

MonashHealth

Position Description - Chief Registrar

Job Summary

The Chief Registrars work to enhance communication between junior medical staff (JMS), senior medical staff (SMS), and executive, administrative and clerical staff within their department and at the organisation level.

They act as an advocate for the JMS and promote JMS interests with the organisation's needs and functions.

The Chief Registrars will work closely with the Chief Medical Officer (CMO), Directors of Medical Services (DMS), Program Directors, Deputy Program Directors, Service Directors, Monash Doctors Leadership Committee (MDLC), Junior Medical Staff Advisory and Redesign Committee (JMARC), Monash Doctors Workforce (MDW), Monash Doctors Education (MDE) and Medical Administration Registrar to provide professional leadership and clinical guidance in relation to strategic and operational projects.

Two Registrars who share responsibilities will serve as Co-Chief Registrars.

The Chief Registrars advocate to monitor, review and advise in relation to JMS including:

- The welfare of JMS at Monash Health
- Monash Health's management of JMS
- Clinical systems or risk management issues specific to JMS
- Issues affecting the training, education and supervision of JMS at Monash Health
- Training and education requirements are being met for JMS, that training and education is of a high standard and not being adversely affected by workload

Key Relationships

Internal	External
<ul style="list-style-type: none">• Chief Medical Officer• Directors of Medical Services• Program / Deputy Program / Service Directors• Medical Administration Registrar• Junior Medical Staff Advisory & Redesign Committee• Monash Doctors Leadership Committee• Monash Doctors Workforce• Monash Doctors Education• Innovation & Quality Medical Officer	<ul style="list-style-type: none">• Relevant Medical Colleges• Australian Medical Association• Postgraduate Medical Council of Victoria (PMCV)• Other public health services

Specific Duties & Responsibilities

Communication

- Maintain regular communication with key relationship areas regarding important issues involving JMS
- Maintain regular communication with JMS via various methods, including regular updates in the CMO newsletter
- Attend and/or chair various meetings including (but not limited to):
 - JMARC (Chair): monthly
 - MDLC: monthly
 - Junior Medical Officer Open Forums: monthly across the 5 main campuses
- Accessible and responsive to communication via Monash Health email
- Strive to continually enhance morale and culture within the medical staff
- To receive, consider and address feedback from JMS, on an as needed basis
- To ensure that views from JMS are fed back to JMARC and MDLC where appropriate

Operational

- Liaise with the CMO, DMS, MDW, MDE and the Medical Administration Registrar regarding issues relating to JMS including (but not limited to):
 - Recruitment
 - Rostering & workforce issues
 - JMS workload
 - Operational issues
 - Education & training
 - Monash Care – The Mental Health and Wellbeing Strategy for Monash Doctors
- Continually monitor and critique outcomes from initiatives or action items relating to JMS

Professional

- Participate in projects and other activities which will lead to improvements in clinical governance, innovation and quality projects
- Support project work which required the involvement of a leader with medical expertise
- Support the development and implementation of clinical and related policy, protocols and guidelines which are relevant to medical staff

Qualifications & Job Requirements

- Registrar level or above
- Registrar should not be allocated to any secondments away from Monash Health for >3 months duration