

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Obstetrics & Gynaecology Senior HMO
<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**

- The Senior HMO job is a 12 month rotation in O&G at Eastern Health.
- It is a specifically designed position to enhance skills and experience in the area, with independent Caesarean lists and Gynaecology operating lists with consultants. The position is closely mentored and supervised working in a supportive environment and participating in a rotating roster, it also focuses on research and publications.
- It is ideal for candidates applying for the RANZCOG training program, enabling them to strengthen their application and get a competitive advantage. It also provides an opportunity to occasionally step up to an unaccredited registrar role participating in departmental organisation and administration.

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

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

- Provide appropriate care to inpatients
- Attend public outpatients as per the roster
- Participate in consultative service for patients of other units or departments
- Provide cover to the Antenatal, Postnatal wards and participate in acute Delivery Suite shifts
- Participate in operating theatre
- Actively involved with departmental teaching program
- Step up to an unaccredited registrar role (under close supervision)
- Help with departmental administrative and organizing tasks

## **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**

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- 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)
- Experience in the Australian Hospital system is highly desirable.
- Australian Citizenship or Permanent Residency is highly desirable.

## 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.
- 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.
- 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.