



Retrieval Registrar

POSITION DETAILS	
Employment Type	AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026
Division / Department	Specialist Operations and Coordination /Complex Care
Reports To	Clinical Lead
Direct Reports	No
AV Capability Framework	Tactical Execution / Tactical Delivery
ROLE PURPOSE	
Provide for the safe and effective acute inter-hospital transfer of critically ill patients from the receiving hospital to the destination hospital including clinical management enroute.	

AV Purpose

Our purpose is to bring world leading, patient-focused, out of hospital, mobile and emergency healthcare to the Victorian community.

Patient Care Commitment

We save and improve lives by providing outstanding care for our patients. Our Patient Care Commitment is our promise to every patient and sits at the heart of everything we do: We strive to provide care that is Caring, Safe, Effective and Connected for every patient, every time.

AV Values

- **Care:** We care in ways that nurture trust and collaboration.
- **Accountability:** We are accountable in our roles and to each other.
- **Respect:** We are respectful and consciously inclusive.
- **Excellence:** We strive to be our best for our people, patients and communities.

Key accountabilities

ELEMENT	ACCOUNTABILITIES
OPERATIONAL PERFORMANCE	<ul style="list-style-type: none"> • Respond as required to assist in the transport of critically ill patients between hospitals in accordance with policies and procedures. • Communicate and coordinate effectively with the receiving unit at the destination hospital in regard to the patient's condition. • Ensure that accurate and relevant patient documentation is recorded during the retrieval mission and that appropriate documentation relating to each retrieval is completed and returned to ARV in accordance with ARV policies and procedures.



	<ul style="list-style-type: none"> Develop and maintain positive relationships with various stakeholders to assist in the delivery of a safe and seamless service to the community. Attend quality and staff meetings as required.
QUALITY AND PATIENT EXPERIENCE	<ul style="list-style-type: none"> Comply with hospital and AV policies and procedures when in those working environments. Participate in quality improvement activities as required (including immediate reporting of any adverse events to the Director ARV).
COMMUNITY/ STAKEHOLDER ENGAGEMENT	<ul style="list-style-type: none"> Professionally represent AV to diverse community groups in daily activity.
HEALTH SAFETY AND WELLBEING	<ul style="list-style-type: none"> Identify and correct conditions that affect patient/self/colleague safety. Uphold safety standards. Report hazards or incidents as a priority to relevant manager.
PEOPLE LEADERSHIP	<ul style="list-style-type: none"> Attend training and/or orientation courses and sessions as required to effectively perform the required role (e.g., equipment familiarisation sessions).

Key selection criteria

QUALIFICATION

- Legally qualified medical practitioner registered in the State of Victoria.
- Appropriate status as an advanced trainee of good standing in emergency medicine, anaesthesia, or intensive care medicine.
- Trainees in the Australasian College of Rural and Remote Medicine would be considered on a case by case basis.

ROLE SPECIFIC REQUIREMENTS

- Experience in the specialist training program such that the practitioner is highly competent, in the final phase of training, capable of relatively independent management of critical care patients, including advanced airway and other critical care interventional procedures.
- Previous experience in the field of medical retrieval is desirable.
- Interpersonal and influencing skills to ensure style and techniques are appropriate to gain the cooperation of others at all levels within the health industry.
- Ability to operate under pressure in a stressful environment and appropriately handle information of a highly sensitive nature.
- Problem solving skills to enable the identification of problems, analysis of options and appropriate resolution within the required time frame.
- Required to possess a current Victorian Driver Licence.

Important information


- AV is an Equal Employment Opportunity (EEO) employer. All employees must understand, support and adhere to the principles covered in the Professional Conduct policy (POL/PAC/002) and the Recruitment and Selection policy (POL/PAC/028).



- AV provides a professional working environment that recognises the importance of flexible work arrangements and work/life balance.
- Applicants must be an Australian Citizen, Permanent Resident, or hold a valid work permit or visa.
- The preferred candidate will be required to undergo security checks such as police record and if applicable, Working with Children Check (WWCC).
- The successful candidate will be employed pursuant to Ambulance Victoria policies and procedures along with the relevant Industrial Agreement.
- AV is a state-wide organisation and provides a state-wide service to the community. The successful candidate will be willing to travel throughout Metropolitan Melbourne and Regional Victoria as required.
- The position description is indicative of the initial expectation of the role and subject to changes to organisational goals and priorities, activities or focus of the job.
- Recipients of Victorian Public Sector (VPS) departure packages should note that re-employment restrictions apply.
- By applying for this position within Ambulance Victoria (AV), you agree to undertake an assessment of any Secondary Employment or outside interests, in line with AV's Secondary Employment procedure (PRO/PAC/078). This is required to ensure there is no perceived or actual conflict of interest for AV should you be successful and commence in the new role.

Privacy notification

Ambulance Victoria requires declarations and personal information relevant to your employment. The collection and handling of the information will be consistent with the requirements of the Privacy and Data Protection Act 2014.

AUTHORISATION	
	
Director Adult Retrieval Victoria Date: 26/2/25	Organisation Design Team Date: 28/02/2025

