

POSITION DESCRIPTION

Position Title:	2026 Sleep Medicine Registrar (Unaccredited) (BPT3+)
Business Unit/Division:	Respiratory Medicine/Medicine
Award Agreement:	AMA Victoria – Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2022-2026
Classification:	HJM26 – HM30
Employment Type:	Full Time, Fixed Term
Reports to:	Director of Respiratory Medicine
Date Prepared/Updated:	April 2025

General Role Statement:

Provision of appropriate care to inpatients and outpatients with sleep disorders referred to Northern Health sites. This is an unaccredited role at Northern Health with clinical duties attached Sleep Medicine service at Northern Health. The role is unaccredited for Respiratory and Sleep Medicine or General Medicine for advanced training purposes. The Sleep Medicine Registrar (Unaccredited) position will offer exposure and experience in diagnosing and managing sleep disorders and in working as part of a multi-disciplinary team.

ORGANISATIONAL OVERVIEW

Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Centre
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

ROLE STATEMENT

The Sleep Medicine Registrar (Unaccredited) is a 12-month, full time, fixed term position that will provide the successful applicant with excellent exposure and experience to the diagnosis and management of sleep disorders. The Sleep Medicine service at Northern Health is commencing in 2025 and incorporates a 6-bed inpatient sleep laboratory and access to ambulatory sleep diagnostics (polysomnography and limited channel studies), CPAP therapy (as part of a "CPAP Program") as well as dedicated multidisciplinary sleep clinics. The Sleep Medicine Registrar (Unaccredited) will play a key role in the delivery of all of these services by attending clinics, analysing and reporting sleep studies and working closely with Sleep Medicine Physicians and the multidisciplinary team (including scientist, nursing and administrative staff) to deliver care. They will obtain hands-on experience of all aspects of sleep diagnostics and management. The Sleep Medicine Registrar (Unaccredited) will participate in the Respiratory Registrar oncall roster which includes weekends covering Respiratory Medicine and Pleural Medicine inpatients. Participation in Departmental education, training and clinical activities will also be expected.

The roles and responsibilities are listed below and include but are not limited to;

Regular Attendance and Participation

- Regular attendance at all Sleep Clinics according to the roster.
- Regular sleep reporting sessions (both independent and co-reporting with a Physician, Scientist or Nurse).
- Regular participation in triage/planning and coordination of referrals to Sleep Medicine at Northern Health.

- Participation in both Sleep and Respiratory Medicine meetings, including multidisciplinary meetings.
- Participation in the Respiratory Registrar oncall roster (projected to be 1:5) which includes weekend cover and after hours oncall.
- Regular attendance at, and participation in, education and training sessions.

Provision of Appropriate Care

- Provide advice, planning and assistance for inpatients referred for possible Sleep disorders
- Provide telehealth and in-person care to outpatients
- Provide clear and comprehensive communication with patients, carers, referring practitioners and other external parties

Unit Support

- Support the Respiratory Medicine Senior Medical Staff, Registrars, HMOs, Scientists, Clinical Nurse Consultants and Administrative staff
- Provide Clinical Support for other team members where this may be required due to workload or other unforeseen circumstances

Quality

- Regular attendance at Respiratory Medicine Comprehensive Unit-based Safety Program (CUSP)
- Respond to incidents or risks as appropriate, including communication with Senior Staff and use of RISKman reporting
- Participate in Sleep Medicine and Respiratory Medicine quality activities program(s)
- Respond to complaints or concerns related to performance or issues within the Department or those raised by patients, carers or their advocates

Communication

- At all times, ensure excellent, appropriate, culturally sensitive and clear communication and liaison with patients and their families, other staff, external referrers and others involved in care.
- Ensure that patients/families are given adequate information about treatment decisions and follow-up.

Medical Records

- Ensure meticulous completion of appropriate documentation related to clinic attendance, sleep diagnostics.
- Participate in regular quality control exercises and audit to maintain standards.
- Clinical entries should be relevant and appropriate and provide adequate information for both coding and patient care purposes.

Education and Training

- Obtain competency in analysis and reporting of Sleep diagnostics (including polysomnography, limited channel studies and other investigations performed by the Sleep Medicine service)
- Attend and present at the Division of Medicine Grand Rounds
- Provide assistance to Research projects undertaken within Sleep Medicine or Respiratory Medicine.

Administration

- Ensure that the Junior Medical Workforce Unit and the Chief Medical Officer is promptly informed of any relevant administrative issues.
- To ensure up to date contact information is available to the hospital.
- To provide notification of inability to attend clinical duties for any reason by notifying the Director of Respiratory Medicine, Scientific Director (Respiratory and Sleep Laboratories) and relevant administrative staff; and, Junior Medical Workforce Unit (JMWU) or the person on call for JMWU via communication centre, at least 2 hours prior to commencement of a rostered shift.
- Notify Junior Medical Workforce Unit (JMWU) in writing of all roster swaps, as per policy.
- Appropriately complete and submit leave forms for approval.
- Ensure all Mandatory Training is completed upon commencement of employment.

Additional aspects of the role and alterations to the responsibilities are likely during the term of employment and will be communicated by the Director of Respiratory Medicine or their delegate. These changes are

expected due to the position being newly created and with some aspects of the Sleep Medicine service commencing after February 2025.

All employees:

Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Leadership

- Demonstrate a high level of motivation, commitment and enthusiasm while developing an understanding of the theoretical aspects, and clinical proficiency in management of people with sleep disorders.
- Develop necessary personal management skills including time management, prioritisation and effective delegation.
- Develop the communication skills necessary to effectively produce positive patient outcomes.
- Undertake a planned program to establish and maintain an appropriate knowledge base
- Undertake self-education and practice of evidence-based medicine strategies/knowledge.

Strategic and Project Management Leadership

- Conduct research either as a member of a team or independently and the production of conference and seminar papers and publications from that research
- Contribute to the preparation or, where appropriate, individual preparation of research proposal submissions to external funding bodies.

Organisation-Wide Contribution

- Participate with and encourage research and other support staff
- Participation in the inter-hospital Respiratory and Sleep Medicine dinner meetings.
- Attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or at departmental, school and/or faculty meetings and/or membership of a limited number of committees

Diversity and Inclusion

- Actively participate in the Department's educational and patient care meetings. This may include organising or chairing meetings when required or being present and contributing to the discussions.
- Act as a mentor and provide encouragement and education for junior medical staff and non-medical staff in Respiratory Medicine.
- To recognise and appreciate individual differences and actively promotes respect and inclusion within the workplace.
- Be culturally sensitive when working within a diversified community.

Innovation and Culture Change

- Develop the social and ethical behavioural skills required of a practitioner.
- Evaluate the use of new technology and techniques under the supervision of senior colleagues

Professional and Administrative Duties

- Ensure that patients/families are given adequate information upon which to base decisions regarding research participation, treatment and follow-up.
- Be responsive to patient and relative complaints, liaising with appropriate senior staff and the patient advocate.
- Facilitate excellent communication and liaison with other staff involved in the patient's care.
- Consistently produce appropriate and clear documentation in the patient's hospital record. Entries should be legible, timely, comprehensive, and accurate. This is particularly relevant to documentation regarding research activities
- Communicate with the senior colleagues within Respiratory and Sleep Medicine of any relevant administrative or clinical issues that arise.
- Attend training activities as requested by your supervisor.
- Participate in teaching of interns and HMOs.
- Abide by the Health Service policies and procedures.
- Provide clinical support for other registrars/HMO's where this may be required due to workload or other unforeseen circumstances.

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- Medical registration with the Medical Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA).
- Must have satisfactorily completed at least two years of post-graduate hospital experience, including one year of Basic Physician Training, in Australia, New Zealand, or a recognised equivalent.
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Desirable

- Demonstrable interest, experience in Sleep Medicine
- Successful completion of Royal Australasian College of Physicians examinations (written and clinical)

Experience

- Must have a proven track record of excellence in clinical medicine with a demonstrated commitment to continued improvement, education, research and team work
- Must have a demonstrated an ongoing commitment to education of themselves, their colleagues, junior staff, other team members, and medical students.
- Must have a demonstrated and ongoing commitment to medical research, audit, QC or other activities that improve patient care.

Knowledge, Skills and Behaviours

- Demonstrated ability to work in collaboration with members of multidisciplinary teams and committees
- Capacity to be an effective member of the team, stimulate constructive debate and support colleagues in the achievement of objectives
- Able to communicate effectively with team members and colleagues
- Able to communicate effectively and appropriately with patients and families, including those from diverse cultural backgrounds
- Maintains clinical and administrative documents accurately
- Facilitates continuity of patient care through effective communication and handover of relevant information

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: