



HSS Registered

Consultant – Obstetrician and Gynaecologist

Medical Practitioners (Metropolitan Health Services) Agreement: Year 1- 9

Position Number: 006139
Medical Services
Armadale Health Service / East Metropolitan Health Service

Reporting Relationships

Director Clinical Services
Year 1-9
Position Number: 005986



Head of Department Obstetrics and Gynaecology
Year 1-9
Position Number: 007989



This Position



Directly reporting to this position:

Title	Classification	FTE
• Title	Award; Level	FTE
• Title	Award; Level	FTE

← Also reporting to this supervisor:

- Various

Key Responsibilities

Leads the multidisciplinary team to provide specialist obstetrics and gynaecology services to patients. Promotes patient safety and quality of care. Provides leadership, orientation, training, supervision and education, where relevant, for doctors in training, Health Service Medical Practitioners and other health workers. In collaboration with the Head of Department Obstetrics and Gynaecology and other Consultants works to achieve national, state and EMHS performance standards and targets. Works within the scope of clinical practice as defined and recommended by the Area Medical Credentialing Committee.



Brief Summary of Duties (in order of importance)

- The Hospital Executive Director holds each bed card Consultant responsible for the care of all patients assigned to them, understanding that after hours, the responsible Consultant is the Consultant on duty/on-call unless the patient has recently undergone a procedure.
- Each Consultant is responsible for the orientation, education and supervision of the junior medical staff allocated to them. Supervision is especially important during procedures.

1. Specific Duties Relevant to Specialty/Sub Specialty

- 1.1 Provides specialist obstetric and gynaecological services under the direction of the Head of Department Obstetrics and Gynaecology.

2. Clinical

- 2.1 Leads the provision of specialist consumer centred medical care to inpatients and outpatients and provides a consultation service on request for other patients.
- 2.2 Undertakes clinical shifts at the direction of the Head of Department Obstetrics and Gynaecology including participation in the on-call/after-hours/weekend rosters.
- 2.3 Consults, liaises with and supports patients, carers, colleagues, nursing, allied health, support staff, external agencies and the private sector to provide coordinated multidisciplinary care.
- 2.4 Responsible for ensuring patients are involved in decision making regarding their care.
- 2.5 Conducts regular clinical reviews of patients at appropriate intervals with junior doctors and coordinates patient care with a focus on actively addressing unnecessary delays in patient admissions, treatment or discharge.
- 2.6 Reviews patients who deteriorate or whose condition is causing concern to hospital staff, or if requested by the patient or relatives as soon as possible. .
- 2.7 Authorises and supports registrar/s in conducting clinical review of all inpatients daily and to facilitate appropriate early discharges and is generally available for discussion by phone to assist registrars when necessary.
- 2.8 Provides preliminary advice to doctors both internal and external to EMHS and refers requests for interhospital transfers to the appropriate governance manager advising if transfer is time critical.
- 2.9 Responsible for the clinical review and clinical management of patients referred to Outpatient services.
- 2.10 Works with the Head of Department Obstetrics and Gynaecology and other Consultants to distribute planned and unplanned patient demand across the specialty and other hospital sites and champions clinical service redesign to improve systems of care.
- 2.11 Ensures clinical documentation, including discharge summaries, are completed on time and undertakes other administrative/management tasks as required.
- 2.12 Participates in departmental and other meetings as required to meet organisational quality and service objectives.
- 2.13 Works within the scope of clinical practice as approved by the Area Medical Credentialing Committee.
- 2.14 Champions the CanMED values and complies with appropriate guidelines for medical staff.

3. Education/Training/Research

- 3.1 Engages in continuing professional development/education and ensures continuous eligibility for the relevant specialist medical registration
- 3.2 Educates doctors in training, medical students and other members of the multidisciplinary team through ward rounds, formal presentations, tutorials and other modalities.

- 3.3 Develops and participates in evidence based clinical research and audit activities relevant to specialty.
- 3.4 Participates in mandatory training activities to ensure compliance with East Metropolitan Health Service policy.
- 3.5 Completes an annual professional development review of their performance with the Head of Department Obstetrics and Gynaecology.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Fulfils National Safety and Quality Health Services Standards requirements including but not limited to:
 - Participating in continuous safety and quality improvement actions, such as audits, reviews and drills that result in improvements to patient care, staff knowledge or the consumers experience and that align with actions described within the standard.
 - Participating with the development, implementation, reporting and monitoring of quality assurance measures and activities.
 - Ensuring records and statistics are kept in accordance with established procedures.
- 4.2 Undertakes performance development review of staff under their supervision and submits them to the Head of Department Obstetrics and Gynaecology.
- 4.3 Initiates, implements and participates in audit, quality improvement and research activities in consultation with the Head of Department Obstetrics and Gynaecology to systematically evaluate service delivery and meet customer needs.
- 4.4 Participates in relevant clinical governance committees including regular clinical reviews, Root Cause Analysis (RCA) and morbidity/mortality reviews as required and implements endorsed recommendations.
- 4.5 Attends to medico legal issues that arise concerning patients that have been under their care and advises Head of Department Obstetrics and Gynaecology about complaints they receive pertaining to themselves or other doctors.
- 4.6 Responsible for ensuring, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.7 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program Specific Policies and Procedures including the relevant Occupational Safety and Health legislation, Equal Opportunity legislation and WA Health Code of Conduct.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration with the Medical Board of Australia and Fellowship of the Australian and New Zealand College of Obstetrics and Gynaecologists or equivalent.
2. Demonstrated extensive knowledge, clinical experience, judgement and skills in the practice of area obstetrics and gynaecology including in associated diagnostic and therapeutic procedures.
3. Demonstrated high level skills in all aspects of the CanMEDS competency framework.
4. Demonstrated experience in clinical teaching, audit and clinical research.
5. Demonstrated knowledge and application of quality improvement principles and practices.
6. Demonstrated ability to provide leadership, facilitate effective multidisciplinary teamwork and provide patient centric care.
7. Demonstrated high level communication, interpersonal, negotiation and conflict resolution skills.

Desirable Selection Criteria

1. Post final fellowship sub specialty, education, research or quality improvement training or qualifications.
2. Knowledge of current clinical governance systems.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

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.

Manager / Supervisor Name	Signature or	HE Number	Date
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Dept. / Division Head Name	Signature or	HE Number	Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HCN Registration Details (to be completed by HSS)

Created on	4/10/2016	Last Updated on	4/10/2016 he108661
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