

## POSITION DESCRIPTION

<b>Position Title:</b>	Specialist Obstetrician
<b>Business Unit/Department:</b>	Obstetrics
<b>Division:</b>	Women's & Children's
<b>Award/Agreement:</b>	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	HN or HM (as applicable)
<b>Reports To:</b>	Head of Obstetrics
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	19 February 2025

<b>Position Purpose</b>
<p>Western Health, a leading provider of tertiary maternity and newborn services, is seeking to appoint a Specialist Obstetrician to enhance the delivery of quality care at one of Australia's largest maternity care providers.</p> <p>The maternity service benefits from support provided by a Neonatal Intensive Care Unit, 24-hour anaesthetic cover, and a Maternal Fetal Medicine service.</p> <p>The Specialist Obstetrician will integrate with the existing team structure to provide specialist inpatient and ambulatory obstetric services within a collaborative, multidisciplinary setting.</p> <p>The Specialist Obstetrician is responsible for delivering high-quality clinical care to patients served by Western Health, overseeing and training Junior Medical staff, and supporting Western Health's strategic priorities.</p> <p>Responsibilities include consultant cover for acute obstetrics (Birth Centre and Maternity Assessment Centre), pregnancy clinics, caesarean section lists, and the teaching and supervision of junior medical staff.</p> <p>This role will work alongside a comprehensive medical team comprising 79 specialists, 28 registrars, and 32 Hospital Medical Officers, as well as midwifery, nursing, and administrative staff. The position is supported by a skilled leadership team, including the Head of Maternal Fetal Medicine, Head of Obstetrics, Head of Gynaecology, and various Team Leads, along with an experienced operational team.</p>
<b>Business Unit Overview</b>
<p>The Division of Women's &amp; Children's Services at Western Health is responsible for the provision of inpatient and ambulatory care across Maternity, Gynaecology, Neonatal and Paediatric Services. The Division provides both elective and emergency care and aims to ensure the provision of safe, coordinated, person-centred, right care through a consistent, multi-disciplinary partnership approach.</p>

### Our Vision

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The Division of Women's & Children's Services continues to expand and develop to meet the Western region's population growth, care complexities and demand. The service has seen significant growth over the last 4-5 years across all program areas in assisting to meet regional support requirements. The purpose-built Joan Kirner Women's and Children's (JKWC) Building at Sunshine Hospital, and the delivery of services at Bacchus Marsh Hospital following amalgamation continues to support the growth of the service, with planning commenced for the New Melton Hospital in 2029 providing services for women and children.

In 2024/25 in the Women's & Children's Divisions activity included more than:

- 7,983 total babies were born: on average 21-22 babies per day
- 7,199 babies were born at Sunshine Hospital
- 784 babies were born at Bacchus Marsh Hospital
- 1,512 neonates accessed Newborn Services
- 3,062 women accessed inpatient Gynaecology services
- 4,149 children were admitted
- 29,985 children were cared for in the Sunshine Hospital Emergency
- 160,208 episodes of ambulatory care were provided

The Women's & Children's Division provides care across a number of sites within the Western catchment, including Sunshine, Bacchus Marsh, Melton and Sunbury. The Division collaborates with several other Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care for our community.

The Division will continue to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.

The Department of Obstetrics and Gynaecology has over 30 specialists and 24 registrars. Whilst most specialists are general obstetricians and gynaecologists, subspecialty services include gynaecological oncology, urogynaecology, maternal fetal medicine, COGU and infertility. There is a team of advanced laparoscopic surgeons and specialists with an interest in sexual and reproductive health, colposcopy, EPAS and adolescent gynaecology. We have over 55 theatre lists per month.

### Key Responsibilities

- Assume responsibility for quality patient care in accordance with the care model of the ward/unit, ensuring that clinical procedures are performed in accordance with Western Health policy and procedure.
- Ensure that consultations, treatment, care plans and other clinical management are delivered and documented to support ongoing care and communication and to meet medico-legal requirements in accordance with Western Health policy and procedure
- Analyse and use data to guide decisions and evaluate outcomes
- Participate in resolving problems in care delivery utilising a multidisciplinary approach
- Ensure discharge summaries requirements are met within a timely manner, ensuring GPs are contacted for discharged patients
- Ensure continuity of care by communicating appropriately with other practitioners including community general practitioners.
- Work closely with relevant medical colleges, especially the RANZCOG, to ensure that the training provided for junior medical staff is optimised and meets college expectations.
- Coordinate the recruitment of JMS in close collaboration with the Head of Obstetrics.
- Ensure awareness among the clinical team of clinical experience and proficiency of junior medical staff delegated to deliver care, and provide supervision for and be accountable for the care delivered
- Provide consistent and appropriate leadership and supervision to Junior Medical Staff
- Ensure that the care of all patients is handed over to the appropriate delegate or other suitable arrangements for follow up, including management of patient results is in place
- Oversee and lead by example in the delivery, management and promotion of high-quality clinical care to all patients of Western Health
- Participate in the development, implementation and revision of treatment protocols and ensuring best practice standards appropriate to each department through the utilisation and development of clinical guidelines

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- Work closely with other Western Health Divisions and Units which provide care for women. This includes the adult surgical units, Emergency, Allied Health, Anaesthetics, and Medical Imaging.
- Actively contribute to Western Health's ongoing development, i.e. through involvement in hospital wide activities, community, national and/or international organisations
- Actively participate in departmental or organisational wide quality and credentialing processes, including clinical work review groups
- Participate in service planning as requested by the Unit/ Department Head and Clinical Service Directors including the development and setting of targets, resource requirements and improvement priorities for the service agreement.
- Participate in developing department and personal priority goals and objectives consistent with the mission, philosophy and strategic plan of the organisation
- Ensure that any dealings with the media are approved and in accordance with policy, procedure and privacy legislation
- Contribute to creating and maintaining a work climate which is conducive to positive morale and employee growth, development and retention
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.
- Establish and maintain professional relationships with employees, other professional groups, units/departments and/or community agencies
- Build networks and participate in benchmarking to seek and share information to assist in developing best practices
- 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.
- Participate in hospital provided professional development activities and keep up to date with relevant developments in clinical and hospital practice and policies
- Develop a research agenda within the service, including literature reviews, development of evidence-based practices and the collation of data to publish or present results of this work each year
- Participate in clinical teaching and professional development of junior medical staff, medical students and students of all health professions and disciplines, including involving students in clinical care
- Maintain personal qualifications in accordance with continuing certification requirements of relevant medical college or other body
- Oversee the management of the department's budget and strategic and financial planning
- Comply with Western Health financial systems, policies and processes
- Maintain a high and accurate level of clinical and financial recording and ensure involvement in medical document audits
- Participate in the development and monitoring of financial risk reduction and identify and implement strategies for cost control
- Identify revenue opportunities through available funding streams and develop business cases to optimise opportunities and business development
- Manage and operate in accordance with Western Health Human Resource policy and practise in all matters relating to recruitment and employment
- Ensure the ability to receive and return organisational relevant information and communication through phone, and/ or voicemail and email within time limits set by the organisation
- Ensure on call roster and in hours provision of service are achieved
- Acquire and maintain sufficient relevant computer/technology skills and utilise these to participate in services and communication offered by Western Health
- Other duties as delegated by the Executive Director Medical Services

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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## Key Working Relationships

### Internal:

- Head of Obstetrics
- Other Senior Medical Staff
- Midwifery Staff
- Maternity Operations Manager
- Nursing and Allied Health Staff
- Patient Support and Administrative Staff
- Medical Workforce Unit Management
- Unit/ Department Heads
- Clinical Services Directors
- Divisional Directors
- Chief Medical Officer
- Director Maternity Services
- Deputy Director Medical Services

### External:

- GP's
- Community Health Agencies
- RANZCOG
- University of Melbourne and Notre Dame University
- Patients, families and significant others
- Other Health Services

## Selection Criteria

### Essential

- Existing registration with AHPRA or with qualifications suitable for specialist registration (see details at <https://www.medicalboard.gov.au/Registration/Forms.aspx>)
- Fellowship of RANZCOG or with specialist qualifications suitable for application for FRANZCOG through the Specialist International Medical Graduate Pathway (see details at <https://ranzcof.edu.au/training/international-medical-graduates/international-specialists>)
- A high level of ethics in regards to patients, colleagues and the organisation
- Skill and maturity in problem solving, negotiation and conflict resolution
- A high level ability to make decisions and support rationale, clearly communicate decisions to relevant parties
- Maintains confidentiality of patient, institutional and staff information
- A commitment to professional development

## 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.

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- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, 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.
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

### General Information

- Redeployment to other services or sites within Western Health may be required
- 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
- 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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