senior medical workforce consists of three General Surgeons, three General Physicians, eight Senior Medical Officer's (Emergency Medicine), and various fractional medical specialists in a wide range of medical and surgical specialties, enabling it to provide services across a broad spectrum of care. BRHS has a strong link with Monash University's Rural Clinical School which is located at the main campus and provides an excellent educational facility for Medical students.

The Emergency Department provides trauma and emergency healthcare to the East Gippsland region. The department has been expanded to include a five bed Short Stay Unit and an Emergency Nurse Practitioner operating out of a fast track treatment area. Medical staffing is comprised of SMO's with support from three GP Registrars, three HMO's and three interns on rotation. Additional support in Anaesthetics and Obstetrics is provided by the GP VMO community.

The BRHS Perioperative Suite includes two operating theatres, recovery room, pre admission clinic and day procedure ward supported by a 20 bed surgical ward. Local and visiting specialists provide a range of services including general surgery, orthopaedics, gynaecology, urology, ophthalmology, endoscopy and dental. Local General Practitioner Anaesthetists (GPA's) provide anaesthetic services.

Diagnostic facilities at BRHS include Pathology, General Radiology, CT, Fluoroscopy, Sonography, Echocardiography and a new MRI service.

BRHS is an ideal setting for rural generalist training, rotations available include:

- Sub Acute
- Emergency
- GP General Medicine
- Internal General Medicine
- General Practice

## POSITION OBJECTIVE

- To deliver high-quality and locally appropriate medical care to consumers of BRHS
- To prepare doctors for a career in generalist medicine that meet the current and future healthcare needs of rural and remote communities
- The guiding documents for these include:
  - *Bairnsdale Regional Health Care Term descriptions for General Medicine, Emergency Medicine, and Surgery (Appendix 1)*
  - *Confederation of Postgraduate Medical Education Councils (CPMEC). Australian Curriculum Framework for Junior Doctors: version 2.2. CPMEC; Melbourne (2009)*
  - *Frank, JR. (Ed). The CanMEDS 2005 physician competency framework. Better standards. Better physicians. Better care. The Royal College of Physicians and Surgeons of Canada; Ottawa (2005)*
  - *Postgraduate Medical Council of Victoria. Hospital/health service accreditation instruments [available from <http://www.pmcv.com.au>; last cited 30 March 2010]*

## ORGANISATIONAL INFORMATION

### Vision:

Respected leader of outstanding health care

### Role Statement:

To improve the health and wellbeing of the East Gippsland community by providing accessible, high quality and sustainable health services.

### Strategic Objectives

1. Safe, Effective Care
2. Skilled, valued and compassionate workforce
3. Leadership, accountability and a sustainable future
4. The consumer at the centre

### Organisational Principles

#### 1. Progressive

BRHS will ensure that our models of care are evidence based and contemporary and we are leaders of regional health care in a rural environment.

#### 2. Accountable

BRHS will acknowledge our obligations through a culture of honesty, trust and absolute responsibility for its action.

#### 3. Competent

BRHS will demonstrate compassion, proficiency and knowledge as a learning organisation to ensure our care is always safe and effective.

#### 4. Person Centred

BRHS will work in partnership with patients, families and carers to empower them to make informed decisions about their own health and create a positive patient experience.

## 5. Collaborative

BRHS will establish relationships that enhance the delivery of safe, effective and integrated and high quality health services for the community of East Gippsland.

### Trademark Behaviours

1. Display trust & mutual respect
2. Have courage to change
3. Step up & take responsibility
4. Be positive & support others
5. Learn & apply knowledge

## RESPONSIBILITIES & ACCOUNTABILITIES

### Primary Responsibilities

- Refer to Appendix 1 detailing specific Term Descriptions including responsibilities for each rotation.
- Undertake other duties as required by clinical supervisors that are within the scope of practice for RG2 or PGY2 at BRHS.

### Strategic Imperatives

- Demonstrate an awareness and understanding of BRHS' strategic plan and contribute to the team's work plan to achieve organisational objectives.
- Ensure all work practices comply with current BRHS policies, procedures and/or guidelines.
- Be familiar with the organisation's principles and demonstrate alignment with the trademark behaviours in day to day practice.
- Demonstrate an awareness and compliance with the BRHS Consumer Engagement strategy to foster person-centred practice.
- Adopt and maintain a progressive and evidence-based approach to service delivery.

### Professional Development

- Actively engage in the annual performance review and development appraisal with direct supervisor.
- Maintain professional competencies and registration (if applicable) and undertake relevant professional development, continuing education and training.
- Ensure completion of mandatory competencies (both organizational and profession-specific).

### Work Health and Safety

- Regularly monitor and review personal work practices and the environment to ensure a healthy and safe workplace in accordance with BRHS policies/procedures and legislative requirements.
- Adhere to Occupational Health and Safety, Equal Employment Opportunity, Emergency Management, Waste Management, Environmental Sustainability and Infection Control policies and legislation.
- Proactively report OH&S hazards, incidents and injuries to supervisor.

Quality and Risk Management
<ul style="list-style-type: none"> <li>Actively participate and contribute to quality improvement activities, by identifying and making recommendations on opportunities to improve processes, workplace health and safety, quality and service delivery outcomes.</li> <li>Adhere to BRHS incident and complaint investigation policies and procedures.</li> <li>Manage risk in daily work practices.</li> <li>Adhere to all organisational policies and procedures.</li> <li>Ensure a good knowledge of policies relating to reportable conduct, child safe standards and hospital response to family violence.</li> </ul>
Information and Resource Management
<ul style="list-style-type: none"> <li>Understand the purpose of, and be able to use client/corporate records systems and common software applications confidentially and appropriately</li> <li>Prepare documentation using clear, concise and grammatically correct language appropriate to the role and service requirements.</li> <li>Record and maintain accurate and timely data as directed to meet relevant funding and policy requirements.</li> <li>Work within budget requirements and use resources appropriately.</li> <li>Comply with record and information management requirements in accordance with relevant BRHS policies and guidelines.</li> <li>Ensure information relating to patients/clients and colleague's is kept private and confidential at all times in accordance with BRHS policy and procedures.</li> </ul>
Communication and Teamwork
<ul style="list-style-type: none"> <li>Actively participate in team meetings, staff forums and other meetings relevant to the role, and as required by supervisor.</li> <li>Work in a co-operative and collaborative manner with all team members to foster a positive and supportive work environment and person-centred service provision.</li> <li>Provide guidance and support to students and staff in your work area to contribute to a valuable and constructive learning experience.</li> </ul>
Diversity and Inclusion
<ul style="list-style-type: none"> <li>Support an inclusive environment where all individuals are treated fairly, with respect and receive the same opportunities.</li> <li>Actively participate in developing cultural competence including an awareness and understanding of the diverse range of cultures and backgrounds, including Aboriginal and Torres Strait Islander people, members of the LGBTIQ community and people with a disability.</li> </ul>

## POSITION REQUIREMENTS

Position Requirements	
Satisfactory National Police Check (no older than 12 months) <i>Certificate must be provided prior to commencement.</i>	Required
Satisfactory Working with Children Check <i>Evidence of application must be provided prior to commencement.</i>	Required
Satisfactory Health Declaration (BRHS will provide documentation for completion)	Required

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<i>Completed document must be provided prior to commencement.</i>	
Immunisation History (BRHS will provide documentation for completion) <i>Completed document must be provided prior to commencement.</i>	Required
Evidence of Professional Registration	Required
Evidence of Professional Qualification	Required
Valid Victorian Driver's Licence	Not required
Valid Trade Licence	Not required
Undertake Health monitoring as per BRHS Cytotoxic Drugs & BCG Instillations policy). Mandatory to occur prior to commencement and when required during employment.	Choose an item.
<b>Typical Work Schedule</b>	
<p>This position is worked on a rotating roster over 7 days.                      This position is worked as required on public holidays                      Availability to work additional hours occasionally is required.</p>	

## KEY SELECTION CRITERIA

Bairnsdale Regional Health Service is an equal opportunity employer. BRHS has adopted a common set of principles across the organisation and developed associated trademark behaviours. Selection will be based on assessing demonstrated alignment with the skills, qualifications, knowledge, behaviours and other personal qualities required to carry out the role effectively.

### Qualifications and Experience

- Bachelor of Medicine and Bachelor of Surgery (or equivalent)
- Provisional Registration with the Medical Board of Australia.

### Skills, Knowledge and Attributes

1. Developing ability under supervision to provide safe and accurate medical assessment of patients, in conjunction with the multidisciplinary team and with support from senior medical staff.
2. Developing ability under supervision to devise and implement medical management plans for patients, in conjunction with the multidisciplinary team and with support from senior medical staff.
3. Developing ability under supervision to work effectively with other clinicians and appropriately manage conflicts.
4. Developing ability under supervision to provide care that is centred on the patient and significant others, in line with accepted legal, professional and ethical principles.
5. Well-developed communication and interpersonal skills with the ability to develop a good rapport with colleagues, patients and their families.
6. Ability to manage time and prioritise effectively.
7. Demonstrated ability to work collaboratively and cooperatively in a team environment.
8. Commitment to ongoing learning and professional development.
9. Interest in and intention to pursue a medical career in rural and regional Victoria, particularly as a rural generalist.

## JOB DEMANDS CHECKLIST

Bairnsdale Regional Health Service endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency definitions:	
<b>I = Infrequent</b>	Activity may be required very infrequently
<b>O = Occasional</b>	Activity required occasionally, not necessarily all shifts
<b>F = Frequent</b>	Activity required most shifts, up to 50% of the time
<b>C = Constant</b>	Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods
<b>N/A = Not Applicable</b>	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Physical Demands</b>						
Sitting	Remain seated to perform tasks		x			
Standing	Remain standing to perform tasks				X	
Walking	Periods of walking required to perform tasks				X	
Bending	Forward bending from waist to perform tasks			X		
Kneeling	Remaining in a kneeling position to perform tasks	X				
Lifting/Carrying	Light lifting and carrying					X
	Moderate lifting and carrying					X
	Assisted lifting (mechanical, equipment, person assist)		X			
Climbing, Working at Heights	Ascending and descending ladders, stools, scaffolding					X
Pushing/ Pulling	Moving objects e.g. trolleys, beds, wheelchairs and floor cleaning equipment	X				
Reaching	Arms fully extended forward or raised above shoulder	X				
Crouching	Adopting a crouching posture to perform tasks	X				
Foot Movement	Use of leg and/or foot to operate machinery					X
Head Postures	Holding head in a position other than neutral (facing forward)					X
Fingers/Hand/ Arm Movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding	X				
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands	X				
Driving	Operating a motor powered vehicle e.g. Use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus etc.					X

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Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Psychosocial Demands</b>						
Distressed People	Highly emotional people crying, upset, unhappy, depressed. E.g. Emergency or grief situations				X	
Aggressive/ Unpredictable People	Raised voices, yelling, swearing, and arguing. E.g. Drug/alcohol, dementia, mental illness		X			
Exposure to Distressing Situations	E.g. Child abuse, delivering bad news, viewing extreme injuries, viewing deceased			X		
<b>Environmental Demands</b>						
Gases	Working with explosive or flammable gases requiring precautionary measures	x				
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)					X
Noise	Environmental/background noise necessitates people raising their voice to be heard	X				
Biological Hazards	E.g. Exposure to body fluids, bacteria, infectious diseases requiring PPE				x	
Cytotoxic Materials	Handling and/or preparation of cytotoxic materials	x				
Radiation	Working with radiologic equipment					X

## AUTHORISATION

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment.

X

\_\_\_\_\_  
Employee signature  
Date

X

\_\_\_\_\_  
Employee name (Printed)

**Bairnsdale Regional Health Service is a smoke free workplace**

## DOCUMENT CONTROL

Bairnsdale Regional Health Services reserves the right to review and amend this document at its discretion.

<b>Reviewed by Manager:</b>	<b>Date:</b>	<b>Updated:</b> <input type="checkbox"/>	<b>No Update required:</b> <input type="checkbox"/>
<b>Approved by Director:</b>	<b>Date:</b>	<b>Name:</b>	

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