

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Registrar – Obstetrics & Gynaecology Advanced Lap/Gynae-Oncology
<b>Award Classification:</b>	As per AMA / DIT Award
<b>Award / Agreement Name:</b>	Victorian Public Health Sector (AMA Vic) – Doctors in Training – Multi-Enterprise Agreement 2022 -2026 (Commonly known as “AMA Victoria DIT Agreement”)
<b>Position Reports to:</b>	Chief Medical Officer, Eastern Health. Director Medical Services, Workforce & Wellbeing. Heads of Unit / Consultants / Registrars.

### EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio-economic status, population, and healthcare needs.



## **1. POSITION PURPOSE**

This position entails rotation in advanced laparoscopy and gyn - oncology, each for 6 months. Senior registrar laparoscopy position will have clinics and theatres to ensure exposure to assessment, treatment surgery and management under guidance of AGES and advanced laparoscopic surgeons, with combined gynecology and colorectal surgeon lists, involvement in pain clinics, ensuring holistic exposure to advanced laparoscopy, Gynae oncology rotation will be involving clinics , multidisciplinary meetings , theatre exposure with presentations , ward rounds and in depth experience in Gynae- oncology .It is an opportunity for generalists to hone their experience and technique and for those inclined to fellowships to get the taste for the specialties' but also with general duties to maintain obstetric and general gynecological skills .This training post focuses hence mainly on endoscopic and advanced open gynaecological surgery including gynaecological oncology. Involvement in research projects is also actively encouraged and supported. This should be actively pursued from the start or even before your rotation, in order to successfully complete the project by the end of the six-month period, or shortly thereafter. You should discuss any areas of interest with the Institute Director and/or your Training Supervisor as soon as possible.

The Registrar is also responsible, under the supervision of the head of the department of Obstetrics and Gynecology and the consultant staff for assessment planning and ongoing treatment and discharge of obstetrics and gynecology patients at Eastern Health to enable the provision of high-quality patient care. The position is for an O and G fellow who has completed all college requirements and capable of working as an independent, with indirect supervision.

The Senior Registrar will assist the Consultant staff in the daily supervision of Junior Registrars and HMOs in the Department.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

Eastern Health provides a comprehensive service in Obstetrics and Gynaecology. Maternity services are provided at Box Hill Hospital and the Angliss Hospital. There are Gynaecology services delivered at the Angliss, Box Hill, Yarra Ranges and Healesville Hospitals. There is full time accessible Consultant support provided by a rotating roster of on-call Consultants. Registrars provide 24 hour cover at both the Angliss and Box Hill Hospitals. Registrars and HMOs are rostered to provide care at the various Eastern Health sites.

The duties in this position description cannot be fulfilled by practitioners with Level 1 supervision.

- Providing assessment and continuing management of obstetric and gynaecological patients in the maternity unit, wards and emergency department under the overall supervision of the specialist medical staff.
- Participate in the after hours On Call Registrar roster.
- The Obstetric and Gynaecology Registrar, when rostered, will be first on call and may be asked to review patients initially assessed by junior medical staff either on the wards or in the emergency department.
- The Registrar will ensure that all patients are assessed in accordance with Hospital policy on presentation. Some duties may be delegated to more junior staff but responsibility for diagnosis and treatment plan lies with the Registrar.
- Ensure clear and timely communication with other health professionals in regard to management plans, diagnostic requests and consultations.
- Discuss with the consultant medical officer on call, as necessary, the status of patients under their care.
- Provision of a clear and detailed hand over of patients, particularly those who are unwell or unstable, to the SRMO or consultant medical officer on call at the end of each day.
- Assessment of consultations by other departments and review of those consultations with the relevant consultant within a 24-hour time frame.

- Supervise the junior medical staff when conducting procedures to ensure safe and efficient performance of duties.
- Attend the emergency department promptly to review acute cases
- Attend antenatal and pre admission clinic for both obstetric and gynaecological patients as directed.
- Oversee the organisation of appropriate diagnostic and therapeutic procedures, including the necessary radiology and pathology tests, prescribe appropriate medication and arrange operative treatment or referral for consultation where required. Ensure that all pathology and medical imaging results are reviewed in a timely manner. The registrar must also ensure any significant or abnormal results for any obstetric or gynaecology patients are acted on in a timely manner
- Attend operating theatres and perform surgery under the supervision of the visiting medical officers.
- Provide accurate and timely documentation.
- Participate in discharge planning procedures of the hospital. Ensure all discharge summaries are completed quickly and accurately.
- Develop and maintain good communication with midwifery, nursing and allied health staff.
- Attend clinical meetings and other specified meetings of the hospital and of the department to which they are attached.
- Participate in department meetings including peer review and Mortality and Morbidity.
- Participate in quality improvement activities relevant to the unit and present findings to appropriate meetings
- Take an active role in research activities in the unit.
- Ensure that death and cremation certificates, and all arrangements for autopsy tests are arranged. Ensure that family are notified and informed of the need for autopsy and appropriate support is provided.
- Respond to all requests for communication with families/carers in a timely fashion with appropriate consideration of privacy requirements
- Participate in the informal instruction and formal teaching of junior medical staff, medical students, nursing and midwifery staff and others on rotation or assigned to the department.
- The senior registrar shall provide leadership and guidance to the other Registrars.
- The senior registrar is also responsible for roster design/management and acting as surgical liaison to assist with queries from the O&G surgical booking team.
- Liaise with the Head of Department of Obstetrics and Gynaecology regarding any problems which may arise in the exercise of these duties or other duties which may be delegated to the registrar both in hours and after hours.
- Be aware of the contents of the policy and procedure manuals for the hospital and work in accordance with the principles contained therein
- Carry out such other duties not inconsistent with the award or terms of employment as may be specified or implied from time to time

### **3. SAFE PRACTICE AND ENVIRONMENT**

#### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

#### **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavor to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

#### **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

#### **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

#### **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

#### **8. PERFORMANCE DEVELOPMENT**

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. ATTACHMENTS

Attachment 1 & 2    Key Selection Criteria

## 10. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_ Date:    /    /   

Manager

### INCUMBENT STATEMENT

*I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.*

Signed: \_\_\_\_\_ Date:    /    /   

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## **ATTACHMENT 1**

### **KEY SELECTION CRITERIA**

<b>Position Title:</b>	Senior Registrar – Obstetrics & Gynaecology- Advanced Lap/Gynae- Oncology
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#### Essential

- Must hold a MBBS or equivalent degree and be eligible to be registered as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).
- Must have completed 4 years training in the above program, unless otherwise specified by the College for International Medical Graduates

#### Desirable

- Experience in the Australian Hospital system is highly desirable.
  - Membership of the Royal Australasian College of Obstetrics and Gynaecology training program Australian Citizenship or Permanent Residency is highly desirable.
  - Capable of working independently , with indirect supervision .
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## **ATTACHMENT 2**

### **Key Result Areas / Key Performance Indicators**

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- Timely assessment and management in accordance with Hospital policy and procedures for continuing management of obstetric and gynaecological patients in the maternity unit, wards and emergency department under the overall supervision of the specialist medical staff.
- Supervision and teaching of Junior Medical Staff to ensure safe and efficient management, treatment plans and diagnosis.
- Clear and timely communication with other health professionals in regard to management plans, diagnostic requests and consultations.
- Appropriate communication with staff including Midwifery, nursing and allied health teams regarding the status of patients under their care.
- Assessment of consultations by other departments and review of those consultations with the relevant consultant within a 24-hour time frame.
- Appropriate response to the Codes and referrals from other Departments.
- Oversight of the organisation of appropriate diagnostic and therapeutic procedures
- Attendance and performance of surgical procedures under the supervision of the visiting medical officers.
- Provision of accurate and timely documentation.
- Participate in department meetings including peer review and Mortality and Morbidity.
- Participate in quality improvement activities relevant to the unit and present findings to appropriate meetings
- Participation in research activities in the unit.
- Liaison with the Head of Department of Obstetrics and Gynaecology regarding any problems which may arise in the exercise of these duties or other duties which may be delegated to the registrar both in hours and after hours.
- Meet any other requirements specified by the college for training purposes.