

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Staff Specialist - Obstetrician and Gynaecologist
Position Number:	Generic
Classification:	Specialist Medical Practitioner Level 1-11
Award/Agreement:	Medical Practitioners (Public Sector) Award
Group/Section:	Hospitals North/North West - North West Regional Hospital (NWRH) and Mersey Community Hospital (MCH)
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	North West
Reports to:	Clinical Director - Obstetrics and Gynaecology
Effective Date:	June 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Specialist or limited registration with the Medical Board of Australia in a relevant specialty</p> <p>Current Working with Children Registration</p> <p>Current Driver's Licence</p> <p><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></p>
Position Features:	<p>Participate in an Oncall Roster with other Specialist Obstetricians and Gynaecologists</p> <p>Travel across the North West to provide services as required/rostered. This includes the following sites where relevant: North West Regional Hospital; Mersey Community Hospital; West Coast District Hospital; Rosebery Community Health Centre; Devonport Community Health Centre; Smithton District Hospital; King Island Hospital & Community Health Centre; and the North West Private Hospital</p>

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 skilled Obstetric and Gynaecological services for patients of the North West within the limits of specified Clinical Privileges.

Duties:

1. Provide specialist diagnosis, treatment and care for public patients.
2. Arrange onward referral of patients for Obstetric and/or Gynaecological services not available at the hospital.
3. Provide a consultative service in Obstetrics and Gynaecology to other disciplines and for the other hospitals/service providers of the North West.
4. Ensure good communication regarding patient care with referring units and community practitioners.
5. Supervise and provide adequate training for Diploma of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (DRANZCOG) candidates, Fellow of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (FRANZCOG) trainees and other Junior Medical Staff on rotation to the Unit.
6. Participate in and support the various Undergraduate and Postgraduate teaching programs for Nursing and Medical Staff.
7. Ensure that clinical records are maintained on all patients and that these records are timely, accurate and comprehensive.
8. Participation in continuous quality improvement activities as required by the Executive Director of Medical Services.
9. Work with Clinical Director to ensure the Departments allocated annual budget is fiscally managed in an efficient and sustainable manner.
10. Observe all by-laws of the hospital and any other statutory regulations.
11. 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:

- Responsible to the Clinical Director - Obstetrics and Gynaecology for the provision of specialist obstetric and gynaecological services.
- Responsible for Junior Medical Staff and Medical Students attached to the Unit.
- Take primo medico legal responsibility for Obstetrics and Gynaecological services provided to patients.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

- 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.
- 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, safeguarding practices for vulnerable people, and related training.

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
 - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Sound knowledge of current Obstetrics and Gynaecology specialty practice.
2. Demonstrated ability to provide specialty services as defined by allocated clinical privileges.
3. Recent experience in an acute hospital setting.
4. Demonstrated ability to work with a multi-disciplinary team of Medical, Nursing and Allied Health Staff.
5. Demonstrated effective communication skills in dealing with patients, their relatives and professional colleagues.
6. Knowledge of continuous quality improvement activities relevant to Obstetrics and Gynaecology specialty practice.
7. Evidence of ongoing participation and commitment to continuing medical education.

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](#).