

POSITION DESCRIPTION

Position Title:	Non-Accredited Junior O&G Registrar
Business Unit/Department:	Obstetrics and Gynaecology
Division:	Women's and Children's
Award/Agreement:	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) – Enterprise Agreement 2022-2026
Classification:	HM25 – HM30
Reports To:	Chief Medical Officer, Clinical Services Director, Head of Obstetrics and Gynaecology, Head of Gynaecology, Head of Obstetrics, and Chief Registrar & Junior Medical Officers (PGY2, PGY3+) Clinical Department Head as per rotations
Direct Reports:	N/A
Date Prepared/Updated:	3/07/2024

Position Purpose

Non-accredited Junior Registrar positions at Western Health are structured to provide opportunities for a doctor in PGY 3+ to gain experience and skills that will support an intention to apply for admission to the RANZCOG specialist training program or to continue as a career medical officer. While the positions are primarily aimed to support the service components of the Division's activity, opportunities to gain skills in all areas of O&G will be available.

Non-accredited registrars participate equally in the various aspects of the structured teaching program that is an integral part of our accredited RANZCOG training status.

Successful applicants who intend applying for vocational training will be supported by the unit in their application, conditional on meeting expectations with respect to service delivery and demonstrating relevant O&G skills.

Junior registrars expect to rotate through any of the following units:

- Bacchus Marsh Hospital
- Junior registrar for one of the four team-based general O&G units
- Labour ward and acute receiving registrar
- Night duty (on call with a Senior Registrar – Level 5/6)
- Elective Caesarean Section lists
- Emergency department (EDOG)
- Early Pregnancy Assessment Service (EPAS)
- Antenatal clinics
- Maternity Assessment Centre (MAC)
- Gynaecology outpatients
- Gynaecology operating (minor gynaecological procedures, and/or co-rostered with RANZCOG trainee to gynaecology lists)

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<p>Additional opportunities may be available for participation in other specialist services such as pelvic floor disorders, infertility, maternal- fetal medicine and endoscopic surgery.</p> <p>While surgical training is prioritised to accredited trainees, non-accredited registrars may have exposure to minor gynaecological procedures, assisting at gynaecological surgery and participation in elective Caesarean Section lists.</p>
<p>Business Unit Overview</p>
<p>Women's services at Western Health incorporate maternity services based at Joan Kirner Women's and Children's at Sunshine Hospital and gynaecology services conducted across the network.</p> <p>The service is supported by 18 consultants including full time staff specialists and VMOs, providing a full range of O & G services including:</p> <ul style="list-style-type: none"> • General and high risk obstetrics • General gynaecology • Maternal fetal medicine • Obstetric and Gynaecology ultrasound • Urogynaecology • Gynae-oncology • Family planning and infertility • Advanced laparoscopy • Colposcopy • Early Pregnancy Assessment • Adolescent gynaecology • Sexual and Reproductive Health
<p>Key Responsibilities</p>
<ul style="list-style-type: none"> • Scan for and act on opportunities to create Best Care • Model positive and proactive attitudes and behaviours that support the dimensions of Best Care • Collaborate on achieving the goals for Best Care with other employees and patients/consumers • Be responsible for Best Care in their service • Model and reward the behaviours and actions outlined in the Western Health vision for Best Care • Clarify specific employee roles and behaviours for creating Best Care and support employees to fulfil their roles • Implement and maintain systems, materials, education and training that ensure employees deliver best care • Support the establishment of partnerships with patients and carers when designing, implementing and maintaining systems • Understand and address key local quality, safety and patient experience issues and the broader organisational goals and prioritised actions for Best Care <p><i>Other role accountabilities include:</i></p> <ul style="list-style-type: none"> • Comply with the expected standards of performance in the role as described by the relevant professional Demonstrate a commitment to the patient 'Charter of Healthcare Rights' • bodies/industry standards and leadership capability frameworks • Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience • Comply with confidentiality obligations with regard to patients, consumers and colleagues • Comply with all Western Health policies and procedures • Participate in on-going assessment of competencies • Work under the supervision and support of the Head of Unit or Receiving Consultant to further develop general clinical and decision-making skills • Perform unit duties as delegated by the Unit Head or Receiving Consultant in accordance with Western Health policies and procedures and relevant legislation

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- Ensure notification to the appropriate 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 the ward/unit, 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 with regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Participate in the 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 the junior medical staff on the unit, according to the level of experience of the individual
- Provide clinical handovers to covering Registrars
- Day to day management of patients as well as a role in initial assessment of patients referred by other units.
- The initiation and interpretation of clinical investigations
- Performance of required clinical procedures with appropriate training and supervision
- Liaison with other team members, and communication with patients and their relatives as required
- Attendance at ward rounds
- Notification to the appropriate consultant in a timely way of patients admitted and referred to the Department, and initial assessment of referred patients
- Participation in the discharge planning process and responsibility for communication with community providers
- Clinical handovers to covering Registrars

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

Internal:

- Junior medical staff, midwives, nurses, consultants

External:

- General practitioners, community based midwives, PERS, services within the Western Collaborative and tertiary referral centers

Selection Criteria

Essential

- Completion of a minimum of 18 months full-time experience in O&G at HMO (PGY2+) level or above, by commencement in August 2023, preferably in a metropolitan or larger regional centre.
- Current registration with AHPRA to enable the full term of the contract to be served.
- Conditions as outlined in the EOI attached.

Desirable

- Able to assist in the management of a busy labour ward with experience in assisting at caesareans, operative vaginal births and management of obstetric emergencies, as well as experience in minor and intermediate gynaecological procedures.

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

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- 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

General Information

- Redeployment to other services and 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: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

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

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