



ROLE DESCRIPTION

Role Title:	Advanced Trainee Obstetrics & Gynaecology
Classification Code:	MDP2
LHN/ HN/ SAAS/ DHA:	Women's and Children's Health Network (WCHN)
Hospital/ Service/ Cluster	Women's and Children's Health Network
Division:	WABs
Department/Section / Unit/ Ward:	Obstetrics & Gynaecology
Role reports to:	Medical Unit Head Obstetrics & Gynaecology
Reviewed Date:	29/10/2024
Criminal History Clearance Requirements:	Working with Children Check (issued by DHS) National Police Check (issued by approved provider)
Immunisation Risk Category	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances)

ROLE CONTEXT

Primary Objective(s) of role:

- > The Advanced Trainee Obstetrics & Gynaecology contributes to the provision of clinical services under consultant supervision to WCHN inpatients and outpatients predominately with an Obstetric focus.
- > The Advanced Trainee in Obstetrics & Gynaecology will demonstrate a commitment to clinical teaching and participate in associated research projects.
- > This position is being offered as a 12-month posting within the organisation as part of the agreed 3-year contracts offered by the WCHN.

Direct Reports:

- > Medical Unit Head of Obstetrics & Gynaecology

Key Relationships/ Interactions:

Internal

- > Works collaboratively with consultants, nursing staff, other medical specialists, and health professionals to achieve high quality service provision for patients.
- > Reports to the Medical Unit Head (or delegate) for clinical issues, the designated Director of Training for educational/training issues and the Manager TMOU for non-clinical issues.
- > Participates in training opportunities, both as trainer and student, in formal and informal training environments.
- > Provides day to day supervision of junior Trainee Medical Officers (TMOs).

External

- > Works collaboratively with consultants, nursing staff and allied health staff from other SA Health Local Health Networks(LHNs).

Challenges associated with Role:

Major challenges currently associated with the role include:

- > This position includes shift work, which may involve after-hours and weekend shifts where direct supervision is not always available.
- > Strong time management skills are essential to balance competing demands, including attendance at training and educational sessions that may coincide with peak duty periods.
- > Effective communication skills are required to engage with patients and their carers from diverse cultural backgrounds who may feel stressed or anxious in an unfamiliar environment.
- > This role is designed to develop skills as a manager within a complex Delivery Suite, with access to consultant supervision for support and guidance.

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, Directives, Determinations and Guidelines, 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 for Health Care Workers in South Australia Policy Directive.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Children and Young People (Safety) Act 2017 (SA) 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Independent Commissioner Against Corruption Act 2012 (SA).
- > Information Privacy Principles Instruction.
- > 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.
- > May be responsible for supervision and oversight of volunteers assigned within the department, in collaboration with the WCHN Volunteer Unit. Refer to Volunteer Engagement and Management Procedure
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

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:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the SA Health Criminal and Relevant History Screening Policy Directive.
- > For appointment in a Prescribed Position under the Child Safety (Prohibited Persons) Act (2016), a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit, and must be renewed every 5 years from the date of issue
- > For 'Risk Assessed Roles' under the NDIS Worker Screening Rules 2018, the individual's NDIS Worker Check must be renewed every 5 years from the date of issue (or are required to be compliant with transitional arrangement for South Australia).
- > Failure to renew required criminal history screenings prior to nominated expiry will require your absence by way of approved leave until a renewal is obtained.
- > A satisfactory National Police Certificate (NPC) assessment is required.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > 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.
- > This Role Description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your skills and abilities would reasonably be expected to perform.

Zero Tolerance to Racism:

- > The Women's and Children's Health Network has zero tolerance to racism. The Network is committed to ensuring its staff, volunteers, consumers, and visitors are able to work or access health services in an environment that is culturally safe and free from any form of racism or discrimination.
- > Our staff are supported to address any form of racism in all environments, in line with our Corporate Procedure: Zero Tolerance to Racism – Identifying, Responding, and Managing in the Workplace.

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 Services	<p>Outpatient Clinics</p> <ul style="list-style-type: none"> > The Advanced Trainee will participate in the unit rotation's Outpatient Clinics. > Assessment and management of new patients will be conducted in consultation with the supervising Consultant. > The Advanced Trainee will review and follow up on ward patients admitted through Outpatient Clinics. > Supervision will be provided for the care delivered by Trainee Medical Officers (TMOs). <p>Inpatients</p> <ul style="list-style-type: none"> > The Advanced Trainee will participate in all duties related to inpatients, including assessment of new admissions, care coordination, daily patient management in the ward, discharge, and follow-up arrangements during rostered hours. > Consultations with senior midwifery and nursing staff, the supervising Consultant, and other relevant personnel will be conducted as needed. > Supervision of TMO-provided care will be maintained. > The Advanced Trainee will facilitate patient involvement in care planning, actively participate in clinical pathways, and assist with discharge planning. <p>Emergency Care</p> <ul style="list-style-type: none"> > The Advanced Trainee will assess and manage acute paediatric, neonatal, and obstetric emergencies. > Appropriate ongoing patient management will be arranged in collaboration with the on-call Advanced Trainee and Unit Consultant staff. > When rostered as the third Registrar on duty for the Division, the Advanced Trainee will be primarily based in the Women's Assessment Service. <p>Procedures</p> <ul style="list-style-type: none"> > Emergency and routine procedures will be performed under supervision, appropriate to the Trainee's level of training and experience. > Depending on the specific appointment, procedures may include obstetrics (e.g., vaginal examinations, normal vaginal deliveries, assistance in instrumental and caesarean deliveries, repair of vaginal tears and episiotomy), intravenous and intra-arterial cannulation, gynaecological surgeries, and other surgical procedures under supervision. <p>Investigative Procedures</p> <ul style="list-style-type: none"> > The Advanced Trainee will organize, interpret, and correlate necessary investigations, with general supervision by the relevant Consultant.

	<p>Laboratory Services (where applicable)</p> <ul style="list-style-type: none"> > Clinicians requesting laboratory services will be advised on interpreting laboratory results and selecting additional investigations as required for patient diagnosis and management. > The Advanced Trainee will conduct follow-ups for patients with abnormal test results under appropriate supervision. <p>Patient-Centred Care</p> <p>The Advanced Trainee will promote a patient-centred approach in medical care by:</p> <ul style="list-style-type: none"> > Prioritizing care that reflects the patient’s perspective. > Supporting patients and their families in exercising their rights and responsibilities. > Providing adequate information for informed treatment decisions and follow-up. > Responding effectively to patient and relative concerns. > Demonstrating a commitment to patient rights and responsibilities in healthcare delivery. > Ensuring clear and comprehensive documentation in case notes. <p>Administration</p> <ul style="list-style-type: none"> > WCHN will fulfill its legal obligations regarding patient and financial records by maintaining accurate, concise, and legible case notes and discharge summaries. These will be signed and completed promptly, including monitoring junior TMO staff documentation (e.g., ensuring discharge summaries reflect correct coding).
Education and Training	<p>The Advanced Trainee 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 their Specialist College 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 > Supervision and training of more junior Trainee Medical Officers. This may include on-the-job training and support or via telephone.
Research	<p>The Advanced Trainee 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

Continuous Improvement	<p>Quality management and improvement of practice and service delivery.</p> <ul style="list-style-type: none"> > Existing practices and policies will be continuously reviewed to reduce inconsistencies. > Expert knowledge 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 environment	<p>Support and actively contribute to a positive culture and safe work environment.</p> <ul style="list-style-type: none"> > Foster a team environment that emphasizes positivity, continuous learning and development, employee safety and well-being, inclusivity, and encourages creativity, innovation, and honesty. > Serve as a role model in promoting a positive approach and dedication to customer service. > Express views and concerns constructively. > Embrace principles of mutual responsibility and respect. > Support equitable access to limited resources for department members, including annual leave and attendance at meetings. > Adhere to and implement Worker Health & Safety guidelines. > Act as a mentor to junior TMO staff.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > MBBS or equivalent
- > Current AHPRA registration as a Medical Practitioner.

Personal Abilities/Aptitudes/Skills:

- > Clinical skills relevant to the duties performed in the work unit
- > Effective teamwork skills in a multidisciplinary environment
- > Strong communication skills with client (and parent/carer) and staff
- > Ability to work well under pressure and manage high workloads
- > Competency in problem-solving and decision-making, both clinically and individually
- > Adaptability, resilience, and a positive attitude toward change
- > Commitment to client (and parent/carer) involvement in care
- > Dedication to quality management principles and shared responsibility
- > Openness to incorporating feedback and suggestions for personal improvement

Experience:

- > Minimum 4 years satisfactory experience as a trainee medical officer in a recognised teaching hospital and some experience as an Advanced Trainee.

Knowledge

- > Broad knowledge across all aspects of Obstetrics and Gynaecology

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Advanced Trainees will be progressing towards Fellowship of the RANZCOG.
- > A higher degree (MD or PhD) is highly desirable.
- > Evidence of commitment to ongoing professional development in Obstetrics & Gynaecology

Personal Abilities/Aptitudes/Skills:

- > Demonstrate a willingness to be flexible in the workplace and understand there is a balance between training and service needs.
- > Demonstrate effective organisational skills, including time management.

Experience

- > Demonstrated commitment to training and teaching of junior medical staff

- > Participation in Research and Education Programs
- > Involvement in postgraduate and/or undergraduate education
- > Involvement in health administration

Knowledge

- > Knowledge of health care in the public and private sectors, particularly in South Australia
- > Understanding of the philosophy/principles/goals of the Women's and Children's Health Network
- > Demonstrate knowledge of current issues affecting women's health care in Australia, including cultural diversity issues.
- > Demonstrate an understanding of ethical, medico-legal, inter disciplinary and cross-cultural conflicts.

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 Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, 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.

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.

Domestic and Family Violence

The WCHN recognises violence against women as a human rights issue that must be addressed in the workplace and is committed to a zero tolerance policy towards violence against women in the workplace. Accordingly, employees must appropriately report and respond to any such acts in the workplace, and make available appropriate support to employees who may be experiencing violence in the community.

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 & Children's Health Network

Accountability – what does it mean for me?

Within WCHN everyone is accountable for their contribution to the safety and quality of care delivered to consumers.

Consumers

Consumers and their families participate as partners to the extent that they choose. These partnerships can be in their own care, and in organisational design and governance.

Staff including Contractors, Locums, Agency, Students and Volunteers

All staff (as described above) have a role in the delivery of safe, high quality care to consumers, and are expected to perform their roles with diligence; and with a person-centred approach to the best of their ability. It is the responsibility of all staff to raise concerns when it is recognised that something is not right. Safety and quality is the responsibility of all staff, at all levels and across all locations.

Clinicians

All clinicians are accountable for the provision of competent, consistent, timely, safe, reliable, contemporary and person centred care within a defined scope of practice.

Clinicians work in teams with professionals from a variety of disciplines based on mutual respect and clear communication, with an understanding of responsibilities, capabilities, constraints and each other's scope of practice.

All clinicians are responsible for providing care that is person centred, evidence based and which focuses on safety through minimising risk while achieving optimal outcomes for consumers. This is helped by participating in clinical governance, in WCHN health and safety forums, fostering a learning environment and supporting other clinicians to provide high quality services which are safe.

Clinicians are expected to speak up when there are concerns about safety so that these can be rectified and learnt from. Clinicians are accountable for their own individual professional practice, including maintaining currency of credentialing, registration and professional practice.

Managers

Managers are accountable for implementing systems and practices that support high quality clinical practice. Managers oversee, guide and direct staff by providing leadership and advice ensuring appropriate clinical governance, continuous quality improvement, and leading safety programs. Managers develop, implement and monitor performance indicators for the identification, management and reporting of risk. Managers implement the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards within their areas of responsibility. Managers are expected to demonstrate diligence and honesty in the management of public resources.

Managers organise, direct and manage the performance of staff to meet operational requirements; implement and promote evidence based standards and policies that are compliant with relevant, professional, industrial and legislative requirements. Managers engage with and listen to staff, and create an environment where staff feel able to speak up in relation to concerns about safety. Managers address concerns raised and provide regular, ongoing feedback in the interests of improving care and safety.

Executive/Divisional Directors

Executive/Divisional Directors are accountable for embedding the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards into their areas of responsibility and providing assurance to the Executive and Board that these systems are in place and work effectively, all risks are known and mitigated and that staff understand their safety and quality responsibilities.

It is expected that those holding senior leadership positions will model the highest standards of ethical and professional behaviour.

WCHN Committees

WCHN Committees support Executive Directors to implement and evaluate organisational systems, support divisions to work together to identify and mitigate risk and continuously improve practice. They support the organisation to work as a single entity.

Chief Executive Officer

The Chief Executive has overall accountability for safety, care delivery, system governance and monitoring.

Board

The Board is accountable for governance, monitoring, compliance and ensuring the executive are discharging their responsibilities in managing the organisation.

Women's and Children's Health Network Strategy 2026

Four Strategic Priorities



Improved health and wellbeing of families and communities



Meaningful gains in Aboriginal health and wellbeing



Provide leading healthcare for women, babies, children and young people



Create one health network

Key Enablers

Effective communication

Consumer and community engagement

Culture and leadership

Engaged and capable workforce

Enabling technology

Research

Productive partnerships

Contemporary infrastructure

Financial sustainability

Continuous improvement and innovation

Mission To improve the health and wellbeing of families and communities by providing integrated care and support

Vision To be a leading and respected health network for women, babies, children, young people and their families

Values Compassion, Respect, Equity, Accountability, Together for Excellence

Our Story starts with our consumers and communities who are at the centre of everything that we do.

Our focus for the years ahead is to:

- Provide outstanding care and service
- Enhance our culture and leadership
- Design and deliver a new Women's and Children's Hospital
- Strengthen partnerships, expand innovation
- Through research, education and learning, inspire others, share specialist knowledge and deliver excellence in everything that we do
- Deliver an integrated WCHN

Our Way is underpinned by our agreed ways of working together that enable us as an organisation to:

- Share a common purpose and direction
- Use innovative and new ways to deliver our service
- Educate and support people to excel in the care that they give
- Grow and develop our current and future leaders
- Ensure that we have consistent behaviours and ways of working
- Implement processes and systems that are efficient and effective



State-wide services: Child and Family Health Service, Child and Adolescent Mental Health Service, Yarrow Place Rape and Sexual Assault Service, Disability Services, Child Protection Service, Metropolitan Youth Health, Women's Health Service, Women's Safety Strategy