



# Government of Western Australia WA Country Health Service

## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	615768
Division:	South West	Title:	Head of Obstetrics and Gynaecology
Branch:	Obstetrics and Gynaecology	Classification:	MP Consultant Year 1-9
Section:	Medical Services	Award/Agreement	Medical Practitioners Agreement

### Section 2 – POSITION RELATIONSHIPS

Responsible  
To

Title:	Operations Manager Bunbury Hospital
Classification:	HSO Level G-11
Position No:	612994



This  
Position

Title:	Deputy Director Medical Services (DDMS)
Classification:	MP Year 1-9
Position No:	614490



This  
Position

Title:	Head of Obstetrics and Gynaecology
Classification:	MP Consultant Year 1-9
Position No:	615768



#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
HOD Emergency Medicine
HOD Surgery
HOD Obstetrics & Gynaecology
HOD Anaesthetics/ICU
HOD Paediatrics



Director Medical Services (DMS) – South West Position No: 612997
Responsible to the DMS for professional responsibility, clinical governance & clinical practice improvement associated with Regional responsibilities.

Positions under direct supervision:	Other positions under control:
Consultant Obstetricians and Gynaecologists – salaried and visiting/contracted	Registrars Resident Medical Officers Administration Assistant

### Section 3 – KEY RESPONSIBILITIES

Provides regional clinical leadership and governance to Obstetrics and Gynaecology (O & G) services across WACHS-South West and day to day operational management of Bunbury Hospital O & G Services. As part of a multidisciplinary team provides specialist medical services to patients at Bunbury Hospital and other South West hospitals as necessary to support appropriate service delivery.

Provides leadership supporting high standards of patient safety and quality of care.

Provides leadership and facilitates orientation, training, supervision and education, where relevant, for Doctors in Training (DiTs), health service medical practitioners and other health workers. In collaboration with other Consultants works to achieve National, State, and WACHS/SW performance standards and targets within allocated resources. Works within the scope of clinical practice as defined and approved by the Credentialing and Scope of Practice (CASOP) committee.

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

### **OUR PURPOSE – What we are here to do**

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

### **OUR STRATEGIC DIRECTIONS TO 2018**

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

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### **OUR GUIDING PRINCIPLES**

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services.

Partnerships and collaboration.

### **OUR VALUES**

**Community** – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

**Compassion** – listening and caring with empathy, respect, courtesy and kindness.

**Quality** – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

**Integrity** – accountability, honesty and professional, ethical conduct in all that we do.

**Justice** – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
	<p>Line management of the Head of O &amp; G for the day to day Bunbury Hospital operational / Head role and clinical activities including those undertaken in other sites across WACHS-South West is to the DDMS Bunbury Hospital.</p> <p>Line management of the Head of O &amp; G for the Regional aspects/responsibilities of professional responsibility, clinical governance &amp; clinical practice improvement is to the DMS South West.</p> <p>The Deputy Director Medical Services (DDMS) Bunbury Hospital and the District Medical Services (DMS) South West jointly undertake performance appraisal of the Head of Medicine.</p>		
<b>1.0</b>	<b>Leadership/Managerial (0.6 FTE)</b>		55
1.1	Is accountable for the strategic development, administration, direction, control, financial management and performance of O & G Services in the WACHS South West.		
1.2	Within an activity based framework, contributes to decision making on service issues, including the development and implementation of strategic and operational plans for WACHS South West O & G Services.		
1.3	Works closely with the DMS and DDMS, Operations Managers, Nurse Director/Coordinator of Nursing and colleagues to establish and manage efficient patient flow in an ABM/ABF environment, to meet WACHS key performance indicators including West Australian Emergency Access Targets (WEAT).		
1.4	Works closely with and establishes functional relationships with specialist staff in O & G to ensure achievement of Bunbury Hospital and WACHS SW O & G Key Performance indicators (KPIs).		
1.5	Manages and directs medical staff to enable the provision of a safe, effective and efficient clinical service including management of leave and cover for staff in the O&G service.		
1.6	Manages Bunbury Hospital Clinical O & G human resource responsibilities including, but not limited to, recruitment, appointment, orientation, performance development review, leave planning, FTE management and medical rostering.		
1.7	Ensures rosters for Doctors in Training (DiTs) are developed and maintained in accordance with industrial awards/agreements and with parameters set by the Post Graduate Medical Council of WA and relevant specialist medical colleges to maintain accreditation of DiT's training positions.		
1.8	Responsible for the development of a Medical governance structure that ensures continuity of patient care, supervision of DiTs and efficient operation of specialist medical cover for inpatients and evaluation of acute patients as requested by Emergency Department medical staff.		
1.9	Provides advice to the DMS and DDMS Bunbury Hospital to support regional credentialing and clinical privileging of O&G services medical staff.		
1.10	Oversees training and other educational activities ensuring medical staff meet required standards delegating as appropriate to other consultants with portfolio responsibilities as mutually agreed. Ensures medical staff contribute to clinical service, teaching and research to a level commensurate with their appointment.		
1.11	Provides leadership and participation in multidisciplinary learning activities such as obstetric emergency training seminars, and works closely with WACHS Medical Education Unit to support development of training pathways for, and ongoing upskilling activities for, GP Obstetricians.		
1.12	Monitors prioritisation of care, manages patient flow and logistics and develops means of enhancing the efficiency of patient care to facilitate continuum of care, patient safety and minimise waiting times for treatment of patients.		
1.13	Facilitates a team approach to patient care, including acting as a contact point for matters of concern raised by medical, nursing, allied health and executive staff.		
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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.14	Organises and chairs regular departmental meetings (including multidisciplinary meetings) to consider matters affecting the operation of the O & G Services.		
<b>2.0</b>	<b>Clinical (0.4 FTE)</b>		35
2.1	Works as a Consultant Obstetrician and Gynaecologist to provide specialist O & G services to patients within WACHS South West in accordance with approved Credentialing and Scope of Practice		
<b>3.0</b>	<b>Governance/Compliance</b>		10
3.1	Promotes and facilitates compliance with Departmental policies by which medical staff are governed which include, but are not limited to, clinical service models, clinical protocols and service role delineation.		
3.2	Represents WACHS – South West, and contributes to the work of the WACHS Obstetrics and Gynaecology Clinical Advisory and Patient Safety and Quality Groups and other WACHS Safety and Quality activities on request.		
3.3	Implements Departmental clinical governance activities which include, but are not limited to, death review, quality review meetings (including morbidity and mortality meetings), clinical incident management (DATIX CIMS), root cause analysis investigation, clinical audit, risk management, monitoring and analysis of key performance indicators/trends including O&G performance supporting achievement of West Australian Emergency Access Target (WEAT).		
3.4	Ensuring, as far as is practicable, the provision of a safe working environment.		
3.5	Undertaking performance appraisal and development review of staff under direct supervision, ensuring compliance with mandatory training, organisational policy & KPIs.		
3.6	Participating in own annual performance appraisal and development review ensuring compliance with WACHS mandatory training requirements.		
3.7	Ensuring records and statistics are kept in accordance with established policies/procedures.		
3.8	Ensures compliance with National Safety and Quality Health Services Standards. This includes participating in the development, implementation, reporting and monitoring of quality assurance measures and activities to meet the standards.		
3.9	Performing own duties in accordance with WACHS and Department / Program specific policies and procedures.		
3.10	Abiding by the WA Health Code of Conduct, the Occupational Safety and Health Act and the Equal Opportunity Act and Disability and Inclusion Policy.		
3.11	Undertakes other duties as directed.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

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### Section 5 – SELECTION CRITERIA ESSENTIAL

1. Eligible for registration with the Medical Board of Australia.
2. Holds Fellowship of the Royal Australasian & New Zealand College of Obstetricians & Gynaecologists (O & G) or equivalent.
3. Demonstrated clinical experience and knowledge in O & G relevant to the position.
4. Demonstrated achievement of outcomes related to clinical leadership and management in an interdisciplinary environment, within allocated resources.
5. Demonstrated experience in developing and maintaining quality assurance programs and clinical review activities.
6. Demonstrated experience and commitment to clinical teaching.
7. Demonstrated excellent interpersonal, negotiation and conflict resolution skills with an ability to liaise effectively with patients, individuals and the multidisciplinary team.
8. Demonstrated excellent written and verbal communication skills.
9. Demonstrated high level skills in all aspects of the CanMEDS competency framework as a medical expert, communicator, collaborator, manager, health advocate, scholar and professional.
10. Evidence of current C or C-A class drivers licence
11. 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

1. Training or qualifications in a management related area.
2. Experience in Clinical Research
3. Experience in the provision of Rural Health Care

### Section 6 – APPOINTMENT FACTORS

<b>Location</b>	Bunbury	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of registration by the Medical Board of Australia must be provided prior to commencement.</li> <li>• Completion of a 100 point identification check.</li> <li>• Successful Criminal Record Screening and Working with Children clearances.</li> <li>• Successful Pre- Placement Health Screening clearance.</li> <li>• Evidence of current C or C-A class drivers licence.</li> </ul>		
<b>Specialised equipment operated</b>			

### Section 7 – CERTIFICATION

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

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Executive Services**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Chief Executive Officer**

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

Name	Signature	Date Appointed	Date Signed
<b>WA Country Health Service South West</b>			

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