

POSITION STATEMENT



Position Title: 2021 Advanced Diploma Obstetrics GP Trainee
(Suitable for attainment of Advanced Diploma [DRAZNCOG Advanced])

Directorate: Acute Operations

Department: Women's and Children's Services - Obstetrics & Gynaecology

Reporting to:

- Direct: Clinical Director O&G
- Indirect: Chief Medical Officer

Direct Reports: nil

Appointment Terms/Conditions

- Classification and Code: HM25-30
- Award Coverage: Doctors in Training Agreement
- Time Fraction (hrs/wk): Full Time, 86 hours a fortnight

ORGANISATIONAL INFORMATION

Vision

Excellence in health care.
Our patients / Our Staff / Our community

Mission

Ballarat Health Services' primary role is to deliver quality care to the communities we serve by providing safe, accessible and integrated health services resulting in positive experiences and outcomes.

Values	
Teamwork We commit to common goals based on open and honest communication while showing concern and support for all. We are dedicated to working together for common interests and responsibilities.	Respect We acknowledge everyone's unique strengths and values diversity. We operate in a spirit of co-operation and honour human dignity.
Accountability We personally commit to delivering our best, taking responsibility for all of our decisions and actions	Compassion We treat people with kindness and empathy. We care about our patients, our people and our community.

POSITION PURPOSE

This role is that of the Registrar in Obstetrics and Gynaecology. It is to provide clinical support to the service across all elements of patient care and to enable the individual to progress their training in Obstetrics and Gynaecology.

Responsible for:

- Clinical management of O&G patients at both outpatient and inpatient levels and the supervision of and adequate documentation of their clinical care. This will be under the supervision of Consultant staff.
- Attendance at ante-natal and gynaecology outpatients and labour ward as rostered.
- Effective liaison with midwifery and other nursing staff to ensure a high standard of clinical care.
- Provide assistance at theatre as required for Gynaecology and Obstetric patients; and undertake surgical procedures under supervision.
- Initiate, implement and monitor management of patients under direct Consultant supervision, incorporating the appropriate testing and investigation.
- Thoroughly and promptly correlate and record in the medical record the information obtained from its various sources, in an appropriate and ongoing manner, from the initial assessment, treatment, clinical progress and investigations, and to succinctly record this in discharge summary at the time of discharge.
- Foster rapport and good communications using appropriate language, written or verbal, with the patient and other parties as required, including contact with the usual General Practitioner.
- Counsel and support patients and their families as required.
- Fulfil duties as outlined in the Duty Roster of the post undertaken.
- Participation in the Registrar on call Roster after hours/weekends in approximately 1:5 ratio of oncall, when skills are clinically appropriate for this, after a period of supervision within the unit.
- As a representative of the Hospital and the Medical Profession, present an appearance and demeanour of professionalism at all times.
- Continually update and extend personal medical knowledge and skills, regularly attend Clinical Meetings and remain familiar with current medical literature.
- Participate in Divisional/Department/Unit Quality Improvement activities.

Goals and Objectives

- Consolidate competency in the management of labour and peri-partum care.
- Demonstrate competency in more complex antenatal care delivery with the competency to detect abnormalities and high risk factors and to deal with appropriately.
- Consolidate ability to detect early warning signs of abnormal obstetric situations during labour, including competency in analysing partograms, cardiotocographs, and parameters of labour.
- Demonstrate safe prescribing of medications associated with practice on an Obstetric and Gynaecology unit, with particular emphasis on the safe use of medicines that may have a negative impact on the unborn.
- Present a concise and cohesive overview of a patient's management, focussing on the relevant issues and drawing together salient findings. This includes the ability to be able to present effectively over the telephone to Consultants for advice.
- Maintain networks with the various health professionals in the management of each patient and play an active role in the multi disciplinary Health Care Team. This also includes health services available outside of the Hospital, especially those GPs for patients having Shared Care models of care.
- Write a concise discharge summary and plan for the patient's ongoing care in their community.
- Ballarat Health Services commits to the successful applicant support toward the attainment of the Advanced Diploma of Obstetrics and Gynaecology (DRANZCOG Advanced [as defined in Royal Australian & New Zealand College of Obstetricians and Gynaecologists Certification of Women's Health, DRANZCOG and DRANZCOG Advanced Curricula: A Framework to guide the training and practice of General Practitioners in Women's Health, 2nd edition]). Whereby the successful applicant

will be provided opportunities to attain the expected level of competencies and minimum number of required procedures and skills as outlined by the DRANZCOG Advanced Handbook & Curriculum (under appropriate supervision of a Specialist Obstetrician and Gynaecology).

- By the end of the appointment, the successful applicant will be supported to achieve the expected competencies of the DRANZCOG Advanced qualification, including but not exclusive to;
 - Independently perform instrumental delivery, both vacuum and forceps and attain sufficient knowledge about indications and contra-indications for these procedures
 - Independently perform term Caesarian section delivery, both elective and emergency, including knowledge regarding high risk caesarean sections and when patients require tertiary input
 - Independently manage postpartum haemorrhage, including operative management (e.g. uterine balloon tamponade, laparotomy, uterine brace sutures)
 - Independently perform a pelvic laparotomy, e.g. for ectopic pregnancy or ovarian cyst complication
 - Independently perform a hysteroscopy
 - Independently manage first trimester termination of pregnancy and/or miscarriage
 - Independently manage and perform uterine evacuation following second trimester pregnancy loss and/or mid trimester termination
 - Independently perform basic ultrasound including first trimester scanning, including localisation, dating, viability and plurality of pregnancy, both transvaginally and transabdominally
 - Independently perform late pregnancy scanning, including presentation of fetus, placental localisation, basic fetal biometry and amniotic fluid volume
- Where possible, Ballarat Health Services commits to the support of the successful applicant to attain the DRANZCOG Advanced qualification

KEY ACCOUNTABILITIES

- Compliance with all BHS Policies and Procedures.
- Adherence to infection control policies and procedures as identified in the Ballarat Health Services Infection Control Manuals.
- Participation in the BHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague
- You must ensure that the affairs of Ballarat Health Services, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Ballarat Health Services.
- At BHS we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst BHS employees.
- BHS is committed to a patient/client centred approach in the provision of health care and services, consistent with the BHS values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues.

KEY SELECTION CRITERIA

- MBBS or equivalent degree enabling registration with the Medical Board of Victoria
- Registered General Practice trainee on a recognised Rural Generalist Program in Victoria.
- Satisfactory completion of at least two postgraduate years.
- Preferable: FSEP competency in CTG course with RANZCOG.
- Preferable: experience working in O and G for at least 12 months as a resident.

- Personal qualities
 - Leadership
 - Teamwork
 - Innovative ideas
 - Good communication skills
 - The ability to work well with a multidisciplinary health team
 - Demonstrate a willingness to learn; evidence of on-going professional development to continually update personal medical knowledge and skills
 - Ability to operate in an environment of change
- This position is subject to a satisfactory police check.

OCCUPATIONAL HEALTH, SAFETY AND QUALITY RESPONSIBILITIES

Responsibilities and Accountabilities

All Ballarat Health Services employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure.

Employees also have a responsibility to the National Safety and Quality Standards (NSQHS) in ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees

Employees have a responsibility to comply with all relevant BHS OH&S management system Policies, Procedures and programs. This includes the BHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don’t wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

OTHER RELEVANT INFORMATION

- Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory current Police Record Check.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.

- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An interim performance development and review discussion will occur with your Manager three months from your commencement date and annually thereafter. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

HOW TO APPLY

Your application should include:

- Clearly state the **Job No.** specified on the advertisement for this position.
- A statement addressing each “**Key Selection Criteria**” clearly demonstrating your ability to meet the objectives of the role. **Note:** Read the Position Description carefully so you have a good understanding of what is required and remember to address what skills, knowledge and attributes you have.
- General resume
- Copies of any formal qualifications. **Note:** If emailing your application note that hard copies of your qualifications will need to be produced at interview.
- Two (2) professional referees

Apply on-line at: www.bhs.org.au

AUTHORISATIONS

Employee	
Department Manager	
Director / Chief Executive Officer	
Date Written:	Date Revised: Feb 2021