

POSITION DESCRIPTION

Position Title:	Obstetrics Medicine Registrar/Fellow
Business Unit/Department:	Women's and Children's Services
Division:	Women's and Children's Services
Award/Agreement:	Victoria Public Health Sector - Doctors in Training Enterprise Agreement 2018-2021 (AMA Victoria)
Classification:	HM25 – HM30
Reports To:	Chief Medical Officer Dr Briony Cutts – Clinical Lead Obstetric Medicine
Direct Reports:	N/A
Date Prepared/Updated:	10/04/2025

<p>Position Purpose</p> <p>Obstetric Medicine Physicians provide collaborative care as part of a multidisciplinary team to patients at Joan Kirner Women's and Children's at Sunshine Hospital, Western Health. They provide a consultative service to women with pre-existing medical disorders or women that acquire medical disorders associated with or complicating pregnancy. The Obstetric Medicine trainee is responsible as a member of this team for provision of high quality care to women that access both the inpatient and outpatient setting, maternity assessment center and emergency department for themselves and their newborns.</p> <p>This is an advanced training position accredited by the RACP for general medicine and by the Society of Obstetric Medicine of Australia and New Zealand (SOMANZ).</p>
<p>Business Unit Overview</p> <p>The Medical Workforce Unit is responsible for the recruitment, administration, education & training and support of junior medical staff at Western Health.</p> <p>The Medical Education Unit is responsible for the education and training of prevocational medical staff at Western Health.</p> <p>The relevant Clinical Division (Women's and Children's) is responsible for the provision of inpatient and outpatient clinical services by a multidisciplinary team. Unit handbooks detailing unit structures, key staff, services provided and other specific unit information are provided to junior medical staff as part of their orientation and at the commencement of their rotation within the unit.</p>
<p>Key Responsibilities</p> <ul style="list-style-type: none"> • In consultation with supervising consultants to specified rostered outpatient clinics and inpatient consultations • In accordance to rostered hours of daily duties

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- In accordance with Western Health Clinical Practice Guidelines and best available clinical evidence
- With effective verbal and written communication and documentation with other members of the multidisciplinary team to ensure accurate record keeping, comprehensive discharge planning and optimal follow-up and community care
- With accountability delivered by junior medical staff under supervision and delegation
- Work under the supervision of the Clinical Lead and support of the Obstetric Medicine Consultant oncall to further develop general clinical and decision-making skills in Obstetric Medicine
- Perform unit duties as delegated by the Clinical Lead for Obstetric Medicine or Receiving Obstetric Medicine Consultant in accordance with Western Health policies and procedures and relevant legislation
- Ensure notification to the appropriate oncall Obstetric Medicine consultant of patients referred to the Department, and provision of initial assessment of referred patients
- Ensure quality patient care via clinical assessment, admissions and development of management plans
- Provide day to day clinical management of patients and ensure attendance at ward rounds
- Assume responsibility for patient care in accordance with the care model of Obstetric Medicine, ensuring that required clinical procedures are performed with appropriate training and supervision
- Initiate and provide interpretation of clinical investigations
- Accurately reflect the patient's requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Participate in the multidisciplinary team development of discharge plans that reflects the needs of patients and their significant others and demonstrates understanding of the role of community providers. Assume responsibility for communication with community providers
- Provide supervision for the clinical activities of junior medical staff on the unit, according to the level of experience of the individual
- Provide clinical handovers to covering consultants, HMOs
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance
- Work collaboratively and respectfully with multi-disciplinary team members to achieve desired outcomes for maternity patients and their newborns through effective communication and attendance and participation in unit and site clinical meetings
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings.
- Demonstrate a caring and empathetic approach towards patients at all times
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in clinical practice
- Undertake ongoing self-directed learning by participation in continuing education activities and attendance at clinical meetings, including any mandatory training programs
- Assist in collection of data for audit purposes, and participate in research activities undertaken within the unit where required
- Coordinate and participate in the teaching of junior doctors and medical students
- Participate in on-going assessment of competencies via college assessment forms

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.

Key Working Relationships

- Clinical staff including medical, nursing, midwifery and allied health
- Patient support and administrative staff
- Medical Workforce Unit
- Medical Education Unit

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Selection Criteria

Experience/Qualifications:

- MBBS or equivalent medical qualification recognised in Victoria, Australia
- Current medical registration with Australian Health Practitioner Regulation Agency (AHPRA)
- Completed both the RACP written and clinical basic physician's exams
- Ability to work as part of a multidisciplinary team
- Commitment to professional development

Desirable Key Selection Criteria:

- Ideally have undertaken 12 months of accredited RACP Advanced Training
- Have a strong desire to work within the field of Obstetric Medicine as a consultant on completion of advanced training

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- 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
- 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
- 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
- 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
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines
- Be aware of and work in accordance with Hospital policies and procedures, including Occupational Health and Safety, Infection Control, Equal Employment Opportunity and Confidentiality.
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach to all interactions

General Information

- Employment terms and conditions are provided according to relevant award/agreement
- 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
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence

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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: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

Date: [Click here to enter a date.](#)

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