

Role Description

Registrar or PHO Maxillofacial

Reference:	Recruitment to add	Position ID:	TBA
Role title:	Registrar or PHO Maxillofacial	Classification:	PHO - L4 – L7 Registrar - L4 – L9
Employment status:	Casual	Salary:	Recruitment to add per fortnight
Unit/ Branch:	Maxillofacial Surgical Service Group	Contact Name:	Lakshmi Ramalingam
		Contact Number:	0424 594 294
Location:	The Townsville Hospital	Closing Date:	Recruitment to add

The Opportunity

To provide high quality clinical care to patients of the Maxillofacial department at The Townsville Hospital, supervision of junior medical staff including inpatient care and will include some responsibility for providing teaching to junior medical staff, medical students and allied health staff.

Reporting line, staffing, and budget responsibilities

- The position reports to the Director of Maxillofacial.

The role

Responsibilities:

- Under the supervision of the relevant Consultants, initiate, maintain and be responsible for the clinical care of patients in accordance with the standard of the specialty and the ethics of the profession.
- Supervise the day to day activities of junior medical staff to ensure that appropriate standards of care are maintained and that junior medical staff are trained to adequately fulfil their duties. This includes evaluation and feedback on performance.
- Participate in the provision of an on-call roster or a shift roster to provide services out of hours, at night and on weekends, as directed by the relevant Director.
- Ensure and review the quality of patient care by participation in clinical audits and quality programs.
- To make an appropriate signed and dated legible entry in the patient's medical records on every attendance upon a patient. The medical officer should also print his/her name under the signature. For each working day there should be a medical annotation in the medical notes.
- To ensure that discharge summaries and medico-legal correspondence is completed with minimum delay and that all such correspondence is completed prior to leaving the Unit. Be aware of and adhere to all relevant hospital policies and procedures.
- Undertake theoretical and practical training in the particular discipline in which the Registrar is employed.
- To participate in Quality Improvement Programs.

Additional:

- Fulfil the responsibilities of this role primarily in accordance with the Townsville Hospital and Health Service (HHS) core values, as outlined below, and in accordance with the [values outlined for the public service](#) with the Queensland Government.
- Ensure that service standards, safety and quality are maintained through adherence to defined service quality standards and relevant occupational health and safety policies, procedures and work practices.
- Some roles within Queensland Health are designated as Vaccination Preventable Disease (VPD) risk roles.

This is a VPD risk role.

Work Health and Safety

Townsville HHS is committed to providing a safe workplace for all employees. This commitment includes a dedicated *People Focussed Safety* culture.

A *People Focussed Safety* culture commits to the health, safety and wellbeing of staff, volunteers and other persons, through the provision of a dynamic and comprehensive Health and Safety Management System (HSMS). The HSMS provides for proactive safety initiatives, early injury management practices with a strong focus on a safe and durable return to work.

The provision of a Health and Safety environment within Townsville HHS is everyone's responsibility.

Safety and Quality

Relevant to the position, participate in the ongoing education, implementation, monitoring and evaluation of safety and quality initiatives relevant to *The National Safety and Quality Health Services Standards and the Australian Council on Healthcare Standards (ACHS) Evaluation and Quality Improvement Program (EQUIP)*.

For more information in regards to Work Health and Safety Accountabilities within the Townsville HHS please review [Workplace Health and Safety Act 2011 - Part 2, Health and Safety Duties](#).

Mandatory qualifications/ professional registration/ other requirements

- **Vaccine Preventable Disease (VPD):** Health Care Workers in Queensland Health whose occupation poses a potential risk of exposure to blood or body fluids are required to provide evidence of vaccinations or proof that they are not susceptible (due to prior exposure to the disease and therefore have natural immunity) to the following VPD's Hepatitis B, Measles, Mumps, Rubella, Varicella and Pertussis (diphtheria, tetanus and pertussis containing vaccine) according to the Queensland Health Policy.
- Appointment to this position requires proof of qualification and registration or membership (if applicable) with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager prior to commencement of clinical duties.
- Qualified as a medical practitioner with qualifications and registration, or eligible for registration with the Medical Board of Australia.

How you will be assessed

You will be assessed on your ability to demonstrate the following key requirements, knowledge and experience which is outlined under 'The role'. The ideal applicant will be someone who has proven ability and can demonstrate the following:

- Knowledge of current medical practices and issues and evidence of an appropriate level of expertise in the skills of the preferred discipline.
- Proven ability to review, analyse and evaluate patient care for the identification of appropriate treatment and investigations.
- Ability to maintain accurate and complete medical records – clinical, administrative and statistical.
- Well-developed communication skills (written, oral and interpersonal skills) with the ability to communicate with all levels of staff and hospital clients from a variety of backgrounds.
- An understanding of and a commitment to contemporary quality practices in health care.
- Sound theoretical knowledge, practical skills and ethical behaviour required of a medical practitioner.
- A personal commitment to the maintenance of high standards in the clinical care to patients and proven ability to react promptly to emergency or urgent situations impacting upon patient care.

- Proven ability to practice medicine in a cross-cultural environment.

Your Application

Please provide the following information to the panel to assess your suitability:

- Your current CV or resume, including referees. You must seek approval prior to nominating a person as a referee. Referees should have a thorough knowledge of your work performance and conduct, and it is preferable to include your current/immediate past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.
- A short response (maximum of two pages) on how your experience, abilities, knowledge and personal qualities are relevant for the role, taking into account the key responsibilities and key attributes of the position.
- Applications will remain current for 12 months after they have been submitted.
- Future vacancies of a similar nature throughout the Townsville Hospital and Health Service may also be filled through this recruitment process.

Once completed, your application should be submitted online – visit www.smartjobs.qld.gov.au. If you have difficulties please contact Recruitment Services on 1300 193 156.

About the Townsville Hospital and Health Service

The Townsville Hospital and Health Service (HHS) is responsible for the delivery of healthcare services, education and research to a population of approximately 250,000 people. The Townsville HHS provides a large continuum of healthcare services, from advanced highly specialised tertiary-level healthcare at The Townsville Hospital, to secondary and primary-level hospital and community healthcare across the region. The Townsville HHS comprises 20 health facilities, including The Townsville Hospital, which serves as the tertiary referral hospital for the whole of northern Queensland.

The Townsville HHS is the largest tertiary health service in northern Australia. The Townsville Hospital provides, complex, high level services across a wide range of specialities including cardiothoracic, neurosurgery, adult and paediatric ICU, general surgery, medicine, radiation and medical oncology, transplant haematology, paediatrics, obstetrics and neonatology to the North Queensland region. Uniquely, The Townsville Hospital is the only tertiary facility in Queensland to offer all of these services within the one hospital.

In addition to The Townsville Hospital, the Townsville HHS delivers clinical services in eight locations over 149 500 square kilometres. Our services include rural hospitals, health centres, multi-purpose health services, mental health rehabilitation, clinics and aged cared, supported by our innovative telehealth services.

The Townsville Hospital facility is located adjacent to one of Queensland's leading tertiary education facilities, James Cook University. We are a major provider of undergraduate/postgraduate clinical placements and education across all health services and disciplines. James Cook University and the Townsville Hospital and Health Service collaborate to conduct research within the organisation making a substantial contribution to the development of research and education policy.

Our Vision: To be the leader in health care, research and education for regional Australia

Our Purpose: To deliver excellent care, research and education to improve the health of people and communities of northern Queensland

Our Values:



Integrity



Compassion



Accountability



Respect



Engagement

Please visit our website for additional information about the [Townsville Hospital and Health Service](#)

[Surgical Service Group](#)

Additional Information

- Pre-employment screening, including criminal history, aged care checks, and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services to children will require a 'working with children check' from the Blue Card Services Department of Justice and Attorney-General prior to appointment, unless otherwise exempt.
- Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details [Lobbyist Disclosure](#)
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the [Workers' Compensation and Rehabilitation Act 2003](#)

Organisational Chart

