

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 Community Hospital
- 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
- Mernda Community Hospital

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.

Essential:

- 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.



POSITION DESCRIPTION

Position Title:	Medical Administration (RACMA) Registrar
Business Unit/Division:	Office of CMO
Award Agreement:	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement –2022-2026
Classification:	HM25 – HM30
Employment Type:	Full-Time Fixed Term
Reports to:	Chief Medical Officer Deputy Chief Medical Officer
Date Prepared/Updated:	July 2026

ROLE STATEMENT

General Role Statement:

The Medical Administration Registrar will work with the Chief Medical Officer and Deputy Chief Medical Officer to provide professional leadership and clinical guidance with a particular focus on clinical governance, medical education, medical workforce management and implementation of key strategic projects. The position is designed to provide the registrar with exposure to a wide range of medical management matters in a large complex health service environment and to provide appropriate exposure and experience to enable the doctor to attain the required skills and knowledge for progression towards meeting the requirements of the RACMA specialist training program. The Registrar will be under the supervision of the Chief Medical Officer and Deputy Chief Medical Officer

This position is responsible for:

Work under the direct supervision of the Chief Medical Officer and the Deputy Chief Medical Officer in an accredited training position as a Registrar in Medical Administration.

Learn and practice key principles of medical management and leadership working with a variety of internal and external stakeholders including:

- Clinical Governance
- Quality & Safety
- Medical Workforce Management
- Research Governance
- Strategic and Service Planning
- Medical Education
- Public Health Policy
- Medical Staff Engagement.

To be eligible, applicants must:

- Hold general or specialist medical registration with AHPRA

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

The specific role requirements will be tailored to the seniority and experience of the individual, and will consider appropriate exposure to training opportunities including:

Key responsibilities:

- Participate in projects and other activities within the Office of the Chief Medical Officer which will lead to improvements in clinical governance, medical education and medical workforce management.
- Support the Deputy CMO in oversight of medical workforce management, business case development, medical education, university affiliations, health service affiliations and College Accreditations
- Support for medical/clinical input into major digital health projects such as EMR optimisation and specifically for medical workforce management (e.g. medical credentialing, electronic rostering).
- Work with project leads to support major health service operational/development projects
- Support the development and implementation of clinical and related policy, protocols and guidelines which are relevant to medical staff and/or clinical governance
- Liaise with key staff including Divisional Directors, Operational Directors and Heads of Unit (HOU)
- Attend and provide support to the CMO HOU meetings, JMO forum, Medical Credentialing & SoP Committee or any other committees at the request of the CMO or DCMO
- Convene and/or support working parties and expert advisory groups
- Undertake consultation as delegated and distil feedback into reports/recommendations.
- Support the implementation of the National Standards and achievement of accreditation.
- Gain an understanding of Research Governance with the Office of Research, FOI processes with the Legal team, Clinical Governance and Health Service Accreditation of National Standards with the Quality, Safety & HRO Unit
- Other duties as directed by the Chief Medical Officer and the Deputy Chief Medical Officer
- The role will work with the Chief Medical Officer and the Deputy Chief Medical Officer on a broad range of activities to develop skills in medical management.

- You will also develop an understanding of the strategic and operational management in the planning and management of medical services which enables the provision of quality, safe patient care.

SELECTION CRITERIA

Qualifications, Registrations and Qualities:

ESSENTIAL

Registrations

- Medical Qualification, MBBS or equivalent, which is recognised for registration by AHPRA
- AHPRA medical registration without conditions, undertakings or reprimand.

Experience

- Successful completion of relevant post graduate years (minimum 3 years clinical experience)
- Previous participation in clinical audit cycle and quality improvement

Knowledge, Skills and Behaviours

- Be able to demonstrate strong communication and interpersonal skills with a highly collaborative and consultative approach
- High level written and verbal communication
- Ability to influence and engage a diverse range of stakeholders.
- Willingness to learn, ability to reflect and take on constructive feedback.
- Ability to operate in an environment of change
- Ability to prioritise work, time management and organisation.
- Approachable and ability to work with people from various backgrounds (medical, nursing, allied health, administrative staff)
- Ability to engage clinicians in a medical management issue.

DESIRABLE

- Previous experience in a metropolitan tertiary, research-oriented hospital
- Previous links/clinical experience within Northern Health
- Previous non-clinical contribution within Northern Health
- Previous participation in Northern Health Introduction to Clinical Governance Program

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: