

Position Description

POSITION TITLE: Rural Generalist Advanced Registrar in Obstetrics & Gynaecology	DIVISION: Women's and Children's Directorate
REPORTS TO: Operationally - Director Medical Workforce Professionally – Director of Obstetrics & Gynaecology	DIRECT REPORTS: Nil
ENTERPRISE AGREEMENT: AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2018-2021	CLASSIFICATION: HM25-HM30
APPROVED: Director of Obstetrics & Gynaecology	APPROVAL DATE: May 2021
PRIMARY OBJECTIVE:	
To provide safe and effective supervised clinical management of patients within the Women's Services division. This includes but is not limited to assessment, admission, management, investigation and discharge.	
PRIORITIES	VALUES
<p>OUR VISION</p> <p><i>BY 2050, EVERYONE IN OUR COMMUNITY ENJOYS THE BEST HEALTH AND WELLBEING IN VICTORIA.</i></p> <p>OUR PURPOSE</p> <p><i>PROVIDE BEST CARE, EVERY PERSON, EVERY DAY, SO THAT EVERYONE FEELS BETTER.</i></p> <p>Strategic Priority 1: Deliver Best Care</p> <p>Strategic Priority 2: Invest to improve</p> <p>Strategic Priority 3: Ensure Our Future</p>	<p>RESPECT We RESPECT the people we connect with</p> <p>COMPASSION We show COMPASSION for the people we care for and work with</p> <p>COMMITMENT We are COMMITTED to quality and excellence in everything we do</p> <p>ACCOUNTABILITY We take ACCOUNTABILITY for what we do</p> <p>INNOVATION We drive INNOVATION for better care</p>



POSITION DIMENSION & DECISION MAKING AUTHORITY:		KEY COMMUNICATION CONTACTS (INFORMED):	
Without referral to Manager (RESPONSIBLE) <ul style="list-style-type: none"> Management of normal and abnormal pregnancy, labour, birth and the puerperium. Daily ward rounds of all acute inpatients. Attendance at outpatient antenatal and gynaecology clinics. Review and management of patients referred from other specialties, including emergency cases in the Department of Emergency Medicine. Attendance at operating theatre and procedural sessions. Participation in the discharge planning process. Participation in after-hours shifts as rostered (all registrar rosters include night shifts, and may include on call/recall). Supervision of residents, junior doctors and medical students Participation in the unit's internal education programme. Contribution to clinical audit and research. After Consultation with Manager or others (CONSULTED) <ul style="list-style-type: none"> Clinical matters that are at variance with Barwon Health policies and procedures Referred to Managers or others (CONSULTED) <ul style="list-style-type: none"> Any duties outside of delegation limits 		Purpose/Frequency of Contact	Contact/Organisation
		Daily	Directorate Clinical Director Director of Obstetrics & Gynaecology Directorate Co-Director Operations Administration Staff Doctors/Medical Staff Nursing Staff Allied Health Staff Ancillary Staff
		As required	Department of Health Other healthcare providers Patients Families Carers General public

KEY ACCOUNTABILITIES:		
Key Result Area	Major Activities	Performance Measures
Obstetric Management	<ul style="list-style-type: none"> Manages normal and abnormal pregnancy and labour, including complications. Assesses pregnant women by physical examination including speculum examination, bimanual pelvic examination and ultrasound examination. Assesses progress in labour by physical (including vaginal) examination. Performs obstetric procedures including: application of scalp electrode, CTG interpretation, rupture of membranes, instrumental delivery and caesarean section, episiotomy and perineal repair. Undertakes where required, a speculum examination (both Sims and Duckbill), bimanual pelvic examination, or smear test. Manages an oxytocic infusion in labour and demonstrates understanding of any indications and contraindications. 	<ul style="list-style-type: none"> Patient satisfaction Organisational feedback and annual professional development review



	<ul style="list-style-type: none"> • Manages the third stage of labour including operative procedures where required. • Manages obstetric emergencies including but not limited to management of preeclampsia, fetal distress, instrumental delivery, postpartum haemorrhage • Undertakes neonatal resuscitation when required (Re-accreditation available). • Manages the puerperium and its complications. • Awareness and management of the emotional and social effects of pregnancy 	
Gynaecology Management	<ul style="list-style-type: none"> • Completes daily ward rounds and patient review as required. • Undertakes where required, a gynaecological examination including speculum examination, bimanual pelvic examination, and PAP smear testing. • Provides management of acute emergency gynaecology including menorrhagia, ectopic pregnancy and incomplete miscarriage. • Provides inpatient post-operative management following gynaecological surgery. • Provides outpatient assessment and management of patient with gynaecological concerns. 	<ul style="list-style-type: none"> • Patient satisfaction • Organisational feedback and annual professional development review
Legislation / Regulations	<ul style="list-style-type: none"> • Demonstrates knowledge of the legislation/regulations applicable to the role • Provides legible, concise, accurate and signed clinical notes as per ACHS and relevant professional college standards, associated with all patient contact. • Follows Barwon Health guidelines/policies regarding Multidisciplinary care pathways, clinical unit policy, prescribing guidelines to assist with delivery of efficient/effective healthcare. • Understands the application of National Safety and Quality Standards to ensure compliance with applicable regulatory bodies is maintained 	<ul style="list-style-type: none"> • Evidence of documentation • Demonstrated adherence to Barwon Health policy and procedures and other applicable regulation/ legislation. • Adherence to National Quality and Safety Standards
Audit / peer reviews	<ul style="list-style-type: none"> • Regular clinical unit audit and morbidity/mortality reviews – sanctioned by consultant staff • Quarterly assessment of performance 	<ul style="list-style-type: none"> • Evidence of attendance and presentation • Evidence of documentation
Safety and Quality	<ul style="list-style-type: none"> • Promoting continuous quality improvement activities • Reporting clinical incidents, case reviews, root cause analysis and complaints as required. 	<ul style="list-style-type: none"> • Service adherence to clinical quality standards - the Standards and ACHS Standards.
Information Management	<ul style="list-style-type: none"> • Displays and promotes correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained 	<ul style="list-style-type: none"> • Documentation audits



	<ul style="list-style-type: none"> Abide by the Organisation's requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department Ensure patient information is accurate and only released in line with the Health Records Act requirements 	
Occupational Health and Safety	<ul style="list-style-type: none"> Be familiar with and ensure that all appropriate actions are taken to implement OHS policies and procedures and that legislative requirements are met within the service Report any incidents or potential hazards in accordance with Barwon Health policies and procedures including effective reporting via RiskMan Assist in the planning, development and implementation of OHS measures Demonstrates a commitment to health and safety in line with Barwon Health OHS policies, procedures, training requirements and legislative/regulatory requirements, driving a high standard for others to follow Investigates OHS incidents and hazards involving direct reports and implements controls to reduce future risk Supports the Injury Management/Return to Work process for any direct reports who sustain a work related injury or illness Performs the role of area/department emergency warden if designated as the area/department person in charge 	<ul style="list-style-type: none"> Evidence via line management records of compliance with OHS policies and procedures Participation in team meetings where key OHS issues are discussed and resolved Evidence of hazard and incident reporting using RiskMan, and of OHS investigations occurring when a work related injury/illness has been sustained by a direct report/team member Evidence of participating in the Injury Management/Return to Work process when a work related injury/illness affects a direct report/team member Maintains compliance with mandatory OHS training requirements for both self and team
Other duties	<ul style="list-style-type: none"> Exhibits a commitment to the Barwon Health's values including team based above and below the line behaviours Undertake special projects or reports required by the Manager on a wide range of issues Report all incidents through the incident management system Practice in accordance with the relevant health care or industry standards Demonstrate an understanding of appropriate behaviours when engaging with children Complete mandatory training and education Comply with relevant Barwon Health policies and procedures Participate in quality improvement activities 	<ul style="list-style-type: none"> Barwon Health values modelled at all times Professional Development Review Demonstrated use of incident management system Adherence to applicable health care or industry standards Demonstrated completion of mandatory training Adherence with Barwon Health policies and procedures Adherence with Child Safe Standards Active participation in required quality improvement activities



	<ul style="list-style-type: none">• Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness	
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KEY SELECTION CRITERIA – LEADERSHIP CAPABILITY FRAMEWORK: Leadership Capabilities - Leading Self			
AWARENESS OF SELF	COMMUNICATE	RELATIONSHIPS	RESULTS
Builds and maintains resilience: <ul style="list-style-type: none"> Monitors own emotional reactions when under pressure Focuses on the positives in difficult situations Bounces back from setbacks 	Communicates clearly: <ul style="list-style-type: none"> Obtains and provides accurate information to consumers and colleagues utilising principles of Health Literacy Has the courage to respectfully have 'difficult' conversations Discusses issues thoughtfully without getting aggressive 	Works in teams: <ul style="list-style-type: none"> Works cooperatively with others to achieve shared objectives Contributes to maintaining an environment of trust 	Supports a shared purpose: <ul style="list-style-type: none"> Understands <u>Barwon Health's mission, vision and values</u> and can explain how they are relevant to work Holds self and others responsible for achieving results
Demonstrates commitment to personal development: <ul style="list-style-type: none"> Evaluates own strengths and areas for development Seeks feedback from others on own performance and development Seeks development opportunities 	Listens, understands and adapt to others: <ul style="list-style-type: none"> Listens actively to others Focuses on gaining a clear understanding of others' comments by asking clarifying questions and reflecting back 	Develops others: <ul style="list-style-type: none"> Recognises and praises others for their contributions and accomplishments Provides respectful and timely feedback to others 	Displays openness to change: <ul style="list-style-type: none"> Responds in a positive and flexible manner to change and uncertainty Listens with an open mind to others when they propose new solutions and different ways of doing things
Exemplifies personal integrity and professionalism: <ul style="list-style-type: none"> Acts in alignment with the <u>Barwon Health Values and Code of Conduct</u> at all times Reports instances where the behaviours of others are inconsistent with the <u>Barwon Health Values and Code of Conduct</u> 	Influences positive outcomes: <ul style="list-style-type: none"> Provides ideas and information to individuals and in group discussions, in keeping with the <u>Barwon Health Values</u> 	Values individual differences and diversity: <ul style="list-style-type: none"> Recognises the positive benefits of diversity Is sensitive to culture norms and expectations Puts themselves in others' shoes to accept and value different perspectives 	Takes accountability for achieving quality and excellence: <ul style="list-style-type: none"> Establishes and maintains effective consumer relationships Sets SMART (Specific, Measureable, Agreed Upon, Realistic, Time-based) goals, strives to meet and exceed goals, reports on progress Shows initiative



KEY SELECTION CRITERIA - SPECIALIST KNOWLEDGE:**QUALIFICATIONS AND EXPERIENCE –****ESSENTIAL:**

- Eligibility for registration as a Medical Practitioner in Victoria, either General or Specific linked to a specific professional college training program
- Appointment to this position requires proof of qualification and/or registration with the appropriate registration authority, including any necessary endorsements, to be provided prior to commencement of duty
- Participate in night / day rostering
- Ability to work in a cohesive team

DESIRABLE:

- Demonstrated significant prevocational postgraduate experience in Obstetrics and Gynaecology.
- Well-developed interpersonal skills
- Demonstrated sound theoretical knowledge and practical skills, in addition to the ethical behaviour required of medical practitioners

