

## Position Description

Position Title	Clinical Unit Head – Obstetrics & Gynaecology
Position Number	30025869
Division	Clinical Operations
Department	Women and Children
Enterprise Agreement	Obstetrics & Gynaecology
Classification Description	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification Code	Medical Specialist Year 1 - 9
Reports to	HN16 – HN59
Management Level	Operationally: Clinical Director – Women’s and Children’s Services Professionally: Chief Medical Officer
Staff Capability Statement	Tier 3 - Business Manager
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Working with Children Check</li> <li>• Registration with Professional Regulatory Body or relevant Professional Association</li> <li>• Drivers Licence</li> <li>• Immunisation Requirements</li> </ul>

## 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

This position provides clinical management and leadership to the Obstetrics & Gynaecology department reporting directly to the Clinical Director Women & Children (Operationally) and Chief Medical Officer (Professionally). As the Clinical Unit Head of Obstetrics & Gynaecology you will be expected to practice within your scope of practice and will be subject to Bendigo Health's Credentialing Committee's jurisdiction whilst working in Bendigo Health. This role is a senior leadership role responsible for providing leadership and management to the Obstetrics & Gynaecology Unit, including; clinical governance, service planning, people management, regional leadership, education and research. The Clinical Unit Head will direct clinical service delivery and continue the development of and lead a highly productive, cohesive multidisciplinary team.

This role will work closely with the Clinical Director of Women & Children, Director of Nursing Women's and Children's, Medical Workforce Unit and other Clinical Directors.

Key initiatives will include:

- The provision of world class multidisciplinary Obstetrics & Gynaecology services within Bendigo Health.
- The development of policies and procedures to guide the delivery of Obstetrics & Gynaecology services within Bendigo Health.
- Provide leadership for the development and implementation of standards for compassionate, high quality clinical care of Obstetrics & Gynaecology patients both within, and external to, Bendigo Health.
- Undertaking case reviews and providing advice and recommendations to the Clinical Director, CMO and clinicians on appropriate clinical management of Obstetrics & Gynaecology patients.
- The Clinical Unit Head is responsible for providing medical leadership to Obstetrics & Gynaecology craft group at Bendigo Health and its regional referring health services.
- The Clinical Unit Head will promote a coherent regional approach to inpatient and outpatient Obstetrics & Gynaecology services in keeping with the requirements of the Department of Health and Human Services.

The purpose of this position is to:

- Contribute to the development and implementation of a Obstetrics & Gynaecology services workforce plan for senior and junior medical staff.
- Develop systems to ensure safe and high-quality patient care, which will drive staff and patient satisfaction.

Close liaison will occur with the:

- Clinical Director Women & Children
- Director of Nursing – Women's and Children's
- Clinical Unit Head Paediatrics
- Director Medical Workforce Unit
- Business Directors

Clinical Unit Head reports will include:

- Staff Specialist Obstetrics and Gynaecology
- Fractional Specialist Obstetrics and Gynaecology
- Casual Consultant Obstetrics and Gynaecology
- Junior Medical staff including Registrars, HMOs and Interns

The Clinical Unit Head will be the supervisor and first point of contact for the staff outlined above.

Managers at Bendigo Health are an integral part of the health care service team, providing leadership and direction to a dedicated staffing group.

A manager 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

## Responsibilities and Accountabilities

**The Clinical Unit Head will:**

- Provide clinical service delivery in the unit
- Provide strategic advice to the Clinical Director, Executive and Board in relation to an appropriate service profile in for Bendigo Health, and provide operational advice in relation to the requirements to support that profile.
- Build a highly engaged, productive Obstetrics & Gynaecology workforce which is aligned with the organisation's values.
- Contribute to the development and implementation of appropriate policies and practices within the craft group to ensure consistent and coherent high-quality management of Obstetrics & Gynaecology patients.
- Identify relevant training requirements for staff and develop a training and education program to facilitate those requirements.
- Contribute to the credentialing and appointment processes with respect to applications for credentialing and/or appointment of senior medical staff.
- Identify issues that arise within and between health services that hinder the optimal delivery of services and provide advice to relevant health services to assist the resolution of those issues.
- Provide medico-legal advice to the CMO as required on specific cases or service provision in general.
- Provide clinical governance oversight for Obstetrics & Gynaecology services delivered in partnership with Dhelkaya Health, including participation in governance forums, case review processes, and ensuring alignment with agreed service level arrangements and regional models of care.
- Provide high-level clinical governance leadership that includes -
  - Conducting case reviews on clinical incidents as instructed by the CMO and/or the Clinical Operations Quality and Risk Committee.
  - Responding to all pertinent clinical incidents posted in VHIMS.
  - Oversee and coordinate to institute robust clinical audit of Obstetrics & Gynaecology services and outcomes, advising the CMO and Senior Management of significant results and develop strategies to improve performance.
  - Contribute to the investigation of complaints relating to Obstetrics & Gynaecology services to determine the facts and facilitate efficient issue resolution.

- Lead participation in Quality and Safety initiatives and activities including conduct of regular minuted Obstetrics & Gynaecology audit meetings and minuted Morbidity and Mortality reviews as required for the Craft Group, either separately or as part of the wider M&M for the Craft Group - as directed by the Clinical Director.
- To participate in annual Performance Reviews of all members of the respective Craft Group.
- Appraise clinical research relevant to regional Obstetrics & Gynaecology services and advise on the implementation of relevant research findings into clinical practice, thereby promoting evidence-based practice.
- Manage the unit's senior doctor roster with appropriate administrative support.
- To participate in organisational committees as appropriate.
- With the CMO and Clinical Director of Women & Children, contribute to the broader medical leadership at Bendigo Health.
- Be responsible for liaison with the respective specialist college in regards to strengthening relationships and attracting trainees to BH.
- Mentoring and teaching of junior medical staff within the division.
- To ensure timely completion of specialist college's documentation with regard to Obstetrics & Gynaecology trainees.
- Work in conjunction with other members of the Obstetrics & Gynaecology senior management team to provide operational and professional management across the areas of responsibility.

#### **Personal Attributes**

- A good record of achievement in the development and planning of Obstetrics & Gynaecology services, and implementation of quality assurance and clinical review activities.
- High level of self-confidence.
- Ability to interact and communicate with a diverse range of people at all levels.
- Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills.
- Flexibility to operate in an environment of change and continuous improvement.
- Ability to demonstrate balance and objectivity.

### **Key Selection Criteria**

#### **Essential**

1. Current registration as a medical practitioner in Australia and fellowship with a respective college.
2. Extensive knowledge of current trends affecting public sector health services in Australia.
3. Advanced change management and communication skills
4. The applicant must be able to demonstrate:
  - a. Effective interpersonal skills and negotiation skills.
  - b. A commitment to ongoing clinical education.
  - c. Demonstrated leadership skills.
  - d. Demonstrated experience in management of medical staff rostering and leave.
  - e. Knowledge of Clinical Governance as this pertains to Obstetrics & Gynaecology
  - f. Evidence of customer service ethos.
5. Proven extensive clinical experience as a staff specialist with ability to provide evidence-based, person-centred care, and a demonstrated ability to manage clinical, non-clinical and managerial duties.

6. Demonstrated ability to communicate, develop and maintain effective service interactions required to achieve organisational goals.
7. Training and education and demonstrated success in management and leadership, including in digital health.
8. Demonstrated record of managing resources and meeting financial targets including being able to guide and challenge others to seek more efficient ways of undertaking activities.
9. Knowledge of contemporary human resource management and industrial issues and demonstrated ability to manage staff in complex and changing environments.

## 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.*