

Eastern Health

POSITION DESCRIPTION

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| Position Title: | Obstetrics and Gynaecology HMO3 |
| 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

This position is clinically responsible to the Registrar and Consultants of the Unit.

The Hospital Medical Officer is responsible for coordinating and documenting the admission, management and discharge planning of patients admitted to his/her ward. Doctors should also refer to the Rover document for the unit.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

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

Assessment and Investigation

- Document a comprehensive patient history from the patient and/or other relevant sources (eg family, medical record, general practitioner, ambulance transfer sheet). [It is important to distinguish between factual and presumed information, and to verify presumed past diagnoses.]
- Conduct and document a physical examination writing complete progress notes, which are legible, accurate and signed.
- Formulate a management plan for each patient and ensure appropriate investigations are ordered and checked daily, which may mean altering the management plan, if necessary.

Care Management

- The HMO is responsible, in conjunction with the Registrar and Obstetricians and Gynaecologists, for the continuing care of all obstetrics and gynaecology patients within their unit and for ensuring that patients are reviewed daily with medical progress notes, particularly after every ward round, documented in the medical record.
- Document inpatient management plans, and effectively coordinate patient care, including referral to Specialist and Allied Health professionals and followed up.
- Demonstrate knowledge of common therapeutic agents, uses, dosages, adverse effects and potential drug interactions.
- Ensure investigations are performed with results, changes to medication/s, investigations for follow up, Outpatient appointments, etc documented and discussed with the patient's GP during admission and at discharge.
- Write a concise discharge summary for each patient, ensuring that it is faxed to the GP before the patient leaves the hospital.

Clinical Procedures

- Practice and improve procedural skills relevant and appropriate to rotation.

Organisation

- Prioritise work, ensuring the sickest patients are seen first. Check important test results of the day and make certain that decisions made earlier in the day have been carried out.

- Hand over information about very sick patients to the covering HMO.
- Do a daily ward round of all patients with the Registrar, who is the first contact for any patient issues you have. Notify the Registrar and appropriate Consultant/s of any serious change in a patient's condition or a patient's death.
- Ensure that all drug charts, IV orders and pathology test slips are completed and not left for later shifts.
- Ensure that discharge medication is written up the day before discharge and the discharge summary the day of discharge. Make certain the discharge summary is sent/faxed to the patient's GP and any other doctors/hospitals involved in the patient's previous or subsequent care.
- The HMO is required to be aware of and work in accordance with the Hospital's Admission and Discharge Policy.

Communication

- The HMO is responsible for developing and maintaining good lines of communication with Medical colleagues, Nursing and Allied Health staff, as well as each patient's GP.
- The HMO should be especially aware of the need for culturally sensitive communication with patients, families and other care providers. Ensure patient relatives are aware of the patient's condition, bearing in mind any privacy issues.
- At the commencement of a shift, the HMO coming on will consult with the outgoing HMO and similarly handover to the covering HMO when going off duty.
- Patients who are unwell should be handed over directly to the HMO covering the unit on afternoon's off.
- Where possible, within rostered hours, he/she will attend unit ward meetings.

Professional Practice and Education

HMOs need to:

- Where possible, (within constraints of clinical duties and roster), attend educational meetings and unit education sessions.
- Develop an understanding of their role in multi-disciplinary health care and develop a learning plan for the rotation, which includes technical skill development and management of specific conditions.
- Be able to describe the management of common conditions seen during this rotation.
- Attend all formal rounds, outpatient and theatre sessions as rostered.
- Recognize the need for confidentiality in all aspects of medical practice, and realise that any information obtained in the course of employment is confidential, and must not be used for any purpose other than the performance of duties for which the HMO was employed.
- Participate in the Performance Appraisal process with the Head of Unit mid-term, and at the end of rotation.
- Assist in the development of safe working practices and the provision of a safe working environment by actively reducing hazards and focusing on accident prevention. HMOs should inform Clinical Services (Medical) and your Consultant of any issues related to patient care or general hospital organisation about which they have concerns.
- Support staff adherence to infection control policies and procedures as documented in the infection control manual and support the Infectious Diseases and Infection Control Unit in their role by ensuring quality care for patients at Eastern Health.

Other Duties

- Take part in the after-hours and weekend rosters.
- May include covering ill or absent colleagues, as directed by the Director of Clinical Services (Medical).

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 & 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: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Must hold a MBBS or equivalent degree and be provisionally registered as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).

These positions may be combined with a 6months GP and General roster which will include rotations across any Eastern Health site.

ATTACHMENT 2

Key Result Areas / Key Performance Indicators

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Specific Learning Objectives in Obstetrics and Gynaecology

An HMO completing this rotation will:

- Be able to take an obstetric and/or gynaecological history and perform an appropriate examination.
- Understand the indications for special obstetric or gynaecological investigations, and be able to interpret the results.
- Be able to assess antenatal patients.
- Develop your skills in the assessment and management of patients in labour and become familiar with the possible interventions and the indications for each.
- Develop your skills in the assessment and resuscitation of neonates, both in theatre and the wards.
- Develop your skills in the assessment and management of patients presenting with acute gynaecologic problems.
- Gain a good understanding of what each gynaecological surgical procedure entails and the ability to discuss the factors to be considered when recommending for or against interventions for gynaecological disease with patients.
- Develop peri-operative management plans for acute and elective gynaecological surgery patients.
- Gain an understanding of the possible methods of contraception and the indications for particular patients.

- HMOs should download and consult the Australian Curriculum Framework for Junior Doctors located at: <http://www.cpmec.org.au/Page/acfjd-project> to ascertain if they have met all the competencies for clinical management, communication, professionalism and skills / procedures as stipulated in the document for this rotation.