



HSS registered March 2017

**Registrar – Service – Obstetrics & Gynaecology**

**Medical Practitioners Agreement: Year 1 – 7**

**Position Number: 007595**

**Obstetrics & Gynaecology**

**Fiona Stanley Hospital; South Metropolitan Health Service**

**Reporting Relationships**

Co-Directors  
 Fiona Stanley Hospital  
 Position Number: 113255 to 113262



Heads of Specialty, (Supervision by Consultants)  
 Fiona Stanley Hospital  
 Position Number: 113392



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Resident Medical Officer	Year 1-3	
• Intern	Year 1	

← Also reporting to this supervisor:

- Consultants
- Senior Registrars/Fellows
- Registrars
- Resident Medical Officers
- Interns

**Key Responsibilities**

The Obstetrics and Gynaecology Service Registrar undertakes clinical duties within the department including elective and on call commitments. Works in accordance with the Hospital’s core values of Commitment, Accountability, Respect and Excellence (CARE). Provides training, supervision and education for Resident Medical Officers (RMOs) and Interns. In collaboration with the interdisciplinary team, works to achieve National, State and South Metropolitan Health Service (SMHS) performance standards and the National Safety and Quality Healthcare Standards. Adheres to the policies and guidelines of the department and participates in quality improvement programmes.

## Brief Summary of Duties

### 1. Specific duties relevant to Specialty

- 1.1 Participates in the on-call roster for Obstetrics and Gynaecology at Registrar level.
- 1.2 Undertakes elective clinical work in Obstetrics and Gynaecology Clinics and Theatres.
- 1.3 Work within a multidisciplinary team of midwives, nurses, consultants and RMOs.

### 2. Clinical

- 2.1 Undertakes clinical shifts and on call duties as directed by the Head of Specialty and/or Co-Directors/Director of Clinical Services.
- 2.2 Oversees the care of inpatients and outpatients including clinical evaluation, formulating a differential diagnosis, arranging appropriate investigations and referrals, and instituting a documented management plan in conjunction with the supervising consultant.
- 2.3 Reviews inpatients daily and at the request of medical staff, nursing staff, patients or families. Keeps the supervising consultant informed of any patient whose condition is not improving, or who is causing concern. Requests assistance from consultants when necessary.
- 2.4 Supervises, supports, mentors and teaches RMOs, Interns and medical students at all times. Actively intervenes to reduce delays in patient investigation, management, transfer or discharge.
- 2.5 Where appropriate, assists consultants to undertake operative and other procedures. Performs procedures and/or diagnostic interventions within their scope of practice as agreed with the supervising consultant for the patient. Takes patients to procedural suites only with the express permission of a consultant who is responsible for the patient and for assisting the registrar if necessary.
- 2.6 Responds to consult requests from other specialties within 24 hours.
- 2.7 Promotes patient engagement in their care through clear communication with patients/families (at their level of understanding) regarding their condition, options for treatment and progress. Agrees the management plan with the patient/family. Promotes healthy lifestyle choices and preventative health care.
- 2.8 Communicates with the interdisciplinary team and attends interdisciplinary team meetings to ensure coordinated timely care.
- 2.9 Facilitates emergency and elective admissions for patients. This includes assisting consultant staff to ensure there are adequate beds available for new admissions; facilitating discharges before 10am and when rostered to be in the hospital for emergency admissions, being available to review patients in the emergency department within 30 minutes of request or when the patient arrives on the ward.
- 2.10 Ensures that the medical record (including discharge summaries) is accurately updated daily and that all medical diagnoses, comorbidities, procedures and complications are clearly listed.
- 2.11 Participates in departmental and other meetings as required to meet organisational and service objectives.

### 3. Education/Training/Research

- 3.1 Participates and engages in continuing professional development and educational activities.
- 3.2 Prepares case presentations for grand rounds, hospital and departmental meetings, clinical reviews and other relevant activities as required.
- 3.3 Participates in relevant clinical governance activities including regular clinical meetings, adverse event investigations and morbidity/mortality reviews as required and participates in the implementation of endorsed recommendations.
- 3.4 Participates in the education and training of medical students, interns, resident medical officers and other members of the interdisciplinary team through ward rounds, formal presentations, tutorials and other modalities.

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3.5 Completes a beginning-of-term planning and end-of-term professional development review of their performance with the Head of Specialty or delegated consultant and required reviews with their Supervisor.

### **4. SMHS Governance, Safety and Quality Requirements**

4.1 Participates in the maintenance of a safe work environment.

4.2 Participates in an annual performance development review.

4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.

4.4 Completes mandatory training (including safety and quality training) as relevant to role.

4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.

4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### **5. Undertakes other duties as directed.**

## Work Related Requirements

### Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia.
2. Demonstrated clinical and procedural experience sufficient to undertake the safe care of patients of the specialty.
3. Demonstrated ability to provide medical education, teaching, supervision, training and support to resident medical officers and interns.
4. Demonstrated verbal and written communication skills and interpersonal skills to effectively interact with patients, their families and staff at all levels.
5. Demonstrated organisational and time management skills to provide safe, timely patient centred care.
6. Demonstrated participation in continuing medical education activities including regular performance reviews to maintain and upgrade knowledge & skills.
7. Demonstrated ability to monitor and review their clinical effectiveness, note their limitations and put in place strategies to ensure safe patient care.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Demonstrated commitment to continuous improvement of patient outcomes and patient experience.
2. Current “C” or “C.A.” class drivers licence.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

**The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**

<b>Manager / Supervisor Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
Sunanda, Gargeswari			08/03/2017
<b>Dept. / Division Head Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>

**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

<b>Occupant Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Effective Date</b>			

**HSS Registration Details (to be completed by HSS)**

<b>Created on</b>	<b>Last Updated on</b>	14 March 2017 – HE02480
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