

POSITION DESCRIPTION

Position:	Staff Specialist Obstetrician and Gynaecologist
Directorate	Senior Medical Staff
Division:	Medical Services
Business Unit:	Obstetrics and Gynaecology
Enterprise Agreement	AMA Victoria – Victorian Public Health Sector – Medical Specialists Enterprise Agreement
Reports to:	Clinical Director Obstetrics and Gynaecology



MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 1200 staff and has 172 beds and 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.

VISION

Mildura Base Public Hospital – providing exceptional care.

PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to **page 5** of this document.

INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

STRATEGIC OBJECTIVES



POSITION SUMMARY

The Staff Specialist Obstetrician and Gynaecologist works as part of the on-site consultant team to provide safe, effective and contemporary obstetric and gynaecology care across inpatient, outpatient, birth suite, theatre and emergency presentations at Mildura Base Public Hospital. The role contributes to clinical governance, supervision, education, quality improvement and rostered after-hours care in accordance with MBPH credentialling and approved scope of clinical practice requirements.

KEY RESPONSIBILITIES AND DUTIES

The Staff Specialist Obstetrician and Gynaecologist will:

Provide consultant-led assessment, management and procedural care for women presenting to the obstetric and gynaecology service, including antenatal, intrapartum, postnatal, inpatient, outpatient and theatre settings. Participate in the delivery of safe, timely and evidence-based care across birth suite, gynaecology, perioperative and emergency presentations.

Conduct regular ward rounds with Junior Medical Staff for all obstetric and gynaecology inpatients and ensure clear, documented management plans.

Provide timely consultation, review and advice for patients referred by the Emergency Department, inpatient teams, General Practitioners and other specialties.

Coordinate transfer of patients to providing timely consultation, review and advice.

Supervise, mentor and teach Junior Medical Staff, students and other clinicians, and contribute to orientation, induction and workplace-based learning.

Maintain accurate, timely and legally sound clinical documentation, discharge summaries and communication with patients, carers and referrers.

Participate in quality assurance, audit, morbidity and mortality review, CTG review, incident review, open disclosure processes and service improvement.

Attend departmental, clinical governance, teaching and multidisciplinary meetings and contribute to the development and review of local protocols and guidelines.

Undertake allocated non-clinical duties within rostered Clinical Support Time where applicable, as directed by the Clinical Director.

Participate in the consultant on-call roster and provide appropriate after-hours, weekend and public holiday cover.

KEY ACCOUNTABILITIES

- **Clinical leadership** – Model safe, respectful and patient-centred consultant practice, collaboration, documentation, compliance, professional development and performance / conduct and support a culture of professionalism, teamwork and accountability.

- **Collaboration** – Work effectively with nursing, medical, midwifery, allied health and executive colleagues, and communicate promptly about clinical risk, patient flow and service issues.
- **Quality and safety** – Contribute to quality systems, audit, credentialing, incident reporting and review, and compliance with NSQHS Standards, College guidance and MBPH policy.
- **Documentation** – Ensure patient notes, consent processes, discharge documentation and other records are completed accurately and in a timely manner.
- **Compliance** – Comply with all relevant policies, procedures, delegated authorities, professional standards and legislative obligations.
- **Professional development** – Maintain continuing professional development, participate in appraisal processes and contribute to teaching, supervision and service improvement.
- **Performance and conduct** – Demonstrate ethical behaviour, cultural safety, respectful communication and commitment to MBPH values in all professional interactions.

KEY SELECTION CRITERIA

Essential

- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA), or eligibility to obtain registration, as a Specialist Obstetrician and Gynaecologist.
- Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG), or eligibility to obtain Fellowship.
- Demonstrated contemporary consultant-level clinical capability in obstetrics and gynaecology within a public hospital setting.
- Capacity to participate in the obstetrics and gynaecology on-call roster and provide after-hours cover.
- High-level communication, interpersonal and multidisciplinary teamwork skills.
- Commitment to consultant-level capability, teamwork, teaching, supervision, quality improvement, understanding of professional and legislative requirements and clinical governance activities.
- Sound understanding of professional, ethical and legislative requirements relevant to specialist practice.

Desirable

Experience in obstetrics and gynaecology practice in a regional or rural health service.

Experience in teaching, training, audit or research activities.

Current neonatal and/or adult life support capability relevant to the role.

MANDATORY REQUIREMENTS

Registration with AHPRA

Current registration with AHPRA must be maintained throughout employment. Any restriction, condition, reprimand or undertaking affecting practice must be disclosed immediately in accordance with MBPH requirements.

National Police Record Check

A current and satisfactory National Police Record Check must be presented prior to commencement at Mildura Base Public Hospital.

Working with Children Check

This position is a defined child-related role at Mildura Base Public Hospital. A valid Employee Working with Children Check must be maintained throughout employment.

Immunisation requirements

Documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases must be provided prior to commencement, in line with MBPH policy.

Credentiailling and scope of clinical practice

MBPH credentiailling and approved scope of clinical practice must be granted prior to commencement of duties and maintained throughout employment.

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 to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all duties, responsibilities and organisational relationships.

GENERAL RESPONSABILITIES

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.

ACKNOWLEDGEMENT BY EMPLOYEE

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: _____

Employee Signature: _____

Date: _____



Happy WE ARE POSITIVE

As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



Empathetic WE ARE CARING

As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



Accountable WE ARE COMMITTED

As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



Respectful WE ARE OPEN TO OTHERS

As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



Team-based WE ARE ONE TEAM

As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

LANGUAGE WE USE

- "I choose..."
- "I care..."
- "I prefer..."
- "I will..."
- "I can..."
- "Can we explore that more so I can understand it better?"
- "We will...us...we can..."
- "Is there a better way to do this?"

LANGUAGE WE DON'T USE

- "I have to..."
- "I must ..."
- "If only..."
- "Ah well, that is because of XYZ..."
- "Our processes do not let us do it"
- "Things have always been done this way"
- "Them and us"

THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

