

## POSITION DESCRIPTION

<b>Position Title:</b>	Rehabilitation Registrar
<b>Department:</b>	Medical
<b>Location:</b>	Royal Rehab Ryde

<b>Employment Screening Check:</b>	
National Criminal Record Check required:	Yes
Working with Children Check required:	Yes
Vaccination Category required:	Category A
Driving Record Check required:	No
NDIS Worker Screening Check	No

<b>Position Purpose:</b>
<p>This position works with the Rehabilitation Service (Brain Injury Unit, Spinal Injuries Unit or Spinal Outreach Service) of the Royal Rehabilitation Centre Sydney. The appointee will work with people participating in a multidisciplinary rehabilitation program. Medical supervision is provided by a Staff Specialist in Rehabilitation Medicine.</p> <p>Functions will include:</p> <ul style="list-style-type: none"> <li>• Provision of day to day medical management for clients.</li> <li>• Provision of rehabilitation programs in collaboration with the rehabilitation team.</li> <li>• Participation in outpatient clinics.</li> <li>• Participation in team meetings and family interviews.</li> <li>• Provision of afterhours medical services for Centre clients.</li> </ul> <p>The position is preferably a rotation in the Faculty of Rehabilitation Medicine's training program.</p>

<b>Organisation Context:</b>
This position works with the Rehabilitation services of the Royal Rehabilitation Centre Sydney.

<b>Organisational Relationships:</b>	
<b>Reports to:</b>	Medical Director / Staff Specialist
<b>Responsible for:</b>	N/A

<b>Performance Review &amp; Development Planning:</b>
Assessment against service, professional and organisation performance indicators, and development of professional development plan will occur 3 months after commencement, and on completion of the rotation or period of time employed for.

**Qualifications, Skills & Experience:**

**Essential**

- MB BS or equivalent and eligible for medical registration in NSW.
- Excellent oral and written communication skills
- Demonstrated ability to work effectively in a multidisciplinary team.
- Ability to liaise with and educate other health professionals, both individually and in a group setting.
- Computer literacy

**Desirable**

- Participation in the training program of the Australasian Faculty of Rehabilitation Medicine.
- The ability to assess and formulate treatment objectives in consultation with the rehabilitation team.
- Current Driver's license.

**Key Internal & External Relationships:**

Internal	Unit Director and team members
External	Staff of Royal Rehabilitation Centre Sydney, medical specialists, general practitioners

**Delegations/Authority**

Budget	N/A
Financial Delegations	N/A

**Key Responsibility Areas**

Key Area of Accountability	Specific Tasks and Responsibilities
Specific Duties	<ul style="list-style-type: none"> <li>• Attend Team meetings.</li> <li>• Participate in assessment of clients referred to the team.</li> <li>• Participate in setting goals for client's rehabilitation plans in consultation with other team members.</li> <li>• Attend family conferences as needed.</li> </ul>
Clinical Responsibilities	<ul style="list-style-type: none"> <li>• Assess clients medical needs related to their rehabilitation goals in consultation with the Rehabilitation Specialist and GP.</li> <li>• Respect privacy and confidentiality of clients.</li> <li>• Provide ongoing medical review for clients and liaise with client's GP regarding specific medical issues.</li> <li>• Arrange appropriate specialist reviews for clients where appropriate.</li> <li>• Liaise with other services within the Rehabilitation facility e.g.: driving assessment team.</li> <li>• Provide education and facilitate information sessions for clients and their relatives.</li> <li>• Keep appropriate medical records of interactions with clients, relatives or other medical staff.</li> <li>• Facilitate client's access to social services.</li> </ul>

General Responsibilities	<ul style="list-style-type: none"> <li>• Provide courteous and professional service to external and internal clients at all times.</li> <li>• Comply with the Department of Health and Centre Codes of Conduct</li> <li>• Treat all personal details of medical, social or family history of a client as confidential at all times.</li> <li>• Respect the rights of others, never encourage harassment and assist in preventing harassment within the workplace.</li> <li>• Take care of own health and safety at work and that of others who may be affected by your acts at work. This includes co-operating with management in complying with Occupational Health and Safety obligations by adhering to health and safety policies and procedures and taking prompt action in reporting defects, risks and potential hazards.</li> <li>• Adhere to the Centre's No Lift policy for all clinical areas.</li> <li>• Participate in the Centre's continuous quality improvement program and accreditation process.</li> <li>• Participate in the Centre's Performance Review and Planning process.</li> <li>• Comply with the Centre's Uniform/Dress Code Policy</li> <li>• Comply with the Centre's Smoke Free Workplace Policy (and smoke only in designated areas on designated breaks)</li> <li>• Adhere to the policies and procedures outlined in the Centre's Policy Manual.</li> </ul>
On Call Roster Duty	<ul style="list-style-type: none"> <li>• Duties will include participation in the on-call roster duty. The private rehabilitation service will be included as one of the units covered by the on call roster duty.</li> <li>• If you participate in the on-call roster duty, the on-call roster duty will include covering both the public units of Spinal Injury Unit, Brain Injury Unit and the Spinal Outreach service and the private rehabilitation service.</li> </ul> <p>Medical indemnity insurance is provided for clinical work conducted in the private rehabilitation service. Junior Medical staffs at Royal Rehab are only covered for civil liability through the Treasury Managed Fund (TMF) but have no coverage/legal representation for matters before the Health Care Complaints Commission (HCCC), NSW Medical Review Board (MRB) and the NSW Coroner's Court. To cover these matters you would need to obtain your own indemnity.</p> <p>Medical Indemnity Insurance provides protection for medical practitioners in relation to potential liability resulting from their treatment of patients. As a JMO working in a public training facility, you are provided indemnity insurance by your employer to protect you from any claims made by a patient. However, in some circumstances you may require legal advice or representation that is not provided by your training facility (for example, if there is a medicolegal dispute between you and your employer). You should consider taking out individual medical indemnity insurance to protect you in these circumstances.</p>
Financial	<ul style="list-style-type: none"> <li>• Comply with the centre's policies regarding the order, purchase and payment for goods.</li> <li>• Follow appropriate procedures in relation to petty cash.</li> <li>• Accurately record details of interventions where billing occurs for compensable clients.</li> <li>• Participate in the collection and recording of activity based information</li> </ul>

Site Management	<ul style="list-style-type: none"> <li>• Comply with site Occupational Health and safety policy, including adopting a risk management approach.</li> <li>• Attend and apply mandatory training as required. (CPR, Fire Training, Infection Control and No Lift)</li> </ul>
Quality	<ul style="list-style-type: none"> <li>• Participate in a Quality Improvement plan, that will monitor and enhance the service provided.</li> <li>• Participate in the Centre's performance review and planning process.</li> <li>• Assist in developing appropriate outcome measures to monitor the function of the team and its service provision.</li> <li>• Participate in the collection of appropriate information.</li> </ul>

<b>GENERAL RESPONSIBILITIES</b>	
<b>Work Health and Safety</b>	
<p>Royal Rehab is committed to providing a healthy and safe workplace for all employees, clients and visitors. To facilitate this safe and healthy workplace it is your responsibility to:</p> <ul style="list-style-type: none"> <li>• Ensure that all potential hazards, accidents and incidents are identified and notified</li> <li>• Ensure your own safety and that of others</li> </ul>	
<b>Equity and Zero Tolerance to Bullying, Harassment and Discrimination</b>	
<p>Royal Rehab upholds the Federal and State government's policies to bring equality in employment for all employees to assist them to achieve their full potential. Royal Rehab will ensure merit based selection and that all facets of employment are fair, by making unlawful discrimination of persons based on gender, pregnancy, race, religion, marital status, age, sexual preferences, disability or carer responsibilities.</p> <p>As an employee of Royal Rehab it is your responsibility to:</p> <ul style="list-style-type: none"> <li>• Deal with others in a fair and equitable manner free from harassment and discrimination</li> <li>• Ensure that a working environment free from sexual or any other harassment is recognised as a basic right</li> </ul>	
<b>Principles of Multiculturalism</b>	
<p>Employees are expected to:</p> <ul style="list-style-type: none"> <li>• Respect and make provision for culture, language and religion of others within an Australian legal and institutional framework where English is the common language</li> <li>• Organise access to health care interpreting services to facilitate communication with clients who are from non-English speaking backgrounds as required</li> <li>• Abide by the principles of the Multiculturalism Act 2000</li> <li>• Implement the Multicultural Policies and Services Program (MPSP) within their area of responsibility</li> </ul>	
<b>Code of Conduct</b>	
<p>Royal Rehab requires a professional standard of behaviour from staff which:</p> <ul style="list-style-type: none"> <li>• Demonstrates respect for the right of the individual and the community</li> <li>• Promotes and maintains public confidence and trust in the work of the Centre</li> </ul> <p>The purpose of the Code of Conduct is to provide a framework for decisions and actions in relation to conduct in employment. The code provides assistance to both employers and employees when they are required to decide what the acceptable standards of behaviour are. It underpins commitment to a duty of care to all staff and clients receiving our services. Employees should refer to the Code of Conduct for further information</p>	
<b>Organisational Values</b>	
<p>Employees are expected to demonstrate a high standard of personal and professional behaviour and uphold Royal Rehab's values being:</p>	

**Honesty: We conduct ourselves with truth, openness and integrity.**

I will:

- Be sincere and genuine will all interactions.
- Communicate openly and encourage others to do the same.
- Be trustworthy in all that I do.

**Respect: We acknowledge and appreciate people's rights, roles, views, and feelings.**

I will:

- Treat people with dignity.
- Acknowledge and value a person's perspectives, connections and diversity.
- Be thoughtful and considerate.

**Working Together: We work as a team to achieve shared goals.**

I will:

- Share my knowledge, skills, experience and resources.
- Foster a culture of learning.
- Build positive relationships.

**Innovative Thinking: We embrace a culture of creativity to find the best solutions.**

I will:

- Explore better ways to continuously improve.
- Welcome and encourage new ideas.
- Actively participate in change.

**Safety & Continuous Quality Improvement**

All employees of Royal Rehab are expected to be actively involved in the review, evaluation and continuous improvement of processes and services within the employee's area of responsibility and/or interest. Royal Rehab participates in a number of relevant external accreditation and certification programs which include a continuous quality improvement approach. These programs support and facilitate the effective and efficient provision of quality care and the safety of clients of Royal Rehab

**Environmental Policy and Waste Minimisation**

Being a good corporate citizen Royal Rehab will seek to implement changes that will ensure that its activities are undertaken in a manner consistent with best environmental health and safety practice. Employees are expected to be accountable for efficient resource utilisation, the reduction of waste, and commitment to recycling

**Smoke Free Policy**

Royal Rehab is committed to adopting a smoke free workplace that will preclude all staff and visitors from smoking within the Centre

**Royal Rehab Policies and Procedures**

It is a requirement that all Royal Rehab employees read, understand and adhere to Royal Rehab policies and procedures, paying particular attention to the following:

- Manual Handling
- Confidentiality of Patient Information
- Infection Control
- Security
- Fire Safety
- Emergency Procedures
- IT and Internet Utilisation

**Job Demands Checklist**
**Frequency Definitions**

<b>O</b> = Occasional	Activity exists up to 1/3 of the time when performing the task
<b>F</b> = Frequent	Activity exists between 1/3 and 2/3 of the time when performing the task
<b>C</b> = Constant	Activity exists more than 2/3 of the time when performing the task
<b>R</b> = Repetitive	Activity involves repetitive movement
<b>NA</b>	Not applicable to this role

Job Demands		Frequency				
		O	F	C	R	NA
<b>Physical Demands</b>	<b>Description</b>					
Kneeling/squatting	Tasks involve flexion/bending at the knees and ankle possible at the waist, in order to work at low levels	✓				
Leg/foot movement	Tasks involve use of leg and or foot to operate machinery		✓			
Hand/arm movement	Tasks involve use of hands/arms i.e. stacking, reaching, typing, mopping, sweeping, sorting, inspecting			✓		
Bending/twisting	Tasks involve forward or backward bending/twisting at the waist	✓				
Standing	Tasks involve standing in an upright position without moving about	✓				
Driving	Tasks involve operating any motor powered vehicle		✓			
Sitting	Tasks involve remaining in a seated position during task performance		✓			
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended	✓				
Walking/running	Tasks involve walking or running on even surfaces		✓			
	Tasks involve walking on uneven surfaces	✓				
	Tasks involve walking up steep slopes	✓				
	Tasks involve walking down steep slopes	✓				
	Tasks involve walking whilst pushing/pulling objects		✓			
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees	✓				
Working at heights	Tasks involve making use of ladders, footstools, scaffolding etc. Anything where the person stands on an object rather than the ground					✓
Lifting/carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands	✓				
	1) Light lifting/carrying 0-9kg	✓				
	2) Moderate lifting/carrying 10-15kg		✓			
	3) Heavy lifting/carrying 16+kg					✓
Restraining	Tasks involve restraining clients/clients, others					✓
Pushing/pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking	✓				
Grasping	Tasks involve gripping, holding, clasping with fingers or hands		✓			
Manual dexterity	Tasks involve fine finger movements i.e. keyboard operation, writing		✓			
<b>Sensory Demands</b>	<b>Description</b>					
Sight	Tasks involve use of eyes as an integral part of task performance i.e. looking at screen/keyboard in computer operations	✓			✓	
Hearing	Tasks involve working in a noisy area i.e. boiler room, workshop			✓		
Smell	Tasks involve the use of the smell senses as an integral part of the task performance i.e. working with chemicals			✓		
Taste	Tasks involve the use of taste as an integral part of task performance			✓		
Touch	Tasks involve the use of touch as an integral part of task performance	✓			✓	
<b>Psychological Demands</b>	<b>Description</b>					
	Tasks involve interacting with distressed people			✓		

	Tasks involve interacting with people who as part of their lives may be aggressive, verbally or sexually uninhibited	✓				
	Tasks involve viewing/handling deceased and/or mutilated bodies					✓
<b>Exposure to Chemicals</b>	<b>Description</b>					
Dust	Tasks involve working with dust i.e. sawdust					✓
Gases	Tasks involve working in areas affected by gas, or working directly with gases					✓
Fumes	Tasks involve working with fumes i.e. which may cause problems to health if inhaled					✓
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made e.g. dermatitis					✓
Hazardous substances	Tasks involve handling of hazardous substances including storage or transportation					✓
Biological matter	Tasks involve work with human biological matter through examination, storage, transport or disposal					✓
Allergenic substances	Tasks involve exposure to allergenic substances	✓				
Anti-biotics	Tasks involve handling, transport, administration or disposal of anti-biotics					✓
<b>Working Environment</b>	<b>Description</b>					
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance e.g. glare, not enough natural light	✓				
Colour	Tasks involve differentiation of colour	✓				
Sunlight	Exposure to sunlight	✓				
Temperature	Tasks involve working in temperature extremes e.g. working in a cool room, working outdoors, boiler room	✓				
Confined spaces	Tasks involve working in confined spaces					✓
<b>Accident Risk</b>	<b>Description</b>					
Surfaces	Tasks involve working on slippery or uneven surfaces		✓			
Housekeeping	Tasks involve working with obstacles within the area, bad housekeeping	✓				
Heights	Tasks involve working at heights					✓
Manual handling	Tasks involve manual handling	✓				
Noise	Tasks involve working in a noisy environment					✓
Radiation	Tasks involve exposure to x-rays					✓
Electricity	Tasks involve working with electrical apparatus and currents					✓
Machinery	Tasks involve use of machinery and equipment:					
	1) Light		✓			
	2) Heavy					✓
	3) Portable					✓
Biological hazards	Tasks involve working with blood, blood products/body fluids					✓
<b>Other Issues</b>	<b>Description</b>					
Workplace access	Tasks involve difficult access or movement from site to site	✓				
Personal protective equipment	Tasks involve use of Personal Protective Equipment	✓				
Safety critical issues	Tasks involve responsibility for safety of others			✓		

Document Control (office use only)	
<b>Effective Date:</b> November 2023	<b>Authorised by:</b> Human Resources, Medical Administration

**Acknowledgement:**

I accept the position description as documented above and understand that the position description will be reviewed during the performance review time. I understand that the position description may need to be amended periodically due to changes in responsibilities and organisational requirements.

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Name

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Signature

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Date