



POSITION DESCRIPTION -VPS

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|-----------------------------|--|-------------------------------|----------------------------------|
| Position Title | Forensic Medical Registrar | | |
| Department / Service | Clinical Forensic Medicine / Forensic Medical Services | | |
| Position Number | Multiple | Classification / Grade | Medical Practitioners Award 2020 |
| Employment Status | Fixed Term | Engagement Status | Full-Time |
| Position reports to | Head, Clinical Forensic Medicine | | |
| Date Reviewed | April 2024 | | |

Context

The Victorian Institute of Forensic Medicine (VIFM) is an independent statutory authority governed by the *Victorian Institute of Forensic Medicine Act 1985* (the VIFM Act). It is part of the Justice portfolio of the Victorian Government.

The work of the VIFM can be described as a cycle of three parts:

- Providing forensic medical and scientific services and tissue banking
- Learning from this work
- Researching and teaching.

The VIFM Act creates a joint position of Director of the VIFM and Professor of the Department of Forensic Medicine (DFM) at Monash University. The Director/Professor is responsible for the strategic direction and activities of the DFM, which is housed at the VIFM and operates under the governance of the Monash University Faculty of Medicine, Nursing and Health Sciences.

This position sits within Forensic Services which includes the departments of Forensic Pathology, Forensic Sciences and Clinical Forensic Medicine. Forensic Pathology encompasses Human Identification, Forensic Technical Services and Coronial Admissions and Enquiries.

Role Description

The primary focus of this position is to support the efficient and effective functioning of the division of Clinical Forensic Medicine, providing an informed, impartial and competent forensic service to the Victoria Police, the Courts and Office of Public Prosecutions, the Coroner, and the legal profession.

The Forensic Medical Registrar provides authoritative professional advice and assistance on medical and medico-legal matters to these Government agencies, works as a member of a close knit, highly motivated team of and interacts with a wide spectrum of other doctors, scientists, legal practitioners and other professionals as well as the police and members of the public. The role involves service provision at a variety of sites across metropolitan Melbourne and rural Victoria.

Duties

- Participate in the provision of a 24-hour forensic medicine service to Victoria Police including (but not necessarily limited to) the:
 - Examination of adult victims of physical and sexual assault
 - Examination of adult victims of domestic violence
 - Assessment of police detainees for fitness to be interviewed
 - Assessment of police detainees for physical injuries
 - Collection of biological specimens



- Forensic photography
 - Preparation of medico-legal reports and statements
 - Provision of advice to police and others regarding clinical forensic matters
 - Provide expert medico-legal opinions to the police, Office of Public Prosecutions and other legal professions.
 - Prepare and present to the courts on evidence derived from examinations and/or expert opinions.
- Provide prompt, courteous, timely and professional clinical forensic medicine services that take full regard of the needs of the patient, as well as the justice system and issues of privacy, confidentiality and security as per VIFM policies.
 - Comply with and actively participate in the Institute's quality programs and activities to ensure a reliable high-quality forensic service.
 - Contribute to the Institute and the wider medical and scientific community by undertaking research, teaching and other academic activities.
 - Be aware of and comply with legislation and literature relevant to the duties of a forensic medical officer.
 - Comply with the occupational health and safety procedures of the Institute.

Selection Criteria

Key Selection Criteria

- MBBS or equivalent.
- Demonstrated commitment to professional development and continuous improvement.
- Understanding of privacy, confidentiality, security and the principles of bioethics in the medico-legal context.
- Good communication and interpersonal skills.
- Ability to work in a team.
- Ability to work across a wide range of sites and a rotating roster of day, afternoon and night shifts (including weekends).
- Current Victorian Driver licence.
- Current Police and Working with Children Checks (or ability to obtain).

Information about the semester

Supervision

- Registrars receive orientation to the clinical and administrative aspects of the work and are supervised in their caseload and report writing duties.
- A Senior Forensic Physician is available in the office for advice to the registrar during normal office hours and is on call after hours for advice and back-up. Registrars are encouraged to seek advice at any time.

Ongoing Education

- Formal and informal teaching opportunities are available every week, including involvement in clinicopathology sessions, lectures on a range of medical, legal and social topics.
- Depending on the needs of the individual, other specific training is also available on a range of topics, for example, clinical photography, computer skills, and emergency medicine.

Time Commitment

- Registrars employed with the Clinical Forensic Medicine Unit will work on a rotating roster of day shifts, evening shifts, and overnight shifts (including weekends) with an average roster of 38 hours per week (plus protected training time).



- There may be occasions of un-rostered overtime due to the need to remain on duty for clinical need or when the VIFM needs require. All un-rostered overtime should be pre-approved. It is expected occurrences will be infrequent.

Learning Outcomes

At the end of this rotation, Registrars should be able to:

- Diagnose acute medical problems in the forensic setting.
- Confidently recognise and manage victims of family violence, sexual assault, physical violence.
- Identify and manage psychiatric or drug and alcohol-related presentations in the forensic setting.
- Document injuries and assist in the determination of their likely cause.
- Collect forensic specimens in a manner which safeguards the potential use of results in court.
- Provide STI prophylaxis, emergency contraception, counselling and advice.
- Prepare medico-legal reports.
- Identify issues in custodial medicine.
- Be versed in assessing fitness to drive.
- Be skilled at presenting evidence in court.

Understand the application of medicine in the legal system.

Additional Employment Terms and Conditions

Health Practitioner Registration

It is agreed by you that you will maintain your registration as a Medical Practitioner with AHPRA. In the event that your registration lapses or changes that you will immediately advise the VIFM's Human Resources Department.

Driver Licence

It is agreed by you that you will maintain a current Victorian Driver licence.

Occupational Health and Safety

The VIFM is committed to providing a safe and healthy environment for staff. In accordance with this commitment all employees will be required to:

- Comply with all OHS Management System, policies and procedure requirements and take reasonable care to protect their own health and safety and the health and safety of others in the workplace.
- Self-monitor your personal wellbeing in accordance with VIFM's Occupational Health and Safety Management System.
- Comply with the VIFM Policy and Work Instructions for Identifying and Managing Fatigue Related Risk.
- Immediately report any incidents, hazards or near misses to the relevant Manager/Supervisor and actively participate in hazard elimination where required.
- Co-operate with the employer (i.e. the VIFM) on health and safety matters.
- Correctly use personal protective equipment and clothing in accordance with training provided.
- Correctly and safely use equipment in accordance with the manufacturer's specification and its intended purpose.
- Report hazards and near misses as soon as practicable.
- Report all work-related injuries and incidents which may result in harm to health.
- Attend relevant OHS related training provided.

Due to the nature of the work that VIFM undertakes, staff may be exposed to content and concepts of a graphical nature, such as forensic material, descriptions, images, medical reports, and/or mortuary and laboratory equipment and environments, and are encouraged to monitor their wellbeing in line with VIFM's *Occupational Health and Safety Guide* and *Guide to Debriefing*.

Vaccinations

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Doc ID: FR-27-0105-1.2

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Effective Date: 2/02/2021

Authoriser:Senior HR Consultant

Next Review Date: 02/02/2023

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Your employment is subject to the provision of current immunisation, in line with the requirements of your role. It is agreed by you that you will achieve and maintain vaccination currency in line with the VIFM's policies and service requirements (including Hep B)..

Pre-existing illness or injury declaration

You will need to disclose any pre-existing illness or injury that you know about which could be reasonably foreseen to be affected by the described work duties, If you fail to disclose such a condition, if employed, you will not be paid compensation for that condition in accordance with s.82 (7) of the *Accident Compensation Act 1985*.

VIFM Policies and Procedures

It is agreed by you that you will be familiar with and abide by VIFM's policies, which are accessed via the intranet and VIFM's electronic quality management system (Paradigm).

Records Management

Become aware of and comply with the VIFM's records management policy.

Confidentiality and Personal Information

It is agreed by you that you will sign a confidentiality agreement and declare other personal information relevant to your employment. The VIFM will comply with the *Privacy and Data Protection Act 2014* in the way it collects and handles this information.

Conduct in accordance with VIFM Values and the Victorian Public Sector

It is agreed by you that you will act in accordance with VIFM Values and the Victorian Public Sector (VPS) Code of Conduct. The Values can be found at <https://www.vifm.org/about-us/governance/aim-purpose-values/> and the VPS Code of Conduct can be found at <https://vpsc.vic.gov.au/resources/code-of-conduct-for-employees/>. A contravention of the VPS Code may constitute misconduct.

Criminal Record and Working with Children Check

Your employment is subject to the completion of a satisfactory criminal history check and a valid employee Victorian Working with Children Check card (or ability to obtain).

It is agreed by you that you will immediately inform your manager if you are charged with a criminal offence, which is punishable by imprisonment, or if found guilty, could reasonably be seen to affect your ability to meet the inherent requirements of the work you are engaged to perform. Your manager will discuss any such disclosure confidentially with the Manager, Human Resources & Organisational Development, or their delegate, to ensure the disclosure is dealt with appropriately.

Annual Performance Development Plan

It is agreed by you that you will participate in the annual Nexus Performance Development Plan cycle.

Copyright

It is agreed by you that reports, journal articles, the VIFM case management systems and other documents and images created in the course of employment at the VIFM are copyright works that belong to the VIFM.

As the VIFM evolves to meet changing needs, so will the roles required of its staff. Accordingly, staff and applicants should be aware that this document might not necessarily represent the full role that the staff member will perform in the long term. This document is intended to provide an overview of the role.

Child Safe Statement of Commitment

The Victorian Institute Forensic Medicine is committed to the safety and wellbeing of children and young people. We seek to prevent harm of any kind impacting children and young people and have zero tolerance for racism, child abuse and inequality. Children and young people's rights, relationships, identity, and culture must be recognised and respected, their voices heard, and their concerns acted upon. We aim to foster a culturally safe, child safe and child friendly environment for all children and young people we have contact with, deliver services to, or are impacted by our work.

Pre-Employment Checks



All appointments to the Victorian Institute of Forensic Medicine are subject to reference checks, pre-employment misconduct screening and criminal record checks. Some positions may also be subject to a Declaration of Private Interests, medical checks, and/or 'Working with Children Check.'

Authorisation and Acceptance

Manager Authorisation

| | | | |
|--------------|--------------|-------------------------------|----------------|
| Manager Name | Dr Kean Kuan | <i>Kean Kuan</i> Signature | 2/5/24 Date |
|--------------|--------------|-------------------------------|----------------|

Employee Acceptance

| | | | |
|---------------|--|-----------|------|
| Employee Name | | Signature | Date |
|---------------|--|-----------|------|