

## POSITION DESCRIPTION

<b>Position:</b>	Deputy Clinical Director (Obstetrics and Gynaecology)
<b>Directorate</b>	Senior Medical Staff
<b>Division:</b>	Medical Services
<b>Business Unit:</b>	Obstetrics and Gynaecology
<b>Enterprise Agreement</b>	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
<b>Reports to:</b>	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 6** 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 Deputy Clinical Director (Obstetrics and Gynaecology) is a senior medical leadership role undertaken in conjunction with Staff Specialist clinical duties. The role supports the Clinical Director in providing clinical leadership, workforce oversight, governance, education and service development across the MBPH Obstetrics and Gynaecology service. The position includes 0.3 FTE rostered Clinical Support Time (CST) for delegated leadership, governance and administrative responsibilities, in addition to agreed clinical duties.

## KEY RESPONSIBILITIES AND DUTIES

The Deputy Clinical Director (Obstetrics and Gynaecology) will:

- Support the Clinical Director to provide coordinated clinical leadership across birth suite, antenatal services, postnatal care, gynaecology services, theatre, inpatient care and relevant outreach activity.
- Undertake delegated leadership responsibilities and act on behalf of the Clinical Director during periods of leave or where formally delegated.
- Work collaboratively with the Clinical Director, Director of Medical Services, Maternity leadership and multidisciplinary teams to align operational and clinical priorities.
- Assist in the development, implementation and review of departmental protocols, guidelines, models of care and service improvement initiatives in line with MBPH policy and College standards.
- Participate in the prompt review of clinical incidents, complaints, audit findings and identified risks, and support the development and monitoring of improvement actions.
- Contribute to senior and junior medical workforce planning, roster development, equitable allocation of duties, leave cover and service sustainability.
- Participate in recruitment, onboarding, supervision, mentoring and performance development of Junior Medical Staff and contribute to consultant support and peer review processes.
- Support departmental education, teaching and training accreditation activities, including engagement with RANZCOG, GP obstetrics, supervision, mentoring, orientation, training accreditation activities and broader teaching support relevant training pathways.
- Represent the service at internal and external meetings when required and contribute to constructive relationships with partner services and referral networks.
- Maintain contemporary consultant clinical practice and fulfil Staff Specialist clinical duties in accordance with credentialling and approved scope of practice requirements.

## KEY ACCOUNTABILITIES

- **Leadership and delegation** – Provide clear and reliable support to the Clinical Director while recognising that formal accountability remains with the Clinical Director unless responsibility is specifically delegated.
- **Quality and safety** – Support governance systems, clinical incident review, audit findings, identifying risks, credentialling, CTG review, morbidity and mortality review and service improvement activity across the department.
- **Workforce and rostering** – Contribute to balanced rostering, fatigue management, service continuity and an appropriate mix of clinical and non-clinical duties.
- **Collaboration** – Maintain effective working relationships with medical, midwifery, nursing, allied health and executive colleagues and escalate significant clinical, workforce or conduct issues appropriately.
- **Education and capability** – Promote teaching, supervision, mentoring, orientation, training accreditation activities and support the professional development for Junior Medical Staff and other team members.
- **Compliance** – Ensure practice aligns with MBPH policy, College guidance, delegated authority, professional standards and legislative obligations.
- **Professional conduct** – Demonstrate respectful communication, accountability, cultural safety and MBPH HEART values in all 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 consultant-level clinical capability in obstetrics and gynaecology within a public hospital setting.
- Demonstrated experience or capability in clinical leadership, service development, quality improvement and medical workforce support.
- High-level communication, negotiation and interpersonal skills, with the ability to work effectively across multidisciplinary teams.
- Experience in supervision, mentoring, teaching and professional development of Junior Medical Staff.
- Sound understanding of governance, credentialling, incident management and professional and legislative requirements relevant to the role.

### Desirable

- Previous experience in a Deputy Clinical Director, Clinical Director, training supervisor or comparable senior leadership role.

- Postgraduate qualification or formal training in leadership, management, medical administration or education.
- Experience in regional or rural obstetrics and gynaecology service delivery.

## **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 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.

### 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

