

Position Title:	Advance Diploma of Obstetric GP Registrar		
Department:	Medical division	Cost Centre:	P0874
Enterprise Agreement:	AMA Victoria – Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2018 - 2021		
Classification	Commensurate with experience		
Reports To:	Clinically – Obstetricians and Gynaecologists Administratively – Medical Workforce Manager		
Infection Control Risk Category:	A		

Primary Purpose

The Advanced Diploma of Obstetrics and Gynaecology GP Registrar position has been created to provide broad Obstetrics and Gynaecology experience in a rural setting to enable the completion of basic DRANZCOG training requirements. The GP Registrar will closely liaise with the Obstetrics and Gynaecology Registrar, the Specialist and General Practitioner Supervisors and the local Obstetricians and Gynaecologists

Accountabilities and Key Results Areas

CLINICAL DUTIES:

1. Wards:

To assist in the management of all public inpatients of the VMOs listed above. This includes admission, ongoing management, discharge planning and completion of discharge summaries. All discharge summaries are to be completed within 7 days of discharge of the patient. Involvement with private patients will be as per agreement with the patient and the VMO concerned. The O&G HMO when on duty will act as the Admitting Officer for public O&G patients.

2. Theatre:

To assist in the operative management of public inpatients of the VMOs listed above, including the performance of procedures under guidance and as per agreement of the VMOs. Assistance in the operative management of private patients will be as per agreement of the patient and the VMO concerned.

3. Labour Ward:

To assist in the obstetric management of public inpatients of the VMOs listed above, including the performance of obstetric procedures and deliveries under the guidance and as per agreement of the VMOs. Assistance in the obstetric management of private patients will be as per agreement of the patient and VMO concerned.

4. Antenatal Clinic:

Attend the antenatal clinic in the specialist VMOs private rooms and act under the guidance of the VMOs listed above.

5. Emergency Department:

Attend the Emergency Department and assist in the management of obstetric and gynaecological cases as requested by the Emergency Department Hospital Medical Officer/ Registrar or the Director of Emergency Services.

6. Assistance in other Areas:

Whilst it is recognised that O&G duties are the core role of the O&G HMO, under extraordinary circumstances the Director of Medical Services or delegate may request short-term clinical assistance in other areas.

7. Attendance at the VMOs Private Practice:

Attendance at the private practice of the VMOs (upon invitation by the VMOs) is acceptable provided it is part of the DRANZCOG training program and appropriate availability to South West Healthcare is maintained (when on duty or on call).

8. On Call:

The O & G GP Registrar will be available to participate in a general on call roster to provide overnight support to the Emergency Department and the Maternity Unit. While on call they must be immediately contactable and their whereabouts must be known at all times by the Switchboard.

OTHER DUTIES:

1. Quality Management:

The GP Registrar will participate in relevant Quality Improvement activities/clinical audit activities of the O&G Department.

2. Education:

The GP Registrar will participate in the educational activities of South West Healthcare, in particular being involved in activities arranged by the O&G VMOs.

3. Policy and Procedures:

It is expected that the GP Registrar will become familiar with relevant South West Healthcare policies and procedures (such as Infection Control, needlestick and sharps accidents, Admission and Discharge and Confidentiality). These will be introduced at orientation and manuals, which are available in the hospital intranet, should be referred to as necessary. (Refer also to the "generic responsibilities" section of this position description).

4. External Displan:

The GP Registrar will act under the instruction of the Director of Medical Services or delegate during any activation of the South West Healthcare External Displan.

ASSESSMENT:

By the VMOs listed above and by the nominated Specialist and General Practitioner Obstetrician Supervisors in accordance with Basic DRANZCOG training guidelines.

Generic Responsibilities and Accountabilities

Comply with all relevant legislative requirements, organisational policies, by-laws, standing orders, vision or mission statements and values including, but not restricted to:

- Infection Control policies
- Confidentiality policy and privacy legislation
- Occupational Health and Safety policies and regulations
- Guidelines of the State Services Authority including the public sector
- Employment principles and Code of Conduct
- Fire, disaster and other emergency procedures
- Smoke Free Campus policy
- Risk Management policies and guidelines
- Consumer Participation Strategy

Attend orientation/induction or other mandatory training and relevant Health Safety updates in areas such as Fire, Emergency Responses and Manual Handling

Current Immunisation status in alignment with South West Healthcare's Immunisation policy
Promote the organisation in a positive manner

Participate as a cohesive member of the health care team

Respect the rights of individuals

Provide a child safe environment

Participate in Continuous Quality Improvement within the organisation

Accept responsibility for your own personal belongings

Respect and appropriately care for the organisation's property and equipment

Participate in an Annual staff Development Review

Key Relationships	
Internal:	Clinical staff, Pharmacists, Administrative staff
External:	General Practitioners, external specialists
Position Impact	
Direct Reports:	Supervision of JMO's
Budget:	N/A
Selection Criteria:	
<ol style="list-style-type: none"> 1. Holds a current Registration Certificate of the Medical Practitioners Board of Australia. 2. Has sufficient previous general clinical experience to support the requirements associated with basic DRANZCOG training 3. Demonstrates an appropriate level of clinical knowledge and skills. 4. Is committed to providing safe, high quality patient care. 5. Is committed to working in an interdisciplinary team including seeking advice when necessary. 6. Has a commitment to ongoing learning and self-development 	
Approvals	
Employee Signature:	Date:
Manager's Signature:	Date: