

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Staff Specialist (Obstetrics and Gynaecology)
Position Number:	512543
Classification:	Specialist Medical Practitioner Level I-I I
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Community, Mental Health and Wellbeing Women's, Adolescent and Children's Services – Obstetrics and Gynaecology
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South
Reports to:	Director/Head of Department - Obstetrics and Gynaecology
Effective Date:	June 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Specialist or limited registration with the Medical Board of Australia in a relevant specialty Current Tasmanian Working with Children Registration <i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i>
Desirable Requirements:	Recognition as an Obstetrician and Gynaecologist by the completion of Fellow of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (FRANZCOG) training or equivalent Experience in Obstetric Ultrasound
Position Features:	Staff employed against this Statement of Duties as a Visiting Medical Practitioner will be employed in accordance with the <i>Tasmanian Visiting Medical Practitioners (Public Sector) Agreement</i> and remunerated accordingly

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Provide clinical services to the highest possible standard to women patients and their families.

Provide support and supervision of training for the trainees (Registrars and Resident Medical Officers) in the department.

Provide services to the School of Medicine as required through the discipline of Obstetrics and Gynaecology, University of Tasmania in undergraduate teaching.

Promote and participate in research in one of the focus areas of the Department of Obstetrics and Gynaecology.

Pursue actively improved outcomes for women patients by participating in Post Graduate Training Audit and Evaluation.

Duties:

1. Provide services to Obstetrics and Gynaecology including diagnosis, treatment and care of patients at the Royal Hobart Hospital, both inpatient and outpatient.
2. The Antenatal Complex Care Clinic is a multidisciplinary clinic providing care for pregnant women with specific social, psychological and pharmacotherapy needs. It is expected that the successful applicant will provide clinical leadership in this clinic.
3. Participation in obstetric ultrasound may be required.
4. There will be a general gynaecological component to the duties of this position.
5. Undergraduate curriculum development and teaching.
6. Participate in post graduate teaching program.
7. Undertake research in areas of Obstetrics and Gynaecology.
8. Participate in out of hours' on-call roster for inpatients and emergency patients referred by GPs, the Emergency Department or other departments.
9. Participate in rostered daily service to oversee and support junior medical staff in Obstetrics and Gynaecology.
10. Participate in such Hospital and University Committees and administrative matters as required after consultation with, and agreement with, the Director/Head of Department – Obstetrics and Gynaecology and the Executive Director of Medical Services.
11. Participate in continuous quality improvement activities involving service delivery, teaching and research.
12. Observe all Hospital and University by-laws and statutory regulations.
13. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
14. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

Provide a high quality service under the direction of the relevant clinical service head to patients of the Agency by:

- Providing appropriate clinical care to patients.
- Coordinating the follow up care of patients.
- Attending inpatients rounds and consulting clinics as scheduled.
- Contributing to an after hours on-call service in accordance with a roster.
- Ensuring effective communication with care providers, especially General Practitioners, to promote continuity of patient care.

Demonstrate a commitment to continuous service improvement by:

- Participating in the development of clinical guidelines and protocols.
- Attending and participating in clinical and departmental meetings.
- Participating in departmental peer review and audit activities.
- Continuously reviewing existing practices and promoting change where required.
- Participating in quality improvement programs undertaken by the Agency.
- Participating in College-based programs directed towards maintaining the highest standards of professional care.
- Participating in personal performance appraisal.

Demonstrate a commitment to personal and professional development by:

- Attending conferences to maintain and enhance knowledge.
- Participating in programs designed to provide personal growth and development.
- Keeping up to date with publications related to the discipline.

Demonstrate a commitment to the provision of a multidisciplinary approach to clinical care by:

- Working harmoniously with all members of the clinical team.
- Being responsive to the expectations and needs of both clinical and non-clinical colleagues.

Engender a consumer focus in service delivery by:

- Ensuring consumers are able to exercise their rights and responsibilities.
- Ensuring that patients and families are given adequate information upon which to base treatment decisions and follow up.
- Being responsive to complaints from patients and their relatives.
- Demonstrating empathy for patients and their families.

Provide appropriate support, direction and training to trainee medical officers, nurses and medical students by:

- Providing appropriate direction and supervision to Registrars, Resident Medical Officers, Midwives and Nurses.
- Acting as a role model and mentor for trainee medical staff, nurses and medical students.
- Participating in the educating of trainee medical staff, nurses and medical students.

Participate and contribute to the academic life of the Department by:

- Conducting research.
- Participating actively in postgraduate educational activities e.g. Grand Rounds.
- Contributing to the supervision of postgraduate students.

Promote and contribute to the maintenance of a safe working environment by:

- Complying with Work Health and Safety (WH&S) and welfare policies and other written arrangements for WH&S and welfare at work.
- Participating in relevant WH&S and welfare programs.
- Complying with any reasonable instruction and following safe-work practices in relation to WH&S and welfare at work.
- Participating in training programs and on the job training programs for WH&S and welfare.
- Reporting all incidents, accidents and observed hazards to their supervisor or manager as soon as possible and assisting in the investigations process.
- Supporting the role of the health and safety representatives by keeping them informed of any issues relating to WH&S and welfare in the workplace.
- Ensuring that you are not, by the consumption of alcohol or a drug, in such a state as to endanger their own health and safety at work or the health and safety of any other person.
- Participating in appraisals to evaluate WH&S performance.

Other:

- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated ability to provide obstetric and gynaecology services at a tertiary referral teaching hospital in line with current best practice standards.
2. Demonstrated ability to undertake undergraduate and post-graduate teaching.
3. Demonstrated ability to support and develop research programs.
4. Demonstrated ability to communicate effectively and maintain good interpersonal relationships.
5. Demonstrated effectiveness as a team member or leader in the multidisciplinary health care team.
6. Evidence of participation in a relevant obstetrics and gynaecology professional development program.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).