

POSITION DESCRIPTION

Position:	Obstetrics and Gynaecology Trainee Registrar – RG - GP
Division:	Medical
Unit:	Obstetrics and Gynaecology
Enterprise Agreement	AMA Victoria – Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2018 - 2021
Reports to:	Chief Medical Officer Clinical Director JMO Manager

MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.




VISION





Your Hospital – We care.

MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

VALUES

 Responsiveness	Responsiveness: Providing frank, timely advice to the Government; high quality services to the Victorian community; and by identifying and promoting best practice.
 Integrity	Integrity: Being honest, open and transparent; acting responsibly; reporting improper conduct; and striving to earn and sustain public trust of a high level.
 Impartiality	Impartiality: Making decisions and providing advice on merit and without bias, favouritism or self- interest; objectively considering all relevant facts and fair criteria.

 Accountability	Accountability: Working to clear objectives in a transparent manner and accepting responsibility for decisions and actions.
 Respect	Respect: Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying.
 Leadership	Leadership: Actively implementing, promoting and supporting these values. Leadership is about positive influence, inspiring and empowering others.
 Human Rights	Human Rights: Making decisions and providing advice consistent with human rights; and actively implementing, promoting and supporting human rights.

POSITION SUMMARY

The Obstetrics and Gynaecology Registrar will work as part of a dedicated, on-site clinical team to provide effective, safe day to day care for patients attending the Mildura Base Public Hospital. Direct consultant supervision will be available at all times, including afterhours roster. In this setting, the registrar will work as an integral member of a consultant led team enjoying primary exposure and responsibility for a full range of rostered clinical and training activities. These will include:

- Multidisciplinary communication and handover.
- Consultant supported on-call roster.
- Birth suite management.
- Regular booked elective and as required, emergency theatre lists each week with opportunity to operate independently and under supervision.
- Procedural gynaecology outpatients and antenatal clinics.
- The registrar will also participate and contribute to an active multidisciplinary teaching and education program for colleagues, midwives and junior medical staff and students.

KEY RESPONSIBILITIES AND DUTIES

The Obstetrics and Gynaecology Registrar will acknowledge, utilize and contribute to best practice and process that ensures safe patient experience and outcome whilst at Mildura Base Public Hospital. This will include:

- Provision of day to day care and supervision of patients of the maternity and gynaecology units under the direction of an on-site consultant specialist.
- Foster rapport using effective, respectful communication, written or verbal, with the patient and support persons that allows them to remain engaged and central to agreed management plans.
- Undertaking and / or supervising junior staff with patient care.
- Timely, shared communication with other care-givers, including contact with the referring medical provider and other multidisciplinary services, as required.

- Maintenance of accurate and relevant documentation.
- Utilization of appropriate diagnostic tests and consultations.
- Maintain privacy.
- Ensure that a timely and comprehensive discharge process is followed for all patients which may include a relevant summary of care, liaison with referral and community practitioners and access to other care services including follow-up appointments if required.
- Participate in the daytime and on-call roster.
- Continually update and develop personal knowledge and skills, regularly attend clinical meetings and remain familiar with current recommendations for evidence-based care.
- Supervision of junior HMO, and medical students.

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

Qualifications / Certificates

- MBBS or equivalent degree with current General or Provisional Registration or eligible for Provisional Registration with AHPRA.

Desired Expertise

- The position is available to Registrars enrolled in the Vocational General Practice training, all rural GPs wanting to acquire or maintain procedural skills, metropolitan based Registrars/vocationally registered GPs proposing to take up rural practice.
- Completed two years in the public hospital system (at least PGY3 by the start of training).
- Sound knowledge of and commitment to quality management, ethical practices and cultural diversity.
- Competent in providing advanced life support measures.
- Demonstrated good communication, organisational and interpersonal skills.
- Proven ability to work effectively in a team and independently as required.

MANDATORY REQUIREMENTS

National Police Record

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence

A current Victorian driver's licence is required for this position.

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.