

Eastern Health

POSITION DESCRIPTION

Position Title:	Obstetrics and Gynaecology Registrar (Un-accredited)
Award Classification:	As per AMA / DIT Award
Award / Agreement Name:	Victorian Public Health Sector (AMA Vic) – Doctors in Training – Multi-Enterprise Agreement 2022 -2026 (Commonly known as “AMA Victoria DIT Agreement”)
Position Reports to:	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

The Obstetrics & Gynaecology Registrar is responsible for coordinating and documenting the admission, management and discharge planning of patients attending the Obstetrics' & Gynaecology Unit in consultation with the O & G Senior Medical staff. The position is across Eastern Health, although the job location is likely to be at one site: Angliss or Box Hill Hospital.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Ward Cover:

- Locations of wards and handover will vary at each site
- All Registrars must attend handover daily starting at 0800AM.
- The Registrar on duty for the (wards and delivery suite) will always hold a hospital provided phone.
- Every morning the Registrar on Ward Cover, following handover, performs a ward round including any outlying pts. They also cover FMAC referrals during this time.
- The Registrar will inform the Delivery suite NUM which Registrar is available for Delivery suite cover in the event that there is any deviation from the printed roster.
- The Registrar when covering birth suite is responsible for keeping the nursery and paediatrician informed of any pending deliveries of babies that may require "Paed's input".
- The Registrar covering the Ward will attend ED and Ward referrals as well as taking external phone referrals (Eg from GPs).
- The Registrar (whether covering Birth Suite or the Wards) may also receive referrals from FMAC , YRH and Angliss/Chandler House clinics. They will cover all intrapartum referrals as well, when appropriate. It is this Registrar's responsibility to keep the consultant on duty informed where appropriate.
- The Birth suite / Ward cover Registrar may also acts as cover for foetal maternal assessment clinic (FMAC) Monday to Friday from 0800 till 1700. It is the Registrars responsibility to liaise with the relevant VMO if circumstances require appropriate patient follow up and/or intervention.
- It is expected that all Registrars will keep the Consultant on duty informed of admissions, referrals, patients handed over from FBC, labour ward management decisions/progress.
- Registrars will formerly handover to the relevant covering Registrar and/or VMO at the end of their Shift.

Theatre Duties:

- The Registrar rostered for theatre attends morning theatre directly from 0800, so as to expedite a timely start to theatre by 0830 hrs.
- It is the Registrar covering the wards duty to liaise with the specific consultant regarding their patient's post op recovery progress/complications. **Any deviation from normal post-op. recovery, or, any early discharges must be communicated to the consultant who's bed card the patient is under.** (At the very least an SMS to each consultant stating the patient name and that there are no post operative problems is sufficient on a daily basis – needless to say an SMS is **insufficient** when communicating problems and/or any concerns)
- Registrars performing any procedure in theatre **will follow-up all** histology, especially all emergency cases booked on theatre lists that do not require attending consultant follow up.

Clinics:

- During SMS / YRH clinics, the Registrar rostered to these clinic's primary role is to "staff" the clinic.
- If needed Registrar's will liaise with the SMS Obstetric Consultants and/or the Senior Registrar regarding any consultant input needed for SMS patients.
- If needed Registrar's will liaise with the consultant on duty and/or the Senior Registrar regarding any consultant input needed for YRH patients while attending clinics.
- During those times that a Registrar is in theatre and no second Registrar is available to cover the wards or during those times when there are shortfalls in the Roster e.g. sick leave, a resident will be utilized to scrub in and assist the Consultant should an urgent registrar review be required outside of theatre.
- It is the individual Registrar's responsibility to follow-up any pathology or any radiology, on any antenatal patients suspected of deviating from normal and to liaise with the appropriate consultant and/or the Senior Registrar. (There is a section on the "handover sheet" for follow-up of Gynae, EPAS, SMS and YRH patients)

Meetings & Teaching:

- All Registrars are to arrange teaching sessions for residents and students on a weekly basis where possible (time permitting).
- All Registrars will attend the quarterly joint Obstetric/Paediatric Perinatal M&M meetings regardless of rostering issues (obviously the Registrar covering birthing suite is expected to attend to ward emergencies first then attend the meeting where possible).
- The Senior Registrar is to liaise with the Registrar to present at the various Women's and Children meetings.

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 endeavour 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 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: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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

Must hold a MBBS or equivalent degree and be eligible to be registered as a Medical Practitioner with the Australian [Health Practitioner Regulation Agency \(AHPRA\)](#)

Desirable

Experience in the Australian Hospital system is highly desirable.

Australian Citizenship or Permanent Residency is highly desirable.