



Government of **Western Australia**
North Metropolitan Health Service
Women and Newborn Health Service

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 Women and Newborn Health Service

Job Description Form

Consultant – Obstetrician and Gynaecologist

Medical Practitioners Agreement: Year 1- 9
Position Number: 00008237
Gynaecology/ Obstetrics, Gynaecology and Imaging
Women and Newborn Health Service

Reporting Relationships

Medical Co-Director Gynaecology /or Obstetrics
 Consultant Year 1-9
 Position Number: 00006929 / 00006795



Head of Department Gynaecology /or Obstetrics
 Consultant Year 1-9
 Position Number: 00006825 / 00008240



This Position



Also reporting to this supervisor:

- NA

Directly reporting to this position:

Title	Classification	FTE
NA		

Other positions under control

- NA

Prime Function / Key Responsibilities

As part of a multidisciplinary team provides specialist tertiary services to patients. Promotes patient quality and safety and provides leadership, training, supervision and education, where relevant, for doctors in training and other health workers in collaboration with other Consultants and the Head of Department/Unit. Works within the scope of clinical practice as defined by the Health Service Credentialing Committee.

Brief Summary of Duties (in order of importance)

1. Clinical

- Provides specialist services to patients of the Department and provides a consultation service on request for patients outside of the Department.
- Undertakes clinical duties in the Department at the direction of the Co-Director/Head of Department/Head of Unit including participation on-call and callback cover as rostered.
- Accepts appropriate referrals from doctors external and internal to WNHS.
- Ensures clinical safety in all practices.
- Takes a leadership and mentoring role for doctors in training and others within the Department.
- Conducts regular clinical review and clinical management of patients (inpatient and outpatient services) at appropriate intervals with doctors in training with a focus on the delivery of safe and quality patient care and discharge planning, ensuring that the medical record (including discharge summaries) is accurately up dated after review of each patient.
- Supports and liaises with patients, carers, colleagues, nursing, allied health, support staff, external agencies, general practitioners and the private sector to provide coordinated multidisciplinary care.
- Provides medical reports and undertakes other administrative/management tasks as required.
- Participates in departmental and other meetings as required to meet organisational and service objectives.
- Participation on hospital, state and national committees
- Participates in relevant clinical governance activities including regular clinical reviews, clinical audits, Root Cause Analysis (RCA) and morbidity/mortality reviews as required.
- Attends to medico legal issues that arise concerning patients that have been under their care and advises the Head of Department about complaints they receive pertaining to themselves or other doctors.
- Twenty percent of a practitioner's duties shall be allocated for non-clinical duties. Non-clinical means duties not directly associated with the diagnosis or management of a particular patient or teaching. They may include administration, attendance at departmental meetings, audit or other quality assurance activities.

2. Education/Training/Research

- Engages in continuing professional development/education and ensures continuous eligibility for relevant specialist medical registration.
- Participates in regular peer review and case review meetings.
- Develops and participates in clinical research activities relevant to speciality.
- Participates and assists in the continued medical educational activities of medical students, doctors in training, non-specialist medical officers, visiting medical practitioners, nurses, midwives and other health workers (including formal presentations and/or tutorials as required).

3. NMHS Governance, Safety and Quality Requirements

- Ensures the provision of a safe working environment in consultation with staff under their supervision and escalates concerns accordingly.
- Participates in an annual performance development review.
- Supervises and acts as a resource for junior medical staff in the assessment of patients, development of care plans, implementation and evaluation of medical care. Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia.
2. Fellow of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or equivalent that is recognised for registration as a specialist with the Medical Board of Australia or equivalent specialist qualifications with RCOG.
3. Familiarity and expertise in contemporary clinical practice to manage tertiary level obstetric services and gynaecological services.
4. Commitment to personal professional development.
5. Demonstrated ability to participate in the establishment and maintenance of clinical protocols.
6. Expertise in clinical audit and in the application of continuous quality improvement principles.
7. Ability to represent the discipline.
8. Demonstrated experience and commitment to clinical teaching and clinical research.
9. Ability to manage and to work in a collegial and collaborative relationship with a multidisciplinary team comprising of medical, nursing, allied health professional and administrative staff.
10. 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. Post final fellowship subspecialty or academic training or qualifications.
or
2. Demonstrated area of special interest in an area of obstetrics or gynaecology

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/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: