

Position Description

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| POSITION TITLE: | Registrar Obstetrics & Gynaecology Registrar (Senior) |
| DATE OF EFFECT: | February 2021 |
| TYPE OF EMPLOYMENT: | Full time-86 hours per fortnight |
| DIVISION: | Medical |
| ACCOUNTABLE TO: | Clinical Director of O&G Central Hume & Director of Medical Services |
| DIRECT REPORTS: | Clinical Director of O&G, Director of Medical Services, O&G VMOs, HMO Manager |
| LIAISES WITH: | Medical, Nursing, Allied Health and support staff, Medical Workforce Unit |

Northeast Health Wangaratta (NHW) is a busy sub-regional integrated health service of 208 beds and is the major referral facility for the greater part of North East Victoria. NHW provides a wide range of acute specialist medical and surgical services including; an emergency department, critical care unit, obstetrics and gynaecology, paediatrics and specialised aged care, community rehabilitation, and inpatient, community, aged and psycho-geriatric mental health services. There is also a broad range of community health services and NHW auspices a number of other regional services in post acute care, palliative care and infection control.

The duties of this position are to be performed with adherence to the purpose and values of Northeast Health Wangaratta's strategic plan and compliance with the Code of Behaviour for staff of Northeast Health Wangaratta.

Vision

To be recognised leaders in rural healthcare

Our Values

Caring
Excellence
Respect
Integrity
Fairness

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CODE OF BEHAVIOUR FOR STAFF AT NORTHEAST HEALTH WANGARATTA

Caring about what we do

We Will:

- Treat people equally
- Honour confidentiality
- Respect and uphold the rights of others

Caring about those we serve

We will:

- Exercise openness and fairness in our dealings with others
- Strive to provide the highest level of service

Demonstrating Professionalism

We will:

- Acknowledge our limitations
- Be willing to seek advice
- Maintain professionalism in all our interactions

Leading by Example

We will:

- Use our knowledge and skills to perform our duties to the best of our ability
- Cultivate and maintain relationships that support the goals of the organisation

Supporting each other

We will:

- Seek to resolve conflict rapidly and constructively
- Foster a safe, healthy and creative environment

Encouraging Innovation

We will:

- Value our interest in entrepreneurial activities
- Channel our creativity into tangible initiatives

Respecting Difference

We will:

- Recognise and tolerate individual differences in others, including gender, spiritual values, sexual preferences, age, disability and culture.

Communicating Openly and Honestly

We will:

- Communicate courteously
- Discuss differences in a clear and calm manner.
- Refrain from using behaviours that are abusive, intimidating or patronising.

KEY SELECTION CRITERIA

1. Currently registered or eligible for registration with Australian Health Practitioner Regulation Agency (AHPRA).
2. Bachelor of Medicine Bachelor of Surgery (MBBS) or equivalent degree and at least 4 years of Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) Integrated Training Program (ITP) training completed by the commencement of this position.
3. Successful completion of RANZCOG fellowship oral and written examinations is preferred.
4. Demonstrated excellent clinical skills, judgment and expertise in managing inpatients with complex issues.

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5. Demonstrated teamwork within a multidisciplinary team in a complex and challenging environment, with high level time management, problem solving and communication (both written and verbal) skills.
6. Demonstrable innovative ideas, ability to contribute to system improvement and a strong clinical governance framework in O&G.

Health Service Requirements:

1. A current National Police Check shall be provided / undertaken prior to appointment.
2. A Working with Children's Check (as per relevant State legislation) may be required where the role requires working unsupervised with children.
3. Evidence of immunisation against specified infectious diseases must be provided for all Category A positions prior to appointment.

ROLE STATEMENT

As the Senior Registrar within Northeast Health's (NHW) Obstetrics and Gynaecology (O&G) Service you will have the opportunity to progress your specialty training in a health service committed to the provision of high quality patient care using up to date methods, materials and equipment.

The Senior Registrar will work at developing collaborative relationships with medical, surgical, anaesthetic, paediatric and mental health colleagues and senior staff in addition to the broader multidisciplinary team.

This position has a requirement to attend Obstetrics' and Gynaecology clinics and will involve a mix of public work and private consulting and great operating opportunities.

This role will provide leadership and guidance to junior medical staff and medical students and contribute to the unit's education and training initiatives.

Key responsibilities will include:

- Management of O&G patients at both outpatient and inpatient levels and the supervision of their clinical care in consultation with senior medical staff. Provide assistance at Theatre as required for O&G patients and undertake surgical procedures under supervision.
- Develop and maintain complex obstetric management skills, including birthing unit management, complex operative obstetrics and supervision / teaching of junior trainees and Hospital Medical Officers (HMOs).
- Thoroughly and promptly record in the medical record all clinical encounters, in an appropriate manner, from the initial assessment and investigations through to treatment and clinical progress.
- Expand and consolidate understanding of common gynaecology presentations and diseases and the associated management. Commitment to extending and updating personal medical knowledge and skills. Regularly attend Clinical Meetings and Education Sessions as required and remain familiar and compliant with College Training Requirements and current medical literature.

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Learning Objectives (linking to the Australian Curriculum Framework)

Clinical Management

- Take a comprehensive history and physical examination with specific reference to ante-natal and post-natal assessment and common hospital - based obstetric problems identifying the potential risk factors for mother and foetus during the pregnancy and record this legibly in the patients medical record
- Provide shared ante and post natal care with specialist obstetricians
- Perform a postnatal assessment, identifying the requirements for on-going care
- Identify and prioritise the issues/problems relevant to the patient's presentation and future well-being in both the elective and emergency setting and refer up deteriorating patients
- Be able to formulate and implement an appropriate management plan for common obstetric and gynaecological presentations
- Demonstrate competence in the assessment and investigation of the patient with sexually transmitted disease and prescription of a variety of contraceptive methods
- Demonstrate an understanding of the management of infant feeding problems
- Perform appropriate pathology ordering and investigation based on evidenced based practice and be able to correctly interpret the results
- Perform common procedures for the management of acute conditions with VMO supervision as required
- Develop an appreciation of which patients and types of conditions require hospital admission as opposed to those who may be best managed within an outpatient, community and other ambulatory settings
- Become familiar with agreed protocols for the management of emergencies
- Perform common procedures for the management of acute conditions (with supervision as required)
- Attend and assist the VMO with all LUSCS (Elective and Emergency) in/out of hours
- Perform daily ward rounds and attend outpatient clinics and consult with nursing staff regarding the treatment of patients
- Understand the role of NICO/PETS and issues of neonatal transport
- Undertake such duties as the DMS, VMO or HMO Manager may determine either by roster or from time to time as occasion may demand.

Professionalism

- Develop a clear understanding of the medico-legal responsibilities and indemnity issues as appropriate to rural practice. Refer medico-legal issues to the Director of Medical Services for advice and direction
- Demonstrate an awareness of the differing women's health and obstetric resources in a regional community
- Demonstrate a commitment to the principles of co-ordination of care and the provision of continuity of care
- Work as a member of a team of professionals, understanding the role and expertise of each member of the team
- Develop an appreciation for sharing knowledge and assisting other staff and JMOs in the team to learn
- Make the most of opportunities to become involved in research and educational bodies/committees
- Learn to monitor your own health and welfare for your benefit and the benefit of patients, colleagues and family
- Appreciate the particular need and difficulty in maintaining confidentiality in a regional community

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- Demonstrate respect for patients, their families and carers
- Develop time management skills
- Demonstrate an awareness of cultural, ethical and religious beliefs as they may impact on patient's and their families' wishes
- Make such reports and issue certificates as are necessary by the nature of the appointment
- Obtain permission from your Consultants or HMO Manager if it is necessary to leave the hospital during a period of duty
- Advise the DMS, VMO or HMO Manager as early as possible when unable to attend to rostered duties because of sickness, accident or other event or if it is necessary to leave the hospital during a period of duty

Communication

- Develop an appreciation of how to communicate effectively with patients, their relatives, peers, supervising medical staff, nursing and allied health colleagues, departments where investigations are being conducted, referring doctors, medical records staff and switchboard staff
- Become familiar with the requirements for presenting patient case histories and clinical details at the bedside during ward rounds concisely and with appropriate sensitivity to each patients condition, needs and wishes
- Become familiar with the requirements for presenting at unit and other meetings, as well as to other clinical staff when requesting consultations from or transfer to other units
- Recognise the effect of language, cultural differences and socio-economic status on communication
- Develop an understanding of the requirements for informed consent and be able to obtain informed consent
- Be able to document precisely, accurately and legibly information related to patient care
- Provide safe and effective handover utilising current hospital programs and policies
- Work effectively with trained and untrained interpreters
- Promote full patient participation in decisions affecting their future
- Receive and make appropriate referrals
- Develop advanced communication skills in areas such as delivering bad news.
- Communicate sensitively with women about sexual and intimate issues – particularly recognizing the impact of past sexual abuse
- Consult with nurse in charge and JMO regarding treatment of patients
- Ensure the O&G HMO has completed an electronic discharge summary and send to the patients GP within one day of discharge

Quality & Innovation

- Participate in peer review and quality improvement activities and ward based workshops

People, Learning and Research

- Attend weekly Medical staff education and training forum
- Attend monthly medical grand round
- Participate in clinical meetings and journal clubs
- Participate in General Practice teaching opportunities, as available
- Complete mid and end of term performance appraisal with your consultant, based on the Australian Curriculum Framework for Junior doctors. Return this assessment to the Medical Workforce Unit.

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Organisational Management

- Meet and maintain standards of regulatory compliance for administrative and clinical information records & systems within the Australian Legislation and Regulation, Victorian Legislation and Regulation (ie Public Record Office of Victoria) and Northeast Health Wangaratta Policy and Procedure Framework.

Facilities & Environment

- Understand and comply with the general principles of the Occupational Health and Safety Act
- Hospital provided accommodation is respected and any maintenance or faults are reported to engineering or medical workforce ASAP

Community & Partnerships

- Develop relationships and communicate effectively with General Practitioners in a timely manner
- Activate appropriate referrals, in consultation with other senior and junior medical staff to hospital or community agencies

BEHAVIOURAL OUTCOMES

- Team player
 - Cooperates and works well with others in the pursuit of team goals
 - Collaborates and shares information
 - Shows consideration, concern and respect for the feelings and ideas of others
 - Accommodates and works well with the different working styles of others
 - Encourages resolution of conflict within the team
- Demonstrated ability to withstand conflicting priorities
 - Perseveres to achieve goals, even in the face of obstacles
 - Copes effectively with setbacks and disappointments
 - Remains calm and in control under pressure
 - Accepts constructive criticism in an objective manner
- Able to build relationships
 - Establishes and maintains relationships at all levels
 - Promotes harmony and consensus through diplomatic handling of disagreements
 - Forges useful partnerships with people across departments and services
 - Builds trust through consistent actions, values and communication
- Possesses appropriate communication, consultation and interpersonal skills
 - Collaborates and shares information
 - Ensures good working relationships exist with internal and external customers, external health providers, government departments and all stakeholders
- Customer service
 - Respects the cultural needs of others
 - Communicates effectively
 - Treats patient's family and visitors with respect at all times
 - Abides by all NHW values of integrity, compassion, excellence and respect

Employee Obligations- Medication Safety

It is an expectation of NHW that all Medical staff actively participate in initiatives to improve medication usage and safety, and will do everything possible to ensure safe and effective medication prescribing, administration and usage. This includes clear completion of the National Inpatient Medication Chart for all inpatients, and clear and where possible PBS

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compliant prescribing for all patients consistent with the restrictions listed in the NHW medication formulary.

Appraisal and Individual Development Work Plan

Complete mid and end of term performance appraisal with your consultant, based on the Australian Curriculum Framework for Junior doctors. Return this assessment to the Medical Workforce Unit.

The position description will be reviewed annually.

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RISK ASSESSMENT / JOB ANALYSIS

Northeast Health Wangaratta provides a safe working environment for staff as part of the process Risk Assessments have been carried out and this position could include some or all of the following.

(Please mark (eg X or ✓) to those that apply to this position)

| Aspects of Normal Workplace | Frequency | | |
|---|----------------------------|-----------|-----------|
| | Occasionally | Regularly | Continual |
| <u>Work Environment</u> | | | |
| • Work with the possibility of extended hours | | X | |
| • Work in locations geographically separated from main facility | X | | |
| • Working off site which may include clients homes | NA | | |
| • Clinical areas | | | X |
| • Traveling or Driving in cars on a regular basis | NA | | |
| <u>Work Activity</u> | | | |
| • Manage demanding and changing workloads and competing priorities | | X | |
| • Undertake administrative tasks including intensive computer keyboarding work, filing, writing, concentrating for long periods of time | | X | |
| • Sitting at the computer for extended periods of time | | X | |
| • Sitting in meetings for extended periods of time | X | | |
| • Use of technology including photocopiers, telephones | X | | |
| • Undertake manual handling of equipment | | X | |
| • Patient Handling (No Lift Program operates throughout NHW) | | X | |
| • Exposure to Substances (Protective equipment & procedures in place to prevent contact) | | X | |
| <u>Work relationships</u> | | | |
| • Work in a team environment and at times independently | | | X |
| • Interaction with staff from other disciplines and departments | | | X |
| • Interacts with: <ul style="list-style-type: none"> • colleagues and other hospital staff, • members of the public • Patients and relatives | | | X |
| <u>Training (Training completed at other hospital is recognised-please advise HMO Manager)</u> | | | |
| • Workplace Health & Safety for Employees | Annually (via E3 Learning) | | |
| • Emergency Procedures | Annually (via E3 Learning) | | |
| • Manual Handling | Annually (via E3 Learning) | | |
| • Fire Extinguisher Training | Annually (via E3 Learning) | | |
| • Hand Hygiene | Annually (via E3 Learning) | | |
| • Basic Life Support (can include ALS, EMST or equivalent) | Annually (via E3 Learning) | | |
| • Aseptic Non Touch Technique (ANTT) | Annually (via E3 Learning) | | |

As the occupant of this position, I have read and I understand the above position description.

Name: [please print]

Signature: _____ Date: _____