

Title of Position		Classification
Registrar		GPT4
Occupant:	<full name>	

Job Specification

Key Purpose of the role:
The Registrar is employed to, under the supervision of an approved supervisor, promote and improve the sexual health of the community through the provision of quality sexual and reproductive health clinical services. The Registrar also participates in the provision of clinical training.

Direct Reports
<ul style="list-style-type: none"> ▪ Not applicable

Key Relationships/Interactions:	
Internal	<ul style="list-style-type: none"> ▪ Member of the Clinical Services & Community Programs Division ▪ Reports to the Director of Clinical Services ▪ Works under the supervision of an approved supervisor ▪ Works closely with the Clinical Services Team ▪ Works in partnership with all SHINE SA staff
External	<ul style="list-style-type: none"> ▪ Liaises with external health practitioners as required

Work Health & Safety (WHS) Responsibilities/Duties
<p>Individual/worker responsibilities:</p> <ul style="list-style-type: none"> ▪ Responsible for reporting all incidents or 'near misses' that are witnessed. ▪ Responsible for reporting for work in a fit and healthy state to commence duties. ▪ Responsible for not putting self and others at risk as a result of your action, or inaction. ▪ Adhere to all WHS policies and procedures during the course of your work.

Key Results Areas

Key Result Areas	Key Tasks	Performance/Standard Measures
Clinical Service Delivery	<ul style="list-style-type: none"> ▪ The Registrar will provide a high quality clinical service by: <ul style="list-style-type: none"> ▪ Applying Service Delivery Guidelines – Clinical and processes in a manner relevant and appropriate to the client's needs ▪ Managing the variety of presentations which fall within the spectrum of SHINE SA's services after appropriate training ▪ Working within the clinic team, being flexible and accessible to nurses/midwives during a consultation ▪ Performing defined specialised services such as implant insertion/removal and IUD insertion/removal after appropriate training ▪ Referring appropriately within and outside the organisation ▪ Cooperating to maintain standards within the quality assurance program, including self-review and clinical and electronic record audits ▪ Working as a clinical instructing doctor after undertaking appropriate training ▪ Maintaining knowledge of contemporary practice issues and research in relation to sexual and reproductive health ▪ Maintain clinic efficiency by: <ul style="list-style-type: none"> ▪ Complying with conditions of employment ▪ Maintaining appropriate standards of documentation ▪ Rationalising time management by delegation to and cooperation with other team members ▪ Maintaining flexibility to enable clinic lists to run smoothly and accommodate emergencies ▪ Maintain an adequate knowledge base by: <ul style="list-style-type: none"> ▪ Participating in continuing professional development ▪ Identifying and communicating areas for further professional development to the Practice Manager ▪ Maintaining a level and records of professional development as required by the SHINE SA professional portfolio: <ul style="list-style-type: none"> ▪ Attending mandatory in-service programs ▪ Ensuring that all protocols, procedures and circulated literature is read and acted upon 	<ul style="list-style-type: none"> ▪ Clinical role target 30 minute appointments – 5-6patients per session ▪ Undertake all activities in a professional and confidential manner ▪ Respond to internal/external inquiries efficiently, demonstrating exceptional customer services skills ▪ Demonstrate exceptional initiative and problem solving skills ▪ Model exemplary leadership behaviour in line with SHINE SA Values

Person Specification

Selection Criteria: Essential Minimum Requirements

Educational/Vocational Qualifications

- BMBS, MBBS or equivalent
- Full current registration as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA)
- FPAA Certificate in Reproductive and Sexual Health for Doctors
- Vocationally registered
- Competence in contraceptive implant insertion and removal or guarantee to complete within 6 months
- Unrestricted provider number

Personal Abilities/Aptitudes/Skills

- Demonstrate values and attitudes towards sexual orientation, gender identity and intersex status which are consistent with SHine SA's Strategic Directions and policy
- Work towards the achievement of organisational goals
- Work effectively as a member of the clinical team and contribute to the development and achievement of team goals
- Communicate effectively
- Problem solve and manage conflict constructively
- Determine personal and professional development goals
- Demonstrate basic computer skills including email and internet

Experience

- Provision of sexual and reproductive health clinical services
- Broad based clinical experience
- Working in a multidisciplinary team
- Working with SHINE SA's communities of interest and priority populations

Knowledge

- Knowledge of contemporary medical education methodologies.
- Knowledge of and commitment to the principles of:
 - Interculturalism
 - Equal opportunity
 - Work health and safety
 - Effective consumer services
 - Social justice and equity
 - Reconciliation
- Knowledge of Sexual Health issues
- Understanding SHINE SA's service delivery, professional practice and communities of interest
- Government policy and program context and a commitment to the Strategic Directions of SHINE SA.

Desirable Characteristics

Educational/Vocational Qualifications

- Post graduate sexual and reproductive health qualifications, eg. Diploma in Obstetrics and Gynaecology, S100 HIV Prescriber
- Previous teaching experience

- Competence in IUD insertion
- Research skills

Personal Abilities/Aptitudes/Skills

- Ability to use electronic medical records

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IT & Records Manager

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Personnel File

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Job and Person Specification Approval

**Division Manager
Signature & Date**

____ / ____ / ____

Print Name

**Employee Signature
& Date**

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Print Name

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