

Position Description

Position title:	Psychiatry Registrar
Department:	Women's Mental Health
Classification:	As per award
Agreement:	Victorian Public Health Sector (AMA Victoria) – Doctors in Training (Single Enterprise Agreement) 2022-2026
Reporting to:	Director, Women's Mental Health

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is **'Creating healthier futures for women and babies'**. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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Position purpose

The Psychiatry Registrar will contribute to the provision of an effective and efficient consultation liaison psychiatry service to meet the needs of women who are inpatients or outpatients of RWH who have mental health problems.

Registrars undertake a range of training opportunities in clinical and teaching aspects of Women's Mental Health.

Key responsibilities

- Provide a consultation-liaison perinatal service to women with mental health problems who are inpatients or outpatients of the Women's e.g. assessment and management of antenatal and postnatal patients, gynaecology, oncology and other women's health patients, and involvement in parent-infant work
- Work with other staff/units of RWH and provide advice, consultation and support to assist in the care of women with mental health problems.
- Contribute to the provision of teaching in women's mental health to undergraduate students.
- Participate in the delivery of education and training for staff at RWH regarding women's mental health to our maternity and gynaecology colleagues medical, midwifery and nursing.

Other responsibilities

- Participate in team/service meetings and other organisational meetings as required.
- Maintain accurate records and provide accurate statistics and reports as needed.
- Participate in quality improvement activities and initiatives for the mental health service.
- Participate in journal club, case conference and other peer related educational activities.
- Other clinical tasks that may arise and are suitable to Registrar training

Training program

The Royal Women's Hospital provides postgraduate specialty training in psychiatry in accordance with the requirements of the Royal Australian and New Zealand College of Psychiatrists.

Training information is available on www.ranzcp.org

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Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

Key selection criteria

Experience/Qualifications/Competencies

- MBBS or equivalent
- Registered as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA)
- Currently a trainee within the Victorian RANZCP Psychiatry Training Program.
- Candidates should preferably be Stage 3 Advanced Trainees, in either Consultation Liaison Psychiatry or Generalist training, but we may consider Stage 2 Trainees
- Demonstrated ability to work as part of a team and independently.
- Demonstrated competency in Microsoft Suite Products, email and internet searching skills.
- Excellent interpersonal and communication skills.

Attributes

- Professional demeanour.
- Positive and flexible approach.
- Ability to manage time and key activities.
- Ability to work in an atmosphere of change.
- Embodies the Women's values of courage, passion, discovery and respect
- "Can do" and flexible approach
- Well-developed interpersonal skills
- Balancing sometimes competing and conflicting priorities
- Time management and prioritising

General

- Comply with RWH policies and administrative requirements including policies regarding timesheets and leave arrangements.
- Ensure MWU has current contact details to allow prompt contact for routine and for urgent matters.
- Establish RWH email address and clear this at least once each shift.

Organisational relationships

The position reports directly to the Director Centre for Women's Mental Health. Position entails a range of other important relationships. In particular, the Registrar will work closely with the Psychiatric Consultation Liaison Nurse and other members of the mental health team

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Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Frequent
Sitting – remaining in a seated position to complete tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type even, vinyl, carpet,	Frequent
Lean forward/forward flexion from waist to complete tasks	Occasional
Trunk twisting – turning from the waist to complete tasks	Occasional
Kneeling – remaining in a kneeling position to complete tasks	Occasional
Squatting/crouching – adopting these postures to complete tasks	Occasional
Leg/foot movement to operate equipment	Occasional
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Rare
Lifting/carrying – light lifting and carrying less than 5 kilos	Occasional
– Moderate lifting and carrying 5 – 10 kilos	Rare
– Heavy lifting and carrying – 10 – 20 kilos.	Rare
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Occasional
– moderate push / pull forces 10 – 20 kg	Rare
– heavy push / pull forces over 20 kg	Rare
Reaching – arm fully extended forward or raised above shoulder	Rare
Head/neck postures – holding head in a position other than neutral (facing forward)	Occasional
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Frequent
– Gripping, holding, twisting, clasping with fingers/hands	Frequent
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Rare
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Constant
Hearing – use of hearing is an integral part of work performance	Constant
Touch – use of touch is integral to most tasks completed each shift	Constant
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Constant
Problem solving issues associated with clinical and non-clinical care	Constant
Attention to Detail	Constant
Working with distressed people and families	Frequent
Dealing with aggressive and uncooperative people	Occasional
Dealing with unpredictable behaviour	Constant
Exposure to distressing situations	Frequent

Definitions used to quantify frequency of tasks/demands as above

Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

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Employee awareness and responsibilities

- Be aware of and work in accordance with Hospital policies and procedures, including:
 - Code of Conduct
 - Confidentiality
 - Data Accountability Framework
 - Infection Control
 - Occupational Health and Safety
 - Patient Safety
 - Performance Development Management
 - Respectful Workplace Behaviours
 - Risk Management
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences
- Undertake other duties as directed that meet relevant standards and recognised practice.
- Our vision is a future free from violence in which healthy, respectful relationships are the norm. The Women's expect all staff to contribute to a culture that promotes gender equity, respect and a safe working environment.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to Victorian women.
- Data integrity is an essential element of clinical and corporate governance and a key performance indicator for the Women's. The management of data influences and directly affects patient care, patient decisions, and ultimately the quality and reputation of our service delivery.
- As a consequence, all staff are responsible and accountable to ensure that (within their area of work):
 - Data recording and reporting, (including RWH external reporting) is timely, accurate (i.e. error free) and fit for purpose
 - Data management system policies and control processes are complied with on all occasions
 - Where data issues and/or problems become apparent these matters are immediately referred and reported to supervisors/managers.
- Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for the Royal Women's Hospital to undertake a national Police check
- The Women's expects staff to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
- Contributes to a positive and supportive learning culture and environment for health professional students and learners at all levels.

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Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

Statutory Responsibilities

- OHS Act 2004
- Freedom of Information Act 1982
- The Victorian Public Sector Code of Conduct
- Health Practitioner Regulation National Law Act (2009)
- Registration with Australian Health Practitioner Regulation Agency (AHPRA)
- Drugs, Poisons and Controlled Substances Regulations 2006

Declaration

By accepting this position description electronically, I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: May 2025

Developed by: Medical Head of Unit, Women's Mental Health

Date of next review: May 2026

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