

Position Description

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| Position Title | Casual Obstetrics and Gynaecology Registrar |
| Position Number | Enter position number |
| Division | Clinical Operations |
| Department | Women and Children |
| Enterprise Agreement | Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026 |
| Classification Description | Registrar |
| Classification Code | |
| Reports to | Professional: Clinical Director/ Unit Head Operational: Medical Workforce Unit |
| Management Level | Non Management |
| Staff Capability Statement | Please click here for a link to staff capabilities statement |
| Mandatory Requirements | <ul style="list-style-type: none"> • National Police Record Check • Working with Children Check • Registration with Professional Regulatory Body or relevant Professional Association • Immunisation Requirements |

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

In this position you will be a key contact for medical advice on the hospital site and whilst this can be challenging we hope you find the experience rewarding.

Whilst you may feel more exposed than at larger hospitals, there is always someone more senior to ask for advice, either in person or via phone. These include other Registrars, your unit Consultants, and the AMU consultant who works during weekdays, ICU/surgical/ED registrars and Consultants as well as some very experienced nursing colleagues.

Responsibilities and Accountabilities

Key Responsibilities

The key responsibilities will vary depending on the Unit you are covering but will be a mix of:

- Clinical management of medical patients and the supervision of, and adequate documentation their medical care.
- Initiate, implement and monitor management of patients under supervision, incorporating the appropriate testing and investigation.
- Thoroughly and promptly correlate and record in the medical record the information obtained from its various sources, in an appropriate and ongoing manner, from the initial assessment, treatment, clinical progress and investigations, and to succinctly record this in discharge summary at the time of discharge.
- Foster rapport and good communications using appropriate language, written or verbal, with the patient and other parties as required; including contact with the referring Medical Practitioner.
- Use technology appropriately, with cost benefit and potential patient benefit and complications considered.
- Appropriately liaise with all staff involved in the care of the patient, including communication and referrals necessary for ongoing care post-discharge.
- Perform certain procedures, under supervision as appropriate.
- Regularly review patient objectives, interpretative, physical and mental status, including the development of communication of a discharge plan from the time of admission.
- Counsel and support patients and their families.
- Fulfil duties as outlined in the Duty Roster of the post undertaken.
- As a representative of the Hospital and the Medical Profession, present an appearance and demeanour of professionalism at all times.
- Continually update and extend personal medical knowledge and skills, regularly attend Clinical Meetings and remain familiar with current medical literature.

- Perform other duties as agreed to and as required on occasions by Medical Administration in relation to cover of other registrars due to illness, bereavement or patient transfer.
- Provision of day-to-day care and supervision of patients of the maternity and gynaecology units under the direction of the consultant obstetrician and gynaecologists.
- Development of theoretical and practical skills consistent with stage of training and the requirements of the training program (if applicable).
- Management of hospital patients within the Obstetric and the Gynaecology Units under the supervision of the designated Consultant with an active approach to discharge planning.
- Liaison with other paediatricians in regard to care of neonates, particularly within the Special Care Baby Unit.
- Liaison with other clinical departments, particularly the Emergency Department in the provision of care to obstetric & gynaecological patients.
- Attendance at antenatal and gynaecology outpatients.
- Organisation with the designated consultant of operating lists and liaison with the Bookings manager and the operating theatre co-ordinator.
- Participation in quality assurance activities of the department, including multi-disciplinary activities with midwifery nurses.
- Liaison with midwifery and other nursing staff to ensure a high standard of clinical care.
- Provision of necessary information, support and counselling to patients and their families in relation to clinical care.
- Supervision of junior HMO and nursing staff as required and appropriate.
- Involvement in the care of private patients where requested by the designated consultant.

Communication

- Demonstrate effective and appropriate situational communication.
- Communicate clearly and concisely with all other healthcare professionals.
- Legibly document the history, clinical findings and management plan in the hospital unit record, including a detailed and accurate record of the patient's status on admission.
- Write suitable progress notes identifying changes in principal clinical problems and management plans, results of investigations and procedures performed and their interpretation.

Professionalism

- Engage in critical thinking and take an evidence-based approach to medicine
- Recognise own limitations and practise within the appropriate clinical scope
- Seek help and escalate patient care to a more senior level when needed
- Take responsibility for ensuring that factors such as fatigue, illness and stress in self and other staff do not adversely affect patient outcomes.

Learning

- Build on prior clinical experience as the basis for future independent professional practice.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. MBBS or equivalent degree enabling registration with AHPRA.
2. Experience working as a Obstetrics & Gynaecology Registrar

Desirable

3. Demonstrated appropriate level experience and skills in the medical assessment and clinical management of Obstetrics & Gynaecology patients.
4. Thorough understanding of the relevant legislation pertaining to Medical Officers.
5. High level interpersonal and communication skills.
6. Evidence of on-going professional development to continually update personal medical knowledge and skills.
7. Ability to operate in an environment of change.
8. Ability to work as part of a team as well as independently (under supervision).

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- 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 Bendigo Health.

- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

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. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.