

## Role description

<b>Job ad reference:</b>	H2503WB628867
<b>Role title:</b>	Registrar or Principal House Officer
<b>Status:</b>	Several Temporary Full Time (76 hours p.f.) and Temporary Part Time Positions (hours negotiable) From date of appointment for 12 months with the possibility of extension
<b>Unit/Branch:</b>	Department of Emergency Medicine
<b>Health Service:</b>	Wide Bay Hospital and Health Service
<b>Location:</b>	Hervey Bay and Maryborough Hospitals
<b>Classification level:</b>	L4 – L9 or L4 – L7
<b>Salary level:</b>	\$129,583 – \$150,240 p.a. (L4 – L9) \$129,583 – \$142,727 p.a. (L4 – L7) \$65.35 – \$75.77 p.h. (L4 – L9) \$65.35 – \$71.98 p.h. (L4 – L7)
<b>Closing date:</b>	Tuesday, 6 <sup>th</sup> May 2025 (applications will remain current for 12 months)
<b>Contact:</b>	Dr Benjamin Croton
<b>Telephone:</b>	(07) 4325 6848
<b>Online applications:</b>	<a href="http://www.smartjobs.qld.gov.au">www.smartjobs.qld.gov.au</a>
<b>Application Enquiries:</b>	If you have any queries in relation to applying online, please contact Recruitment Services on (07) 4150 2250.

### About Wide Bay Hospital and Health Service

Wide Bay Hospital and Health Service is responsible for the delivery of public hospital and health services including medical, surgical, emergency, obstetrics, paediatrics, specialist outpatient clinics, mental health, critical care and clinical support services to people residing in a geographical area which incorporates the North Burnett, Bundaberg and Fraser Coast local government areas and part of Gladstone local government area (Miriam Vale).

### Our Vision

Care, connection, compassion for all

### Our Purpose

To compassionately care and connect with the Wide Bay community and our staff to provide excellence in regional health services.

### Our Strategic Directions

-  **Optimise and transform:** enhance and transform health services to improve patient outcomes.
-  **Equity and access:** service delivered are equitable and accessible to the community.
-  **Embed technology:** Increase access to virtual care through embedded technology.
-  **Foster partnerships:** partner with diverse stakeholders to better serve the community.
-  **Nurture and future-proof workforce:** strengthen our workforce to ensure care, connection and compassion for all.

If you want more information about **Care, Connection, Compassion for all** visit our website: [www.health.qld.gov.au/widebay](http://www.health.qld.gov.au/widebay)

To find out more about Queensland Health, visit [www.health.qld.gov.au](http://www.health.qld.gov.au)  
May 2019



## Purpose

- To participate in the provision, development and maintenance of an effective, efficient and equitable clinical service to the hospital patients in consultation with consultants, visiting specialists, nurses and allied health professionals.
- To contribute to the continual upgrading of medical education, and dissemination of knowledge to staff and patients.
- The appointment will be to the Wide Bay Hospital and Health Service for the provision of services to Hervey Bay and Maryborough Hospitals.
- A Principal House Officer is a medical practitioner in the third or subsequent year of practical experience after eligibility for full registration as a medical practitioner.

## Your key responsibilities

- Fulfil the responsibilities of this role in accordance with the Wide Bay Hospital and Health Service values outlined above.
- To comply with the obligation to act and make decisions in a way that is compatible with human rights and, when making a decision, to give proper consideration to human rights as required by the Human Rights Act 2019.
- Provide medical care under the supervision and direction of senior medical staff.
- Document relevant clinical information accurately, concisely and legibly inpatient charts and ensure discharge summaries and other correspondence are completed with minimum delay and that all such correspondence is complete prior to leaving the unit.
- Conduct interviews, examinations and the identification of clinical problems including day to day review of patients.
- Arrange investigations, medical treatment and discharge as directed by the assigned consultant.
- Provide assistance with medical procedures and outpatients clinics as directed by the assigned consultant.
- Provide timely, legible, elucidatory and signed clinical notes clearly identifying the author. This includes:
  - medical record entries that reflect discussions, decisions and reasoning
  - case notes
  - discharge summaries (completion on day of discharge) that facilitate ongoing care
  - medication charts/prescriptions (in accordance with Poisons Act)
  - death certificates and associated documentation
- Have and maintain proficient typing and computer/word processing skills to operate clinical and administrative computer systems as they evolve
- Provide support for junior and senior medical staff as required.
- Supervise, assess, and teach junior doctors who are Australian Medical Council's Workplace based Assessment candidates.
- Assist with case presentations at teaching meetings.
- Participate in clinical meetings undertaken within the appropriate clinical unit.
- Participate in afterhours shift roster as required by the Director of Medical Services.
- Participate in continual professional development and medical education

## Key Responsibilities - Occupational Health and Safety

- All staff of Wide Bay Hospital and Health Service are responsible for making the health system safer and more effective by:
  - Having an understanding of their broad responsibilities as a team member and an individual for maintaining safety and quality in health care.
  - Ensuring that safety and Quality Procedures are followed.
  - Participate in the review of procedures individually or as part of a team.
  - Participate in the development and implementation of organisational processes that improve health care services, development and implementation of safety systems, engagement in improvement initiatives and related training.
  - Take reasonable care of your own health and safety and ensure that your acts/omissions do not adversely affect the health and safety of others.



- Complete all necessary Occupational Health and Safety (OHS) training and comply with OHS Policy and procedures.
- Report OHS incidents and assist with risk assessments.
- All WBHHS workers have the ability to remove themselves from work situations that they consider present and imminent and a serious danger to their life and / or health. If an event of this nature were to occur the worker shall report the incident immediately to a supervisor / manager without reprisal
- Ensure the health and safety of WBHHS workers while at work.
- Provide OHS information, training and supervision.
- Support Incident investigation, undertake risk assessments and ensure risk control measures are implemented.

### Qualifications/Professional registration/Other requirements

- Mandatory possession of a Medical qualification from a registered tertiary institution and Registration with the Medical Board of Australia (Australian Health Practitioner Regulation Agency) with a current annual practicing certificate is essential.
- Appointment to this position requires proof of qualification and if applicable registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.
- At least 3 years postgraduate in hospital experience is highly desirable.
- Participation in shift rosters is a requirement of the position.
- This position requires the incumbent to work at other facilities within the Wide Bay Hospital and Health Service.
- **Licence to Operate Vehicle:** This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this vehicle is required. Proof of this endorsement must be provided prior to the commencement of duty.
- **Hepatitis B Vaccination:** Health Care Workers in Queensland Health whose occupation poses a potential risk of exposure to blood or body fluids must be immunised against Hepatitis B according to the National Health and Medical Research Council Australian Immunisation Handbook and the Queensland Health Infection Control Guidelines.
- **Vaccination of Preventable Diseases:** It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment: measles, mumps, rubella, varicella (chicken pox) and pertussis (whooping cough). Existing staff that are engaged prior to 1 July 2016 are not subject to this condition of employment unless they apply for a role with VPD requirements that is with a different Queensland Health entity (i.e. one HHS to another HHS, Department to a HHS, or HHS to Department)
- **Tuberculosis (TB):** It is a condition of employment for this role for the employee to be assessed for their risk of TB. Existing staff that are engaged prior to 14 December 2018 are not subject to this condition of employment unless they apply for a role that is with a different Queensland Health entity (i.e. one HHS to another HHS, Department to a HHS, or HHS to Department). Should existing staff be concerned about their TB status, they should consult their GP or contact the Metro South Clinical Tuberculosis Services on (07) 3176 4141 or (07) 3176 4166 for advice.

### Pre-Existing Injury or medical condition

Wide Bay Hospital and Health Service (WBHHS) takes seriously its legislative obligations to manage the risks associated with pre-existing injury or medical conditions of prospective employees.

Further to WBHHS's obligation under Section 18 of the Work Health and Safety Act 2011, whereby employers are required to provide and maintain, so far as practicable, a working environment that is safe and without risks, Section 571 of the Workers' Compensation and Rehabilitation Act 2003 (WCR Act) enables prospective employers to give a prospective worker a written notice:

- Requesting that the prospective worker disclose any pre-existing illnesses or injuries of which they are aware, which could be reasonably aggravated by performing employment related duties; and
- Informing the prospective worker that a failure to disclose or a false or misleading disclosure means that the employee may not be entitled to compensation under the WCR Act for a work-related aggravation of the pre-existing illness or injury.



## Are you the right person for the job?

You will be assessed on your ability to demonstrate the following key attributes. Within the context of the responsibilities described above, the ideal applicant will be someone who can demonstrate the following:

- Highly developed clinical skills, knowledge and ethical behaviour required of a medical practitioner.
- Demonstrated skill in reviewing, analysing and evaluating patient care and commitment to high standards of clinical care to patients.
- Demonstrated knowledge of current medical practices and issues.
- Proficient typing, clinical system and computing skills to allow efficient note taking on ward rounds, timely preparation of key documents (e.g. discharge summaries) and managing clinical information and requests
- Working knowledge of the relevant legislation/regulations which apply to the role including:
  - Consent – Substitute Decision-Making
  - Mental Health Act
  - Prescribing – Poisons Act
  - Coroners Act
  - Microsoft 365/Microsoft word and powerpoint or equivalent
- Well developed interpersonal skills including written, communication, negotiation, organisation and time management skills with the ability to relate to all levels of staff and hospital clients from a variety of cross cultural backgrounds.
- Demonstrated ability in maintaining relevant clinical information accurately, concisely and legibly in patient charts in a timely manner.
- Understanding of or the ability to acquire knowledge of human resource issues, including workplace health and safety, equal employment opportunity and anti-discrimination.

## How to apply

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.
- **Medical CV Template.** Applicants are to complete the Medical CV Template provided.
- **Australian Medical Council (AMC) Computer Adaptive Test (CAT) Multiple Choice Question (MCQ) Examination.** Applicants who hold an AMC CAT MCQ examination outcome, please provide all pages of the examination document with your application.
- **A short statement (maximum 1–2 pages)** on how your experience, abilities, knowledge and personal qualities are relevant for the role, taking into account the key responsibilities and attributes noted in the 'Are you the right person for the job?' section.
- **Submit your application online at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)** by the closing date ensuring completion of the online questionnaire.

## About the Health Service/Division/Branch/Unit

Wide Bay Hospital and Health Service (WBHHS) provides health services to a fast growing regional area. The Health Service covers the coastal stretch from Agnes Waters in the north to Maryborough and Hervey Bay in the South and includes the accompanying rural hinterland. Included in WBHHS are Hervey Bay and Maryborough Hospitals and Bundaberg Hospital, the main referral centres, with health facilities at Gin Gin, Childers, Biggenden, Eidsvold, Mundubbera, Gayndah, Mt Perry and Monto. The WBHHS serves a population of approximately 219,000 residents.

Across the Health Service, a range of specialty services are provided including acute care, surgical, medical, maternity, mental health rehabilitation and aged care services. Hervey Bay and Bundaberg Hospitals provide care in some major adult specialties and provide support to the surrounding smaller rural hospitals in the Health Service. The Health Service has a number of Multipurpose Health Services that provide access to integrated health and aged care services to smaller communities.



WBHHS promotes the use of Telehealth, which enables patients to receive quality care closer to home via videoconferencing technology, reducing the need for travel and increasing access to specialised healthcare for people in regional and rural communities.

The Health Service provides a variety of primary and community health services including oral health, child health, school health, health promotion, environmental health, aged care and rehabilitation, aged care facilities, sexual health services and drug and alcohol services. WBHHS also provides a comprehensive and fully integrated mental health service to residents in both the community and acute care settings.

The Wide Bay is well known for its relaxed lifestyle, natural beauty and local attractions. Bundaberg is located at the southern tip of the Great Barrier Reef with access to coral islands and scuba diving. Possibly the most famous beach in Bundaberg is Mon Repos. Located 15kms east of Bundaberg, Mon Repos is known for having the largest concentration of nesting marine turtles on the eastern Australian mainland and is considered one of the two largest loggerhead turtle rookeries in the South Pacific Ocean. For a taste of the Australian bush, Cania Gorge, located in the hinterland west of Monto, is popular for bushwalks and abseiling.

The Fraser Coast includes the world-heritage listed K'gari (formally known as Fraser Island), which has a unique and unspoilt landscape including rainforests with abundant fresh water lakes and crystal clear creeks. From July to November, during their annual migration, Humpback whales take time out in the protected waters of Hervey Bay. The whales perform a variety of behaviours providing a spectacular display for visitors and locals.

The land within the WBHHS region encompasses the following Tradition Custodian Groups: Butchulla; Bylee; Gooreng Gooreng; Gurang; Kabi Kabi; Taribelang Bunda; Wakka Wakka and Wulli Wulli.

Wide Bay Hospital and Health Service respectfully acknowledges the traditional owners and custodians, both past and present, of the area we service. We also declare our commitment to reducing inequalities in health outcomes for Aboriginal and Torres Strait Islander people in line with the Australian Government's Closing the Gap initiative.

### **Regional Medical Pathway**

Bundaberg and Hervey Bay are the Wide Bay's lead sites for the Regional Medical Pathway (RMP), a major partnership between The University of Queensland, CQUniversity and the Wide Bay and Central Queensland Hospital and Health Services. The RMP provides local community supported, end-to-end medical education and training designed to address workforce shortages in the Central Queensland and Wide Bay regions. This Pathway involves student placements across the education continuum and learning opportunities through pre-vocational and vocational training. The RMP includes a variety of opportunities for clinicians to engage as teachers, mentors, tutors and researchers as a way of ensuring the future of the medical profession in regional, rural and remote Queensland.

### **Pre-employment screening**

Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment, as well as any other availability information that could preclude them from undertaking the role. Roles providing health, counselling and support services mainly to children will require a Blue Card. Please refer to the Information Package for Applicants for details of employment screening and other employment requirements.

### **Health professional roles involving delivery of health services to children and young people**

All relevant health professionals (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or young person 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 the Department of Child Safety.



All relevant health professionals are also responsible for the maintenance of their level of capability in the provision of health care and their reporting obligations in this regard.

## Diversity

Wide Bay Hospital and Health Service is an equal opportunity employer that embraces diversity and is committed to eliminating discrimination.

We strive to provide a supportive and inclusive work environment in which all our employees are valued and empowered. We recognise the positive impact, innovation and opportunity that different perspectives, experiences, beliefs, cultures and ideas bring to the workplace. Our diversity and inclusion efforts will focus on:

- People with disability and people from other disadvantaged groups
- People who identify as being of Aboriginal or Torres Strait Island descent
- Women
- People from culturally and linguistic backgrounds

## Sustainability

Wide Bay Hospital and Health Service is committed to providing high-quality, low-carbon health care, and all staff are expected to optimise our resources for patient and community benefit.

Our [Environmental Sustainability Strategy](#) sets out how we will reduce our environmental impact while maintaining our excellence in standards of healthcare provision, with the help of detailed action plans.

Staff from across all streams have the opportunity to be a member of our Environmentally Sustainable and Climate Resilient Healthcare Committee, and are encouraged to join the WBHHS Green Team in pursuit of continual quality and environmental improvement.

## Salary Packaging

To find out whether or not your work unit is eligible for the Public Hospital Fringe Benefits Tax (FBT) Exemption Cap please refer to the Salary Packaging Information Booklet for Queensland Health employees available from the Queensland Health Salary Packaging Bureau Service Provider – RemServ at <http://www.remserve.com.au>. For further queries regarding salary packaging RemServ's Customer Care Centre may be contacted via telephone on 1300 30 40 10.

## Disclosure of Previous Employment as a Lobbyist

Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at:

[https://www.forgov.qld.gov.au/\\_data/assets/pdf\\_file/0033/185919/lobbyist-disclosure-policy\\_0.pdf](https://www.forgov.qld.gov.au/_data/assets/pdf_file/0033/185919/lobbyist-disclosure-policy_0.pdf)

## Probation

Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment. For further information, refer to Probation HR Policy B2 [HR Policy B2 - Probation \(health.qld.gov.au\)](#)

## No Smoking Policy

From 1 January 2015, it is against the law to smoke at all public and private health facilities, and for five metres beyond their boundaries. These laws include all staff and patient residential areas on healthcare facility land.

## Privacy Notice

Personal information collected by Wide Bay Hospital and Health Service (WBHHS) is handled in accordance with the *Information Privacy Act 2009*. All personal information collected will be securely stored and will not be disclosed to other third parties without consent. For information about how WBHHS protects your personal information, or to learn about your right to access your own personal information, please see [www.health.qld.gov.au](http://www.health.qld.gov.au)



WBHHS may use applicant details to provide promotional information about job opportunities and organisational updates relating to WBHHS. Applicants can unsubscribe from these communications at any time by emailing: [Recruitment-Wide-Bay@health.qld.gov.au](mailto:Recruitment-Wide-Bay@health.qld.gov.au)

### Values in Action – what our values mean for you:

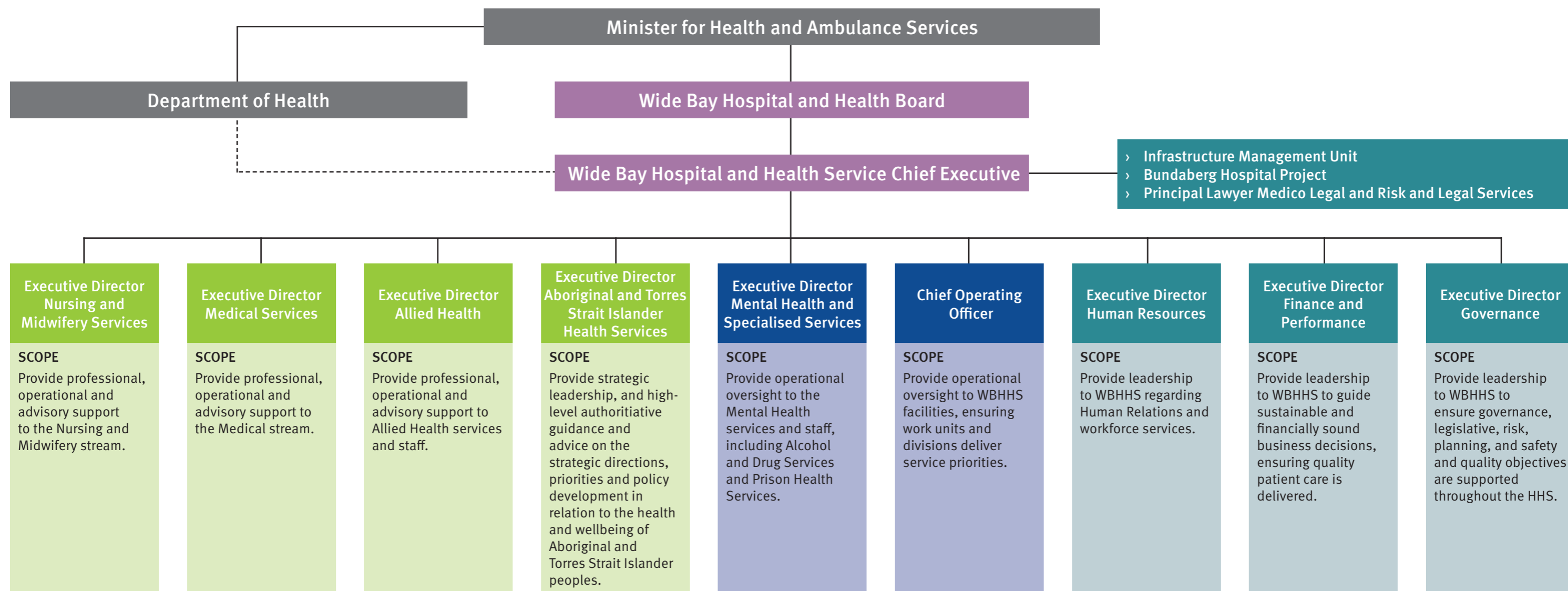
 <p><b>Collaboration</b></p>	<p>Team mindset, one service. Be kind and supportive of one another, band together – “have each other’s back”, contribute to a safe learning environment that increases capability and to make recommendations, however small, to improve.</p>
 <p><b>Accountability</b></p>	<p>Hold ourselves accountable to higher standards, take personal responsibility, have a “can-do” attitude, strive to exceed expectations. Recognise risks and speak out to ensure safety for all.</p>
 <p><b>Respect</b></p>	<p>To treat all as you would wish to be treated yourself, to recognise and value diversity, to actively listen to other’s opinions and to speak with consideration of others in mind.</p>
 <p><b>Excellence</b></p>	<p>From appearance to communication, consistently upholding higher levels of professionalism, demonstrating dedication, making a positive difference and striving to be the best in all that we do.</p>
 <p><b>Through patients’ eyes</b></p>	<p>Ensuring all that we do is focused on the patient and that we treat everyone equitably, with empathy, compassion and dignity, as you would a loved one.</p>

### Vision for the public service

To be a government of the 21st century, one government that is connected and working together to deliver smarter, simpler outcomes that are responsive to the needs of Queenslanders now and for the future. We will create opportunities in partnership that are all about positive outcomes rather than just service delivery and regulation.

**To enable this vision, the Queensland Public Service (QPS) is transforming from a compliance focus to a more values-led way of working. The five values statements underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.**

<https://www.forgov.qld.gov.au/our-values>



**Executive Director Nursing and Midwifery Services**

**SCOPE**  
Provide professional, operational and advisory support to the Nursing and Midwifery stream.

**Executive Director Medical Services**

**SCOPE**  
Provide professional, operational and advisory support to the Medical stream.

**Executive Director Allied Health**

**SCOPE**  
Provide professional, operational and advisory support to Allied Health services and staff.

**Executive Director Aboriginal and Torres Strait Islander Health Services**

**SCOPE**  
Provide strategic leadership, and high-level authoritative guidance and advice on the strategic directions, priorities and policy development in relation to the health and wellbeing of Aboriginal and Torres Strait Islander peoples.

**Executive Director Mental Health and Specialised Services**

**SCOPE**  
Provide operational oversight to the Mental Health services and staff, including Alcohol and Drug Services and Prison Health Services.

**Chief Operating Officer**

**SCOPE**  
Provide operational oversight to WBHHS facilities, ensuring work units and divisions deliver service priorities.

**Executive Director Human Resources**

**SCOPE**  
Provide leadership to WBHHS regarding Human Relations and workforce services.

**Executive Director Finance and Performance**

**SCOPE**  
Provide leadership to WBHHS to guide sustainable and financially sound business decisions, ensuring quality patient care is delivered.

**Executive Director Governance**

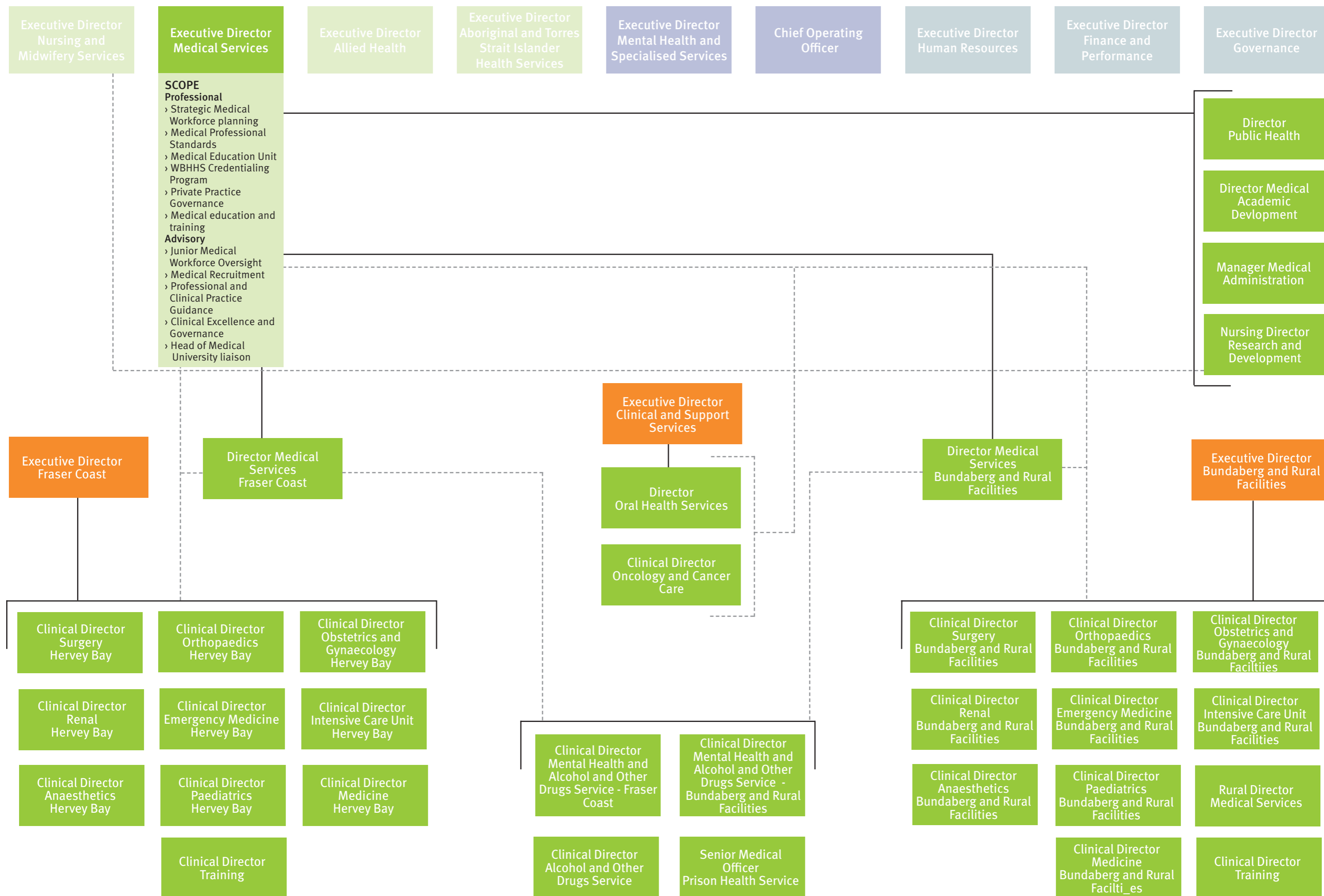
**SCOPE**  
Provide leadership to WBHHS to ensure governance, legislative, risk, planning, and safety and quality objectives are supported throughout the HHS.

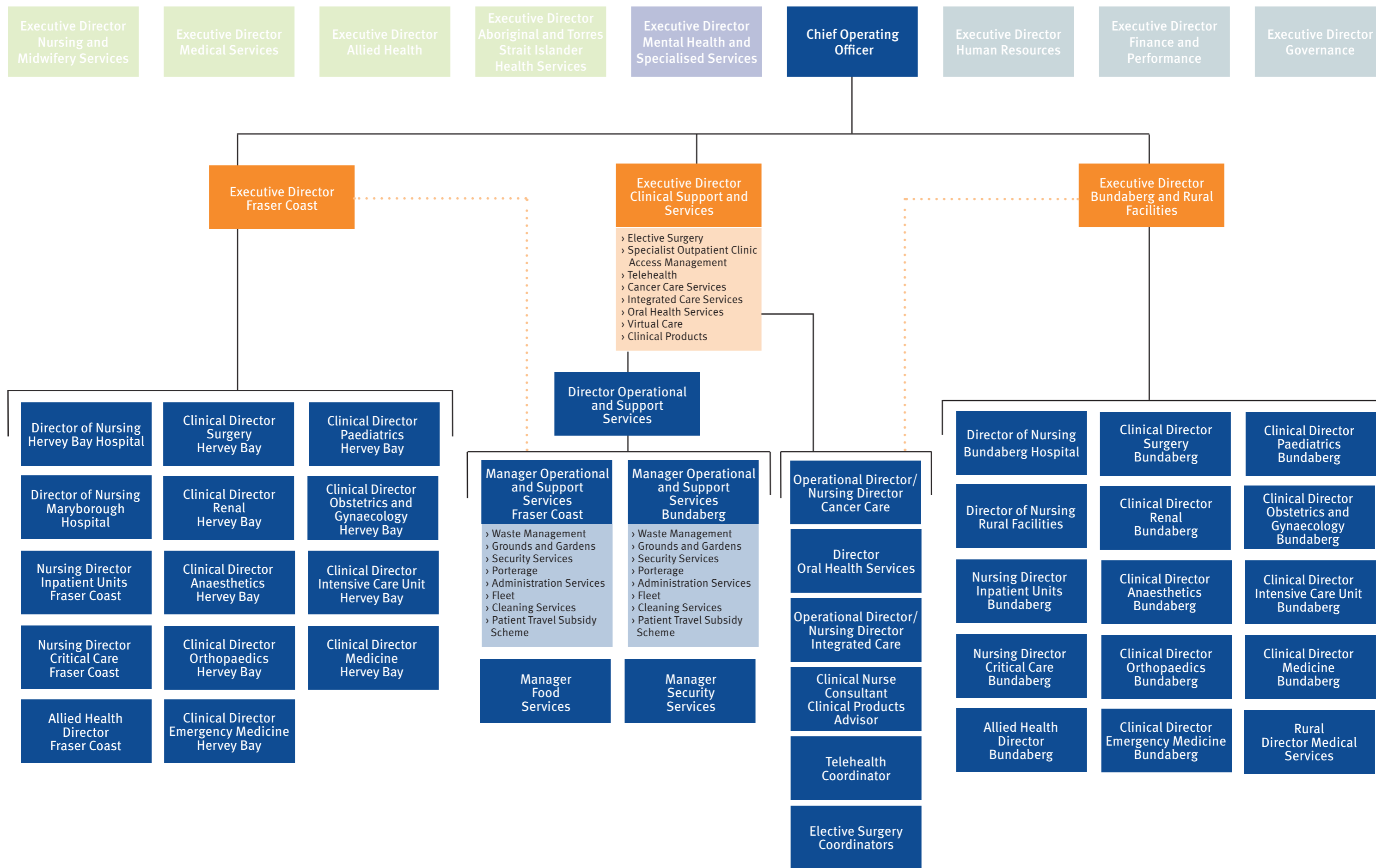
**Professional Directorates - Stream Leadership**  
Executive Directors and other professional leads promote and drive their profession at a strategic level. These roles provide assistance to Managers and Clinicians to promote a culture of high-quality, evidence-based, efficient and safe patient care. Professional leads are also expected to lead sustainability and improvement initiatives.

**Clinical Service - Operational Leadership**  
The Executive Directors, Operational Executives and other clinical leads work in a collaborative manner to provide integrated patient care across the continuum and geography of WBHHS. These roles are supported by the Professional and Support Directorates.

**Support Directorates - HHS-wide Leadership**  
The Support Directorates work in collaboration with the Clinical and Professional areas to support the provision of quality care, every day. The Executive Directors and other staff support WBHHS to promote organisational accountability and systems to support HHS decision making. In particular, the Support Directorates and their respective Executive Directors lead a range of governance, finance and HR/IR functions.







**\*Note**

The positions of Director Integrated Care and Operational Director Cancer Care can be flexibly filled by individuals from either the Nursing or Allied Health disciplines. These positions would then report professionally to the appropriate Executive - either the Executive Director Nursing and Midwifery Services or the Executive Director Allied Health.

The Manager Operational and Support Services positions are line managed by the Director Operational and Support Services, and also have an operational relationship with the Executive Director Facilities positions.