

<b>Position Title:</b>	[O&G Registrar]
<b>Operationally reports to:</b>	[Clinical Director]
<b>Professionally reports to:</b>	Chief Medical Officer
<b>Department:</b>	[O&G]
<b>Directorate:</b>	Women’s and Children’s
<b>Cost centre:</b>	[A6003]
<b>Code &amp; classification:</b>	HM25-HM30
<b>Performance review:</b>	Upon completion of probationary and qualifying period and annually or as requested
<b>Employment conditions:</b>	[Victorian Public Health Sector (AMA Victoria) – Doctors in Training (Single Interest Employers) Enterprise Agreement 2018-2021]

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura and Rushworth. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services across the Goulburn Sub-Region within the Hume Region.

**OUR PURPOSE**

Improving community wellbeing through high quality health services, outstanding care and learning.

**OUR VALUES AND BEHAVIOURS**


Our culture is made up of our CREATE values and behaviours, through which we commit to delivering ongoing quality healthcare for our community. Our CREATE values and behaviours are the foundations for our strategic pillars, and for achieving our goals.

 **Compassion**


- We treat others with kindness and respect;
- Our deep connection to the community enhances our care for patients;
- We support the whole patient journey;
- We are understanding of each other.

 **Respect**

- We respect the patient’s voice and their choices;
- We celebrate diversity and are proud of multiculturalism;
- We respect differences of opinions;
- We respect the input of different disciplines and areas of expertise.

 **Excellence**


- We are encouraged to grow professionally and personally;
- We are leaders in what we do;
- We invite feedback and are always striving to do better;
- We connect patients to further care and information.

 **Accountability**

- We are responsible for our actions;
- We are courageous in our decision making and grow from our mistakes;
- We deliver what we promise;
- We don’t compromise on our standards.

 **Teamwork**

- We are a multi-skilled workforce and we pool our resources together;
- We mentor and support one another;
- We take a collaborative approach to care;
- We are approachable.

 **Ethical behaviour**

- We hold ourselves to high standards;
- We rigorously uphold professional boundaries in our regional setting where patients may be friends or family too;
- We value and respect our patient’s privacy and trust;
- We stand up against unsafe



practice.

## ROLE STATEMENT:

The Women's Unit at GV Health Services supports women in the Greater Shepparton Area and outlying towns. The catchment area has a population of approximately 120,000. Shepparton has a population of 37,000 located approximately 2 hours from Melbourne. The town and surrounding areas has hosted a large population influx from Africa and Middle East. The area has one of the densest populations of Indigenous in Victoria and a very large Italian Heritage

The current Birth Rate is approx 1200 per year with a significant number of high risk pregnancies.

The hospital boasts a Special Care Nursery and is equipped to manage newborns from 32 weeks gestation, and an Adult Intensive Care facility

Antenatal and Gynaecology clinics are conducted at GVH in Shepparton as well as outreach clinics in nearby facilities.

Medical care in the maternity and gynecology areas are provided by Specialist Obstetricians & Gynaecologists, Registrars and House Officers. In addition, local General Practitioners with obstetric qualifications support the unit.

Well over eight hundred Obstetric and Gynaecological procedures are performed at GVH in our OR on an annual basis, many of which are very high level surgically complex operations (RANZCOG 4,5 & 6/6)

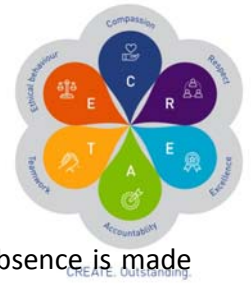
GVH is accredited with RANZCOG as a training center for Diplomates and for Specialist FRANZCOG Training in Obstetrics and Gynaecology. GVH is associated with the Shepparton Campus of the University of Melbourne Medical School and Clinical Sciences and our Department is involved with undergraduate teaching. We also conduct Work Place assessments for foreign graduates.

We also undertake GP Obstetrician training. We support sexual and reproductive health services and provide oversight to the nurse practitioners in this area. GV Health also takes postgraduate MD students from the University of Melbourne and nursing and midwifery grad students from La Trobe. The Clinical Director supervises and teaches at all these levels.

## KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES:

**(Please add the list of key responsibilities, activities and duties that are specific to this role)**

- Is directly responsible to the attending Consultant Obstetrician for day-to day patient management, and ultimately to the Chief Medical Officer, or in his absence, his appointed Deputy.
- Consolidate and expand the range of skills and expertise suitable for advanced trainee and keeping with the requirements of the RANZCOG.
- Participate in the under-graduate program of the hospital and the hospital's Quality Assurance Program.



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- Be available at all times when rostered on duty, unless special provision for absence is made and appropriate cover is ensured.
- When rostered after hours, be available within at least 15 minutes.
- Attend to clinical duties as detailed.
- Provide a high quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas

### **1. Provide quality and safe clinical care for consumers**

#### **(add or remove responsibilities as required)**

- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure
- Comply with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards
- Promptly report vital consumer observations that are outside the normal range as per clinical guidelines
- Ensure an effective discharge from hospital or services that reflects the needs of the consumer.

### **2. Develop and maintain collaborative relationships with all disciplines**

- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes
- Respect the decisions and actions of others
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.

### **3. Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes**

- Maintain current knowledge of clinical practice
- Actively participate in identifying where improvements can be made to the quality of consumer care
- Participate in clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.

#### **Teaching**

- Attendance at Department meetings.
- Participation in journal presentations and lectures.
- To be familiar with The Australian Curriculum Framework for Junior Doctors, which is an educational template outlining the learning outcomes required of prevocational doctors, to be



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achieved through their clinical rotations, education programs and individual learning, in order to promote safe, quality health care.

#### **4. Commit to ongoing professional development of self, other employees and the profession**

- Maintain and demonstrate regulated clinical skills and competencies by undertaking professional development and completing mandatory training as defined by GV Health
- Undertake credentialing and review of scope of practice and work within these
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews
- Support the development of others by acting as a resource to colleagues and participating in orientation and precepting of new employees and supervising students
- Provision of appropriate supervision to less experienced clinical employees
- Participate in committees and professional groups and disseminate relevant information to other health care professionals.

#### **QUALITY, SAFETY, RISK and IMPROVEMENT**

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce
- Contribute to organisational quality and safety initiatives
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements.

#### **OTHER REQUIREMENTS FOR ALL CLINICAL EMPLOYEES:**

- Where relevant collaborate with consumers and the community in the development, implementation and review of health service planning, policies and quality improvement activities
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
- Assist with the supervision of students where appropriate
- Understand and act in accordance with the GV Health Code of Conduct, values and relevant policies, procedures and guidelines
- Comply with the principles of Patient and Family Centred Care
- Promote GV Health as a quality regional health care provider

#### **KEY PERFORMANCE INDICATORS:**

**(Please add the list of KPI's that are specific to this role)**

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- Participate in the Rotational performance enhancement process and complete all mandatory and role specific competencies blue printed on the H-Prime E Learning Program.
- Registration is maintained and working within scope of practice
- Attendance and active participation at meetings as required
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework



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- Active participation in the Performance and Development review process

### 1. Delivery of Service

- Ability to accurately order and interpret radiology/pathology results.
- Ability to work well in a team environment.
- Experience with management of patients on the Ward.
- Ability to communicate effectively and work collaboratively with nursing staff, senior medical staff and other relevant staff on ward or in clinics
- Assessment and management of all O&G category patients during rostered hours and liaise as appropriate with the supervising Consultant.
- Complete daily surgical operation status and respond to unstable and critical ward patients as prescribed within Goulburn Valley Health Surgical Assessment System.
- To provide feedback and participate with the surgical ward based Surgical Assessment System trial.
- Designing and implementing a management plan for each patient; where possible involving the appropriate O&G HMO's in this exercise.
- Supervising the management of O&G patients, delegating where possible and appropriate to the O&G Hospital Medical Officer (HMO) and/or other HMO's.
- Planning and organizing the structured discharge of each patient and ensuring appropriate communication with other treating doctors.
- Participating in QA and Research projects.
- Communicating with and liaising between Senior and Junior medical staff and other members of the team involved in patient care.
- Ensure that medication orders are printed and that items are prescribed generically.
- Supervising the entries in the Medical record and making appropriate entries of own assessments.
- Directing and teaching O&G Medical Officers, Medical Students and other Health Professionals.
- Providing input to Policies, Procedures, Guidelines and other administrative processes and participate in management committees.
- Understand and fulfill the documentation requirements of Goulburn Valley Health documentation policy and procedure.

### Other Position Requirements

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required.

GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).



**Mandatory**

- Commitment to the GV Health Values of *Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour.*
- Current registration with the Australian Health Practitioner Regulation Agency as a **[Medical Officer]**
- Highly effective communication and interpersonal skills, including the ability to relate positively with and appropriately with patients and others
- High level of motivation
- Ability to work in a team environment
- Professional collegiality towards peers and the wider health care team
- Satisfactory National History Criminal Check prior to commencement of employment
- Satisfactory Victorian ‘Employee’ Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment.

**Inherent Requirements**

GV Health has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The role may require the following tasks among other things:

<b>Consumer Care Role</b>	
<ul style="list-style-type: none"> <li>▪ manual handling ( pushing, pulling equipment)</li> <li>▪ general consumer handling and clinical duties</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ pushing pulling trolleys and equipment</li> <li>▪ working alone</li> <li>▪ general clerical, administration work, computer work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ operating equipment</li> <li>▪ handling general and infectious waste</li> <li>▪ participating in shift work and on-call</li> </ul>	<ul style="list-style-type: none"> <li>▪ Exposure to substances and hazardous materials</li> <li>▪ working at other locations may be required</li> <li>▪ dealing with anxious or upset consumers or members of the public</li> <li>▪ driving a motor vehicle</li> </ul>

<b>Reviewed by</b>	<b>Divisional Clinical Director Women’s and Children’s</b>
<b>Issued</b>	<b>June 2019</b>
<b>Reviewed</b>	<b>June 2020]</b>



I acknowledge:

- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That GV Health has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to GV Health’s Child Safety Standards procedure.
- That I have read and fully understand the Position Description and Inherent Physical Requirements of the position.
- I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: \_\_\_\_\_

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*(Print Name)*