

## Position Description

Position Title	Consultant Obstetrician & Gynaecologist – Fractional Specialist
Position Number	30100124
Division	Clinical Operations
Department	Obstetrics and Gynaecology
Enterprise Agreement	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 - 2026
Classification Description	Medical Specialist Year 1 - 9
Classification Code	HN16 – HN59
Reports to	Clinical Unit Head Obstetrics and Gynaecology
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Registration with Professional Regulatory Body or relevant Professional Association</li> <li>• Working with Children's Check</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](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

## The Position

This role is one of Senior Clinician of the Obstetrics and Gynaecology Specialty within the Clinical Operations division. The responsibilities of the role are to provide highest standards of Obstetrics and Gynaecology practice, support to the medical education effort in Obstetrics and Gynaecology and other relevant clinical services for patients of Bendigo Health, as well as supervision and training of junior medical staff.

## Responsibilities and Accountabilities

### Key Responsibilities

Provide clinical service in Obstetrics and Gynaecology at Bendigo Health in ensuring:

- The adoption of evidence based approaches to Obstetrics and Gynaecology
- Craft Group participation in Quality and Safety initiatives and activities;
- Participation in regular minuted Obstetrics and Gynaecology Audit meetings for the Craft Group; and
- Participation in regular minuted Morbidity and Mortality Reviews as required.
- Participate in the senior doctor roster
- Contribute to leadership within the Craft Group in achieving compliance with Department of Health Policies and Key Performance Indicators pertaining to public health services in Victoria specifically Obstetrics and Gynaecology Services
- To participate in organisational committees as appropriate
- To participate in annual Performance Reviews
- Contribute to ensuring Bendigo Health Obstetrics and Gynaecology Services achieve strategic objectives

### *Specialist style*

Specialists are expected to perform duties that may be required other than those specified in this position description to ensure that the requirements of the organisation are met. Although Bendigo Health supports the concept of work/life balance, specialists are expected to have a willingness and ability to occasionally work non-standard business hours. Specialists are also required to:

- Lead by example and demonstrate behaviour in accordance with Bendigo Health's values
- Treat all subordinate staff with respect and dignity
- Promote equity and fairness which includes compliance with employment law and Bendigo Health's People & Culture policies and procedures
- Comply with all delegated authorities and limits. Actively communicate any problems, changes or issues that senior management should be aware of
- Be responsible for being aware of, understanding and applying the terms and conditions of relevant legislation that may be in force from time to time.
- Mentor junior Drs and trainees
- Involved in providing cohesion of the service
- Leadership in new initiatives and change management

## Key Selection Criteria

### Essential

1. Fellowship with Royal Australian and New Zealand College of Obstetricians and Gynaecologists.
2. To be a practising Obstetrician and Gynaecologist credentialed to practice with Bendigo Health.
3. Demonstrated clinical ability commensurate with that expected of a specialist obstetrician and gynaecologist.
4. Thorough understanding of the relevant legislation pertaining to Medical Officers.
5. Evidence of ongoing professional development to continually update personal medical knowledge and skills.

6. A good understanding of the Victorian Public Health System; in particular the clinical and quality requirements for care delivery.
7. Demonstrated experience and knowledge of clinical governance and the underpinning framework for safety and quality in health care.
8. Ability to interact and communicate with a diverse range of people at all levels.
9. Ability to give excellent customer service to both internal and external customers.
10. Ability to work as part of a multi-disciplinary team, as well as to work independently

## Desirable

11. Wide experience in general obstetrics and gynaecology with experience in a subspecialty interest area
12. Interest in research and supervising trainees undertaking research projects
13. Experience with supervision of trainees and teaching medical students, pre-vocational registrars, RANZCOG, ACRRM and RACGP trainees

## Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

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.

*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*