

Position Description

Position Title	Consultant General Practitioner, Women's Health
Position Number	
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 staff capabilities statement

Bendigo Health

With more than 5000 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 724 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,700 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

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

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.

The Clinical Operations Division

The Clinical Operations Division encompasses acute, allied health, cancer and mental health services. We provide a wide range of general medical, surgical and specialty services including but not limited to; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics, Cancer Clinics and Mental Health Services. Our Allied Health teams provide a diverse range of programs and person centred care in inpatient, outpatient, community, home and residential care settings.

Within a state-of-the-art hospital, our Ambulatory and Critical Care, Medical Services, Surgical Services and Women's and Children's areas use the latest technologies to provide excellent care. Our world class Cancer Centre uses a multi-disciplinary, integrated approach to treat specific cancers. The Cancer Centre offers medical oncology, radiation oncology, specialist nurses, clinical trials and cancer research, palliative care, and a Cancer Wellness Program.

The Mental Health Service provides psychiatric care and treatment across a large catchment area in Victoria stretching from Swan Hill in the north of the state to Gisborne in the south. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children.

Each year our onsite Specialist Clinics provide over 100,000 service events, we also see more than 60,000 people in our Emergency Department and welcome around 1700 babies into the world. The Clinical Operations Division assists with the admission of more than 50,000 patients into the hospital each year.

The Obstetrics and Gynaecology Department

Women's & Children's Services at Bendigo Health provides care to women and children from across the Loddon Mallee region. This service comprises our Women's Clinics, Maternity Unit, Special Care Nursery and Children's Ward. We offer a number of antenatal, intrapartum and postpartum care options including midwifery led antenatal care and obstetric care. We also offer a range of gynaecology services including gynaec-oncology, advanced laparoscopic surgery, public IVF service and urogynaecology.

Our service is supported by Lactation Consultants, Maternity Support Clinicians, Social Workers, Midwifery Home Care, Paediatric Homecare and an active education team. The staff work as a team with midwives, senior VMO's, staff specialists and junior medical staff in Obstetrics and Gynaecology. In paediatrics we are supported by VMO's and junior medical staff. Our Maternity Service is a Level 5 Service in the Victorian State-wide Capability Framework for Maternity and Neonatal Services which means we care for women and babies from 32 weeks gestation.

The Women's and Children's model is client focused and promotes a multidisciplinary approach to client management. Women and Children's Services at Bendigo Health is a busy and proactive regional facility which provides care for an extensive rural and regional catchment area

The Position

This role is as a Specialist General Practitioner working within the Obstetrics and Gynaecology Department delivering a high standard of Women's Health care to the Bendigo and surrounds community.

The position will be primarily working within the outpatient clinics, providing specialist women's health care to the community with the support of the Specialist Obstetricians and Gynaecologists. They will work within

a multidisciplinary team providing work up and management of various gynaecological conditions, and referring back to their usual General Practitioner or on to the Gynaecology Clinic as required.

Responsibilities and Accountabilities

Key Responsibilities

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

- The adoption of evidence based approaches to Gynaecological care
- 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.
- 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

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

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.

Key Selection Criteria

Essential

- Fellowship with Royal Australian and New Zealand College of General Practitioners.
- Hold additional qualifications in Obstetrics and Gynaecology, such as RANZCOG Diploma, Advanced Diploma or equivalent
- To be a practising General Practitioner credentialed to practice with Bendigo Health.
- Demonstrated clinical ability commensurate with that expected of a specialist general practitioner with additional training in Women's Health
- Thorough understanding of the relevant legislation pertaining to Medical Officers.
- Evidence of ongoing professional development to continually update personal medical knowledge and skills.
- A good understanding of the Victorian Public Health System; in particular the clinical and quality requirements for care delivery.
- Demonstrated experience and knowledge of clinical governance and the underpinning framework for safety and quality in health care.
- Ability to interact and communicate with a diverse range of people at all levels.
- Ability to give excellent customer service to both internal and external customers.
- Ability to work as part of a multi-disciplinary team, as well as to work independently.

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Working with Children Check Bendigo Health has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Bendigo Health. As such you must maintain a valid working with children check. In addition you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Registration with the Australian Health Practitioner Regulatory Agency (AHPRA). 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.

Drivers Licence A current Victorian driver's licence is required for this position.

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.