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SA Health Job Pack

Job Title	Service Registrar - Obstetrics & Gynaecology
Job Number	657311
Applications Closing Date	20 July 2018
Region / Division	Women's and Babies' Division
Health Service	Women's and Children's Health Network
Location	North Adelaide
Classification	MDP2
Job Status	Temp F/T up till 2 Feb 2020
Indicative Total Remuneration*	\$92,558 - \$150,604

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Dr Steve Scroggs
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Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



ROLE DESCRIPTION

Role Title:	Obstetrics and Gynaecology Service Registrar
Classification Code:	MDP2
LHN/ HN/ SAAS/ DHA:	WCHN
Hospital/ Service/ Cluster	WCH
Division:	Women's and Babies' Division
Department/Section / Unit/ Ward:	Obstetrics and Gynaecology
Role reports to:	Medical Unit Head, Obstetrics
Role Created/ Reviewed Date:	April 2018
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

The Obstetrics and Gynaecology (O&G) Junior Registrar will:

- Rotate through a series of Units designed to provide exposure to various O&G environments whilst contributing to the provision of clinical services to WCHN Obstetric and Gynaecology inpatients and outpatients under Consultant supervision
- Participate in a seven day roster including after-hours as required.
- Demonstrate a commitment to clinical teaching and participate in associated research projects.

Positions that directly report to this position:

Nil

Key Relationships/ Interactions:

Internal

- > Reports to the Medical Unit Head (or delegate e.g. on-duty Consultant) of rotation O&G for day- to-day clinical issues, the Director of Clinical Training for educational/training issues and the TMO Operational Unit Manager for non-clinical issues.
- > Works collaboratively with consultants, nursing staff, other medical specialists and health professionals to achieve high quality service provision for patients
- > Participates in training opportunities, both as trainer and student, in formal and informal training environments
- > Direct and indirect supervision is provided on a daily basis by the designated Consultant(s)

External

- > Works collaboratively with consultants, nursing staff and allied health staff from other metropolitan and country health sites.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > This position includes rotational shift work, including after hours and weekends where immediate direct supervision may not be available at all times.
- > Time management skills will be required to deal with competing demands such as attendance at training/educational sessions that conflict with busy periods on duty.
- > The ability to communicate with patients from diverse cultural backgrounds, (and their carers) who may be stressed and anxious in an unfamiliar environment will be needed

Delegations:

- > Nil

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

Special Conditions:

- > Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue. Existing employees who have undertaken a Police Check and are cleared and then subsequently charged with an offence are required to inform their Line Manager immediately.
- > As a state-wide service, WCHN employees may be required to undertake work at various locations in metropolitan Adelaide, and provide outreach to other parts of South Australia (the latter in consultation with the incumbent of the role).
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees or the
- > SA Health (Health Care Act) Human Resources Manual for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must always act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Clinical Responsibilities	<p>1.1 Outpatient clinics</p> <ul style="list-style-type: none"> > Participation by the Junior Registrar in Outpatient Clinics of the unit rotation. > Assessment and management of new patients undertaken, in consultation with the supervising Consultant. > Review and follow up of ward patients admitted through Outpatient Clinics. <p>1.2 Inpatients</p> <ul style="list-style-type: none"> > Junior Registrar participation in all duties associated with inpatients, including assessment of new admissions, care coordination, management of the day-to-day progress of assigned patients in the ward, discharge and follow up arrangements, during rostered hours of duty. > Appropriate consultation with senior midwifery staff, supervising Consultant and other relevant staff will be undertaken. > Participation of customers in their care planning will be facilitated. <p>1.3 Emergency Care</p> <ul style="list-style-type: none"> > Assessment and management of acute neonatal, gynaecological and/or obstetric emergencies will be undertaken by the Junior Registrar. > Appropriate ongoing patient management will be arranged, in consultation with the relevant on-call Registrar and Unit Consultant staff. <p>1.4 Procedures</p> <ul style="list-style-type: none"> > Emergency and routine patient care procedures will be performed under supervision consistent with level of training and experience. . <p>1.5 Anaesthetic care (where relevant)</p> <ul style="list-style-type: none"> > Provide a smooth flow of anaesthetic care from admission to arrival in procedural area then from anaesthesia to Post Anaesthetic Care Unit and to the ward. <p>1.6 Investigative procedures</p> <ul style="list-style-type: none"> > Investigations will be organised, correlated and interpreted by the Junior Registrar when required, under general supervision of the relevant Consultant. <p>1.7 Laboratory Services (where applicable)</p> <ul style="list-style-type: none"> > Advice on the interpretation of laboratory results and additional investigations necessary for patient diagnosis and management will be provided to clinicians requesting laboratory services. > Follow up will be provided for patients with abnormal test results, under appropriate supervision.
Professional Responsibilities	<p>1.1 Patient Focus</p> <p>Ensure that service provision and the activities of the Division are customer focussed and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of business partners and external clients by:</p> <ul style="list-style-type: none"> > Ensuring patients and their families are able to exercise their rights and responsibilities. > Ensuring that patients/families are given adequate information upon which to base treatment decision and follow-up. > Being responsive to patient and relative complaints. > Demonstrating knowledge and commitment to patient rights and responsibilities with regard to health care provision. <p>1.2 Customer Service</p> <ul style="list-style-type: none"> > Lead, develop and foster a positive work culture which is based on SA

	<p>Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.</p> <p>1.3 Administration</p> <ul style="list-style-type: none"> > Ensure the effective management of human, financial and physical assets within the unit through appropriate use of resources. > WCHN will meet its legal responsibilities with regard to patient and financial record keeping by ensuring case notes and discharge summaries are accurate, concise, legible, signed and completed in a timely manner.
Education and Training	<p>2.1 Education and training activities</p> <p>The Junior Registrar will participate in:</p> <ul style="list-style-type: none"> > Departmental teaching programs relevant to the Unit and their career path. > Professional development opportunities > Studies relevant to Specialist College application requirements > Presentation of case studies to other TMOs > Undergraduate and post graduate medical teaching and education of other hospital interest groups (internal and external) > Grand Rounds, Medical Rounds and other training opportunities provided by the Directors of Medical Training. <p>2.2 Education and training activities</p> <ul style="list-style-type: none"> > The Junior Registrar will participate in the supervision of students.
Research	<p>The Junior Registrar will participate in clinical and scientific research related to the Department by:</p> <ul style="list-style-type: none"> > Contributing to studies being undertaken > Developing areas of special interest > Proposing and developing research initiatives > Participating in the clinical audit activities of the Unit
Quality management and continuous Improvement of practice and service delivery	<p>In collaboration with the Consultant:</p> <ul style="list-style-type: none"> > Existing practices and policies will be continuously reviewed to reduce inconsistencies. > Expertise will be used to monitor and evaluate research activities. > Participation in clinical review programs will be provided. > Data will be collected to measure clinical indicators.
Contribute to a positive team culture and safe work environment	<ul style="list-style-type: none"> > Contribute to a team environment that promotes positivity, learning and development, safety and welfare of employees, acknowledges differences and encourages creativity, innovation and honesty. > Role models a positive approach and commitment to customer service. > Voices views and concerns in a constructive manner. > Accept principles of mutual responsibility and respect. > Support other members of the department in equitable access to limited resources in areas such as annual leave or attendance at meetings > OHS&W guidelines implemented and followed.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Bachelor of Medicine; Bachelor of Surgery (BMBS) or equivalent,
- > Registrable with the Medical Board of Australia as a Medical Practitioner with General Registration

Personal Abilities/Aptitudes/Skills:

- > Clinical skills appropriate for the duties performed in the work unit
- > Ability to work as an effective team member in a multi-disciplinary environment
- > Ability to communicate effectively with customers and other staff
- > Ability to work under stressful conditions and/or high workloads
- > Problem solving and decision making skills (both clinical and individual)
- > Ability to remain positive and adapt to change
- > Commitment to client(and parent/carer) participation in care
- > Commitment to quality management philosophy and devolved responsibility
- > Willingness to incorporate suggestions/feedback/complaints into personal improvement

Experience

- > 12 months satisfactory experience as an Intern in a recognised teaching hospital

Knowledge

- > Broad knowledge in Obstetrics and Gynaecology
- >

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Paediatric Life Support (PLS) or equivalent
- > Adult Life Support (ALS) or equivalent
- > RANZCOG Diploma of O&G

Personal Abilities/Aptitudes/Skills

- > Junior Registrar's should be working towards a career in a medical specialty

Experience

- > Successfully completed 6 months, or more, of experience in Obstetrics and Gynaecology at RMO level or higher
- > Participation in Research and Education Programs

Knowledge

- > Knowledge of health care in the public and private sectors
- > Knowledge of the principles and practice of OHSW, Equal Opportunity, the Public Sector Act 2009 Code of Ethics and diversity appropriate to the requirements of the position

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

The Women's and Children's Health Network (WCHN) was established to promote, maintain and restore the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.

The Women's and Children's Health Network efficiently conducts and manages, within its identified resources, health services for children, young people and women, including:

- Specialist hospital services
- Primary health care and population health programs
- Integrated community care services
- Services to address the health and wellbeing of particular populations, including Aboriginal Health Programs
- Education and training programs
- Research.

Division/Branch

Obstetrics:

In addition to being the largest obstetric hospital in South Australia, the WCH provides a maternal fetal medicine service for South Australia and Northern Territory and some parts of Victoria and New South Wales. An extensive two-day orientation program is run at the beginning of each year which covers areas such as emergency, newborn resuscitation and interpretation of fetal heart rate traces.

WCHN obstetrics has one intern placed here for ten weeks on rotation from the Royal Adelaide Hospital. They cover primarily post-natal, delivery and women's assessment service. The TMO's, some of whom are in GP training and others who are looking to pursue specialist training, cover Antenatal clinics. Responsibility increases as skills are acquired.

The team also includes registrars, including "unaccredited" registrars and others in the College Integrated Training Program (which leads to the membership MRANZCOG exam taken in the 4th year), maternal fetal

medicine fellows, senior obstetric registrars and senior gynaecology registrars. Some junior registrars aim to enter the Integrated Training Program the following year, whilst others are more senior and trained overseas, keen to gain credentials acknowledged by the College in order to sit the MRANZCOG exam. Registrars rotate through antenatal and postnatal wards and clinics, delivery suite and women's assessment service (emergency).

Gynaecology:

The Women's Assessment Service deals with a significant number of gynaecological emergencies. The early pregnancy assessment unit offers expectant, medical and surgical treatment for women with non-viable pregnancies.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date:

Women's and Children's Health Network Strategic Plan 2011–2017

Vision

Better health for children, young people and women.

Purpose

To provide quality health services for children, young people and women.

Values

These values will be demonstrated through everything we do:

- > **Respect** for our clients, patients, colleagues and communities
- > Act with **integrity, honesty** and **accountability**
- > Improve our services and care through **innovation**, learning, experience and research.

Strategic Goals

Goal 1: Provide quality health care to our patients, clients, and communities.

Goal 2: Provide effective systems and processes to support delivery of our health services.

Goal 3: Prioritise and allocate resources and infrastructure to best meet health needs.

Goal 4: Build and support our people, culture and capability.

Patients, Clients, Communities

Goal 1: Provide quality health care to our patients, clients, and communities.

To achieve our vision, the key outcomes we must deliver are:

- > Contribute to the population's health and wellbeing
- > Improve opportunities to prevent illness and promote health
- > Reduce the gap between Aboriginal and non-Aboriginal health and wellbeing
- > Provide specialist services
- > Improve equity of access to health services

Systems and Processes

Goal 2: Provide effective systems and processes to support delivery of our health services.

To deliver the required community outcomes, we need to achieve:

- > Person-centred care and continuous service review
- > Safe and evidenced based healthcare
- > Illness prevention and health promotion across all service areas
- > Organisational risk management
- > Quality and integrated health care
- > Leadership in specialist services for the state
- > Community engagement
- > Strong partnerships

Resources and Infrastructure

Goal 3: Manage resources and infrastructure to best meet health needs.

To deliver the required community outcomes, we need to:

- > Prioritise and allocate resources and infrastructure
- > Efficiently utilise current resources
- > Effectively manage resources and assets for maximum benefit
- > Plan for future needs based on evidence and best practice

Our People, Culture and Capability *(Employees, Volunteers and Contracted)*

Goal 4: Build and support our people, culture and capability.

To achieve the desired outcomes and sustain our ability to change and improve, we need to:

- > Always demonstrate our shared organisational values and culture of service
- > Attract and retain the required high quality staff
- > Develop competence, capability, individual accountability and performance
- > Ensure a safe working environment
- > Demonstrate innovative healthcare
- > Foster teamwork