

## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Hospital Medical Officer (SHMO)
<b>Business Unit/Department:</b>	Obstetrics & Gynaecology (OG)
<b>Division:</b>	Medical Services; Women's & Children's Services
<b>Award/Agreement:</b>	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	HM12 to HM13
<b>Reports To:</b>	Chief Medical Officer; Clinical Services Director; Clinical Department Head
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	12 May 2025

### Position Purpose

The Senior Hospital Medical Officer (HMO) in Obstetrics & Gynaecology at Western Health is provided with clinically rich opportunities to actively participate in patient management and contribute to the smooth operation of our Unit, all under the guidance of experienced Consultants and Senior Registrars.

They will have dedicated protected teaching time to participate in our comprehensive structured teaching program, alongside Junior HMOs and both unaccredited and accredited Registrars, fostering continuous learning and development.

This role offers an excellent pathway for doctors aspiring to enter the RANZCOG accredited specialist integrated training program (ITP) or the Associate Training Program - Advanced Procedural (rural GP/ACCRM pathway). There may also be opportunities to act in a Junior Registrar (O&G) capacity during your tenure, providing valuable expanded experience.

### Business Unit Overview

Women's Services at Western Health incorporate maternity services based at Joan Kirner Women's and Children's at Sunshine Hospital and Bacchus Marsh Hospital and Gynaecology services conducted across the network. Our dedicated Women's Services play a vital role in providing comprehensive and compassionate care to women across the Western region of Melbourne.

The service is supported by 71 consultants including full time staff specialists and VMOs, providing a full range of Obstetric and Gynaecological services including:

- General and high-risk obstetrics
- General gynaecology
- Maternal fetal medicine

### Our Vision

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- Obstetric Medicine
- Obstetric and Gynaecology ultrasound
- Urogynaecology
- Gynae-oncology
- Family planning and infertility
- Advanced laparoscopy
- Colposcopy
- Early Pregnancy Assessment
- Adolescent gynaecology
- Sexual and Reproductive Health

## Key Responsibilities

- Actively participate in ongoing competency assessments through mid and end-of-term unit evaluations, receiving valuable feedback for your professional growth
- Collaborate closely with Registrars and Consultants to enhance your general clinical and critical decision-making skills in a supportive environment
- Take ownership of patient care within the ward/unit's model, diligently adhering to Western Health policies and procedures in all clinical activities.
- Contribute to exceptional patient care through comprehensive clinical assessments, efficient admissions processes, and the development of effective management plans
- Conduct timely clinical assessments of both urgent and non-urgent patients, actively participate in ordering and interpreting clinical investigations, and ensure prompt communication of any abnormal findings
- Collaborate in the development of patient-centered discharge plans, demonstrating an understanding of community provider roles and taking responsibility for clear communication with them
- Maintain meticulous and legally sound patient documentation, accurately reflecting requirements, outcomes, and events in accordance with Western Health policies and procedures
- Deliver clear and comprehensive clinical handovers to ensure seamless continuity of care for patients
- Prioritize your own health and well-being, proactively seeking support if any physical or mental health concerns may impact your work performance.
- Foster a collaborative and respectful working environment with the multi-disciplinary team, contributing to positive patient outcomes through effective communication and active participation in unit and site clinical meetings
- Share valuable insights and knowledge gained from seminars and conferences with colleagues through in-services, presentations, education forums, and team meetings, contributing to a culture of continuous learning
- Consistently demonstrate a caring and empathetic approach in all interactions with patients, ensuring their comfort and well-being
- Support and contribute to relevant research activities within the HMO framework, fostering a culture of inquiry and evidence-based practice
- Actively participate in the review and improvement of policies, procedures, and protocols, and proactively identify opportunities for enhancing clinical practice
- Commit to ongoing self-directed learning through active participation in HMO continuing education activities, clinical meetings, and mandatory training programs
- Contribute to the education of Interns and medical students where appropriate, developing your teaching and mentorship skills
- Be flexible to cover other Units as part of the after-hours roster or as required by the Medical Workforce Unit, broadening your experience across different areas
- Perform other duties as delegated by the Unit Head or Unit Registrar

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

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<b>Key Working Relationships</b>
<ul style="list-style-type: none"> <li>• Clinical staff including medical, nursing, and allied health</li> <li>• Patient support and administrative staff</li> <li>• Medical Workforce Unit</li> <li>• Medical Education Unit</li> </ul>
<b>Selection Criteria</b>
<ul style="list-style-type: none"> <li>• Possession of a medical qualification recognised by the Medical Board of Australia</li> <li>• Current registration as a medical practitioner with the Medical Board of Australia</li> <li>• Possess a minimum of six (6) months of prior clinical experience in Obstetrics &amp; Gynaecology</li> <li>• Proven ability to effectively collaborate within a multidisciplinary team, fostering a positive and supportive working environment</li> <li>• A strong commitment to ongoing professional development and a proactive approach to learning and skill enhancement</li> </ul>
<b>Additional Requirements</b>
<p>All employees are required to:</p> <ul style="list-style-type: none"> <li>• Obtain a police/criminal history check prior to employment</li> <li>• Obtain a working with children check prior to employment (if requested)</li> <li>• Obtain an Immunisation Health Clearance prior to employment</li> <li>• Report to management any criminal charges or convictions you receive during the course of your employment</li> <li>• Comply with relevant Western Health clinical and administrative policies and guidelines</li> <li>• Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures</li> <li>• Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health</li> <li>• Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health</li> <li>• Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health</li> <li>• Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health &amp; Wellbeing Act 2023</li> <li>• Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines</li> </ul>
<b>General Information</b>
<ul style="list-style-type: none"> <li>• Redeployment to other services and sites within Western Health may be required</li> <li>• Employment terms and conditions are provided according to relevant award/agreement</li> <li>• Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace</li> <li>• Western Health is committed to Gender Equity</li> <li>• Western Health provides support to all personnel experiencing family and domestic violence</li> </ul>

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- 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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