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| Position Description | Sport & Exercise Medicine Registrar | |
| Position title: SEM Registrar | Reports to: Practice Principal |
| Purpose of position  Under supervision from this training practice, this position serves to provide sports and exercise medicine to patients to enable them to maintain performance, rehabilitate sporting injuries and support optimal athlete performance. | |
| Responsibilities | |
| All role responsibilities are supervised by your training practice in accordance with you recognised skill, experience and capability.  Providing good clinical care:   * Providing skilled health assessment, diagnosis and treatment services to patients/clients/athletes. * Ordering diagnostic tests as needed and checking and informing of results in accordance with clinical needs and the practice’s procedures. * Referring patients appropriately to other providers. * Consulting and collaborating with colleagues to provide optimal care. * Documenting all care provided and education/information given to patients within their health record, in accordance with the practice’s procedure.   Maintaining good medical practice:   * Maintaining professional knowledge and standards through continuing medical education and personal professional development. * Maintaining a current cardiopulmonary resuscitation certificate. * Practising sport and exercise medicine in a way that reflects the practice’s values and mission.   Maintaining trust (professional relationships with patients):   * Providing services courteously and respectfully, with regard to the cultural beliefs and needs of patients/clients/athletes. * Responding openly and following up complaints or feedback. * Report and document near misses or mistakes in clinical care to the Supervisor immediately as per the practice policies. * Seek permission from the supervisor prior to participating in any research projects. * During the term of employment and after it has ceased, the Registrar will not use or divulge any information confidential to the Training Practice, pertaining to either patients or business matters and will return all confidential information which may be in their possession to the Training Practice. * The Sport and Exercise Medicine Registrar will advise the Supervisor and the Training Practice of:   + All complaints from patients, either directly or via the insert relevant State authority   + All letters or reports written to the Registrar’s Medical Defence Organisation   + Any correspondence with the Australian Health Practitioner Regulation Agency, Medical Defence Organisation and the Coroner's Office   + Any incident which might adversely impact the Training Practice.   Working collaboratively with colleagues:   * Collaborating with regards to rosters and providing cover to ensure patients’/clients’/athletes’ needs are met. * Working constructively and harmoniously with all staff to ensure patients/clients/athletes receive optimal care. * Involvement in practice quality improvement tasks and activities. * Participating in centre-based audits and activities. * Attending scheduled clinical meetings. * Addressing staff and patient/client/athlete concerns sensitively and in a timely manner. * Developing communication pathways with local medical, specialist, allied and ancillary health providers. * Carrying out all other duties as negotiated.   Maintaining integrity in professional practice:   * Charging for consultations in accordance with the practice’s policy. * Declaring vested interests in services to which you may refer patients/clients/athletes. * Returning telephone calls in a timely manner. * Completing documents in a timely manner. * Participating in practice-based audits. * Demonstrating a working knowledge of practice policy with regards to clinical practice as described in the practice manuals. * Reporting all adverse events or incidents in accordance with professional obligations and practice policy. * Ensuring your immunisation status is kept up to date.   Develop and maintain relationships with:   * SEM colleagues and associates * Practice manager and practice staff * Community and secondary service providers * Sports, athletics and associated organisations * Other key stakeholders identified by the practice | |
| Expected behaviours and personal attributes | |
| * Demonstrate a knowledge of and compliance with all relevant legislation and common law obligations. * Discharge of duty of care during practice including meeting practice standards, and accountability. * Demonstrate knowledge of policies and procedural guidelines that have legal implications (e.g., ensure documentation conforms to legal requirements). * Identify and respond to unsafe practice (e.g., implement interventions to prevent unsafe practice and/or contravention of law). * Demonstrate client-focused approach in service provision with genuine empathy and interest in their needs. * Excellent interpersonal and communication skills (written and verbal) across all ages and social groups. * Always be well-presented, friendly, courteous and obliging. * Represent the practice in a confident and positive manner at all times. * Undertake all duties in a diligent manner, with honesty and integrity, * Maintain absolute confidentiality regarding patient/client/athlete and practice information. * Have a vigilant attitude to accuracy, being prepared to double check as necessary. * Demonstrate an ability to work cooperatively and independently, and the ability to prioritise and organise. * Demonstrate commitment to ongoing professional development. | |
| Education and Qualifications (prior to commencement & maintained throughout) | |
| * Registration as a Medical Practitioner with AHPRA * CPR certificate or Advanced Life Support certificate. * Current medical indemnity insurance. * Current driver’s licence. * ? Any other requirements | |