

## ROLE DESCRIPTION



Government  
of South Australia

## Health

Limestone Coast  
Local Health Network

<b>Role Title:</b>	Obstetric & Gynaecological Registrar (Non-accredited)
<b>Classification Code:</b>	MPD2
<b>LHN/ HN/ SAAS/ DHA:</b>	Limestone Coast Local Health Network (LCLHN)
<b>Hospital/ Service/ Cluster</b>	Mount Gambier and Districts Health Service
<b>Division:</b>	Obstetrics
<b>Department/Section / Unit/ Ward:</b>	Obstetrics & Gynaecology
<b>Role reports to:</b>	Head of Unit Obstetrics & Gynaecology
<b>Role Created/ Reviewed Date:</b>	July 2021
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> NDIS Worker Check <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups
<b>Immunisation Risk Category</b>	<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) <input type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

- > The Obstetric & Gynaecological Registrar is responsible for managing the care of all patients allocated to current department in consultation with the responsible Consultants, Visiting Specialists, Nurses and Allied Health professionals. The incumbent actively contributes to Continuous Quality Improvement activities and education activities.

### Direct Reports:

- > Will be responsible for the supervision of medical students and Interns as directed by the Consultants.

### Key Relationships/ Interactions:

#### Internal

- > Professionally accountable to the Executive Director Medical Services through the Head of Unit and consultants of the department.
- > Reports clinically to the Head of Unit Obstetrics & Gynaecology Specialists and to the relevant on-call and on-duty Consultants of the Department.
- > In the case of private patients reports to the relevant Obstetric & Gynaecological Consultant.
- > Responsible for supervision of medical students, Interns and Junior Medical Officers in consultation with the Consultants.
- > Liaises with other Units and Services of LCLHN, with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.

External

- > Liaises with other Units and Services of LCLHN, with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.

**Challenges associated with Role:**

Major challenges associated with the role include:

- > Maintaining a work/life balance while adhering to rostering expectations.
- > Managing difficult situations and people in times of stress.
- > Ensuring good communication between health care professionals through accurate and objective written notes.

**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 Guidelines for Health Care Workers in South Australia Policy Directive.*
- *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- *Disability Discrimination.*
- *Independent Commissioner Against Corruption Act 2012 (SA).*
- *Information Privacy Principles Instruction.*
- *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.*

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.

#### **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 at all times 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.

#### **Cultural Statement:**

The Limestone Coast Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Limestone Coast Local Health Network is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture

#### **Special Conditions:**

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.

- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates must be renewed every 3 years thereafter from date of issue.
- > Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- > 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.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > Must participate in a roster covering Obstetrics & Gynaecological medical services 24 hours a day seven days per week .
- > The incumbent must be prepared to attend relevant meetings and staff development/education activities as required.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>The Medical Practitioner under the supervision of the Consultant or Senior Registrar ensures quality care that maximises patient outcomes by:</p>	<ul style="list-style-type: none"> <li>&gt; Maintaining a high standard of patient care for inpatients and outpatients, whether based on patient admission under their Unit or on that of consultation by other units.</li> <li>&gt; Keeping high quality, readily accessible records of patient care.</li> <li>&gt; Appropriately escalating doubts or concerns to the attention of the Consultant immediately.</li> <li>&gt; Providing an effective and accurate clinical handover of patient care at the change of daily shifts and at the change of a clinical attachment.</li> <li>&gt; Commencing discharge planning at the earliest opportunity ensuring drugs and equipment are ordered, post discharge management and undertaking follow-up in consultation with the patient's normal carers and General Practitioner.</li> <li>&gt; Undertaking the writing of accurate and timely discharge summaries.</li> <li>&gt; Implementing administrative procedures consistent with the duties of a unit registrar, including supervision of admission and discharge planning.</li> <li>&gt; Providing clinical leadership consistent with the position.</li> <li>&gt; Maintaining a high level of communication with patients and relatives as appropriate to the circumstances.</li> <li>&gt; Participating in the Department's continuing professional development, research and teaching program.</li> </ul>
<p>Attending Perioperative Theatre Procedures:</p>	<ul style="list-style-type: none"> <li>&gt; Attending elective theatre operating sessions on a scheduled basis</li> <li>&gt; Undertaking appropriate pre-admission, pre-operative assessment and preparation of patients for theatre.</li> <li>&gt; Providing post-operative care of patients in liaison with the operating specialist anaesthetist and other medical or surgical specialists as required.</li> </ul>
<p>Attending Outpatient clinics Preadmission clinics and Accident and Emergency patients:</p>	<ul style="list-style-type: none"> <li>&gt; Undertaking a comprehensive assessment that provides guidance for the management, investigation and ongoing treatment of the patient.</li> <li>&gt; Consulting with Registrars or the Consultant where any concern relating to diagnosis or clinical condition exists.</li> </ul>
<p>Ensuring that care of patients is accurately and objectively documented by:</p>	<ul style="list-style-type: none"> <li>&gt; Ensuring good communication between health care professionals through accurate and objective written notes, whilst bearing in mind the right of patients to inspect the case notes through Freedom of Information legislation.</li> <li>&gt; Documenting concise relevant and structured entries which include date, time and signature being clearly identified and ensuring that names are printed and signed.</li> <li>&gt; Using only approved abbreviations.</li> <li>&gt; Making at least daily entries with a comprehensive summary of the admission which is then included in the discharge letter to the patient's ongoing care providers.</li> </ul>
<p>Ensuring that continuous quality improvement programs and activities are</p>	<ul style="list-style-type: none"> <li>&gt; Participating actively and regularly in unit based and hospital wide training and educational sessions, both scheduled and opportunistic.</li> </ul>

<p>in place and are linked to the organisation's strategic and corporate directions and targets by:</p>	<ul style="list-style-type: none"><li>&gt; Participating in regular informal feedback process with Consultants and other Medical Practitioners.</li><li>&gt; Participating in an orientation to clinical and administrative responsibilities specific to the clinical unit, at the changeover of clinical rotations</li></ul>
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## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

#### Educational/Vocational Qualifications

- > Bachelor of Medicine or equivalent, registrable with the Medical Board of Australia as a Medical Practitioner.

#### Personal Abilities/Aptitudes/Skills

- > High level of skills in negotiation and communication.
- > Genuine empathy for patients and their relatives/family.
- > Ability to communicate confidently and appropriately with patients and their family/relatives.
- > Ability to work as a team member and individually.
- > Ability to work under pressure without compromising patient care.
- > Competency in range of routine and common procedural ward-based skills.
- > Skill in problem solving and decision making at both the clinical and the individual level.

#### Experience

- > Appropriate post-graduate experience.

#### Knowledge

- > Knowledge of contemporary medical practice and procedures appropriate to the level of the position.
- > Knowledge of investigations and treatments appropriate to the level of the position.
- > Knowledge of Work, Health & Safety principles and procedures.

### DESIRABLE CHARACTERISTICS

#### Educational/Vocational Qualifications

- > Nil.

#### Personal Abilities/Aptitudes/Skills

- > Nil.

#### Experience

- > Experience within Limestone Coast Local Health Network as a Medical Practitioner.





## 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, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network, Yorke and Northern 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.

### Limestone Coast Local Health Network:

Residents within the Limestone Coast Local Health Network have access to a wide range of health care services. The Limestone Coast region covers a large geographical area which consists of the Upper and Lower South East, and extends all the way to the Victorian border.

Services provided within the South East region include accident and emergency, day and inpatient surgery, aboriginal health, obstetric services, community health and aged care services.

We have Health facilities located within Mount Gambier, Bordertown, Kingston, Millicent, Naracoorte and Penola. The links below can be used to navigate to detailed information on the different Hospital and Aged Care sites, as well as Country Health Connect.

The health units within the Limestone Coast LHN have dedicated and experienced staff who strive to meet the needs of the community by providing the highest level of health care.

## Values

### LCLHN Values

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

<b>Integrity</b>	<ul style="list-style-type: none"> <li>&gt; We know integrity involves not only doing what is right when everyone knows, but also when no one is watching</li> <li>&gt; We recognise the importance of our work and display a high standard of professionalism</li> <li>&gt; We do what we say and say what we mean</li> </ul>
<b>Honesty</b>	<ul style="list-style-type: none"> <li>&gt; We engage in open, clear and honest communication</li> <li>&gt; We are transparent and truthful in our actions</li> <li>&gt; We acknowledge our strengths, limitations and mistakes and learn from these for improvement</li> </ul>
<b>Courage</b>	<ul style="list-style-type: none"> <li>&gt; We have the courage to speak up and respectfully challenge others</li> <li>&gt; We are committed to being a high performing team and support a culture that fosters continued progress and growth</li> <li>&gt; We show resilience in the face of adversity</li> </ul>
<b>Care</b>	<ul style="list-style-type: none"> <li>&gt; We provide compassionate, appropriate and safe care in a supportive and nurturing environment</li> <li>&gt; We partner with consumers, family members and carers to help them make decisions and support them along the care continuum</li> <li>&gt; We create a culture of care where staff are supported and positively engaged in their work</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>&gt; We seek to understand and value others by putting ourselves in their shoes</li> <li>&gt; We listen attentively, communicate openly and act without judgement</li> <li>&gt; We recognise and welcome diversity within our community and our staff</li> </ul>

### Code of Ethics

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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.

### Aboriginal Health

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## 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:**