



## ROLE DESCRIPTION

<b>Role Title</b>	<b>MEDICAL UNIT HEAD - MATERNITY AND GYNAECOLOGY SERVICE</b>
<b>Classification Code</b>	MD2
<b>Position Number</b>	
<b>Local Health Network</b>	Barossa Hills Fleurieu Local Health Network Inc.
<b>Hospital / Service / Cluster / RSS</b>	Medical Services
<b>Department/Section / Unit/ Ward</b>	Obstetrics and Gynaecology
<b>Role reports to</b>	EDMS BHFLHN & DDMS BHFLHN (Northern Sites)
<b>Role Created/ Reviewed Date</b>	April 2009 – Reviewed 29/03/2022
<b>Criminal History Clearance Requirements</b>	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> NDIS Worker Screening <a href="#">Please click here for further information on these requirements</a>
<b>Immunisation Risk Category</b>	Category A (Direct Contact with blood or body substances) <a href="#">Please click here for further information on these requirements</a>

## ROLE CONTEXT

### Primary Objective(s) of role:

- > To encourage and support team work and coordination amongst staff for optimal clinical service outcomes. To undertake clinical duties in Obstetrics and Gynaecology as directed by the Director of Medical Services, Gawler Health Service. To supervise the clinical practice of, and to teach Obstetrics and Gynaecology to GPs, Registrars and Resident Medical Officers, Medical Students etc as required. To initiate research and development projects and quality assurance programs associated with the Obstetric and Gynaecology services.

### Direct Reports:

- > O&G Unit staff

### Key Relationships/ Interactions:

#### Internal

- > The Medical Unit Head is responsible for the management of patients and the supervision and training of any Senior Medical Practitioners, Resident Medical Officers and Registrars employed in the service. The person is expected to coordinate and manage the service provision of his/her peer group of doctors in a collaborative manner to enhance the functioning of the unit and the maternity network.
- > Responsible to the Director, Barossa Gawler Eudunda Kapunda Health Services through the Director of Medical Services - Gawler Health Service.
- > To maintain an active working relationship with other Gawler Health Service Department and Unit Heads with respect to medical services and in relation to the interface of medical staff with nursing and administrative services. Liaise with CYWHS as required.

#### External

- > Consumers

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Delivering a quality obstetric and gynaecology service in a growing peri urban area.
- > Developing and expanding training opportunities for BHF
- > Committing to effective teamwork with midwifery service.

**Delegations:**

- > Nil

**Resilience:**

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

**Performance Development**

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and Barossa Hills Fleurieu Local Health Network Inc. values and strategic directions.

**Delete if not a Managerial Position:**

As a Manager you, or your delegate, are required to action the Performance Review & Development Program inclusive of six (6) monthly reviews, for all employees for whom you are responsible.

**General Requirements:**

\*NB References to legislation, policies and procedures includes any superseding versions

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.
- > 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).
- > SA Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, 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.
- > Health Practitioner Regulation National Law (South Australia) Act 2010.
- > *Mental Health Act 2009 (SA)* and Regulations.
- > *Controlled Substances Act 1984 (SA)* and Regulations.
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time.
- > SA Health / Select Local Health Network from drop down; policies, procedures and standards.

**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:**

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

#### **Special Conditions:**

\*NB Reference to legislation, policies and procedures includes any superseding versions

- > 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 National Police Certificate (NPC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- > 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 unsupervised contact with vulnerable groups.
- > Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit
- > NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.
- > WWCCs 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.

## Key Result Area and

## Responsibilities

Key Result Areas	Major Responsibilities
Clinical	<ul style="list-style-type: none"> <li>&gt; To engage in clinical practice as determined by the Deputy Director of Medical Services (Northern Sites) and Executive Director Medical Services, in consultation with the Director of Nursing and Midwifery, Gawler Health Service.</li> <li>&gt; To ensure a high standard of clinical practice of the Unit's medical staff through regular performance development and review meetings, according to the policies of BHF and GHS.</li> <li>&gt; To ensure the maintenance of comprehensive clinical records which document significant patient management decisions</li> <li>&gt; To support and, if possible, expand the scope of clinical obstetric services at Gawler Health Service.</li> <li>&gt; To manage the after-hours on-call service for the unit and be involved in the afterhours roster on a regular basis.</li> <li>&gt; To organise and implement clinical review quality assurance programs and audit the outcomes of the clinical obstetric service at Gawler, with regard to the services provided by locum consultants.</li> <li>&gt; As required, to assist in the implementation of the postgraduate teaching program in Obstetrics and Gynaecology through liaising with the Training Supervisor representing the RANZCOG at the CYWHS.</li> <li>&gt; Ensure the provision of a high standard of patient centred clinical practice through adherence to policies, protocols, and procedures</li> <li>&gt; Actively participate in clinical review programmes to monitor standards of practice and ensure the maintenance of quality outcomes</li> <li>&gt; Coordinate and participate in the effective and efficient provision of medical services to inpatients and outpatients and community</li> <li>&gt; Clinical indicators are developed and met for performance within the service</li> <li>&gt; Clinical records are maintained in accordance with organisational policy</li> <li>&gt; Develop partnerships, both internal and external, to support quality patient needs and outcomes</li> <li>&gt; Undertake Outpatients clinics (colposcopy, hysteroscopy and pelvic pain clinic) at GHS and at other sites with negotiation with Medical Unit Head and the Director of Medical Services, GHS.</li> <li>&gt; Undertake operating theatre lists as scheduled</li> <li>&gt; Manage challenging patients (e.g. those with chronic pain)</li> <li>&gt; Assess and manage high risk obstetric patients with the view to transfer to tertiary care.</li> </ul>
Teaching	<ul style="list-style-type: none"> <li>&gt; To support and contribute to the undergraduate teaching program, under the direction of the University Department of Obstetrics and Gynaecology at the WCH and Lyell McEwin Health Services.</li> <li>&gt; Contribute to and facilitation of continuing education programmes and undergraduate teaching programs</li> <li>&gt; Facilitate postgraduate teaching in Obstetrics and Gynaecology in liaison with the RANZCOG training supervisor at CYWHS as agreed by the Executive Director of Medical Services, GHS.</li> <li>&gt; Junior medical staff are provided with opportunities for learning and education</li> <li>&gt; Responsible for teaching the Obstetric Registrars and RMO's at the GHS.</li> <li>&gt; Other health professionals at the GHS are provided with opportunities for learning and education in Obstetrics</li> <li>&gt; To assist in the supervision, attendance, training, safety efficiency and performance development of the SMP, GPs, Registrars and RMOs</li> </ul>
Administration	<ul style="list-style-type: none"> <li>&gt; To attend committee and other meetings as requested by the Deputy Director Medical Services (Northern Sites) or Executive Director Medical Services</li> <li>&gt; To prepare statements and reports as requested by the Deputy Director of Medical Services (Northern Sites) or Executive Director Medical Services</li> <li>&gt; To assist in the co-ordination, direction and control of the medical</li> </ul>

**OFFICIAL: Sensitive**

	<p>service in association with the Deputy Director Medical Services (Northern Sites) and Director, Nursing and Midwifery, Gawler Health Service.</p> <ul style="list-style-type: none"> <li>&gt; Continuously review existing practices and promoting change where required</li> <li>&gt; Contribute to the development of practice guidelines, protocols and quality indicators</li> <li>&gt; Organise regular peri natal and caesarean section audits, to improve the safety and effectiveness of treatment in O&amp;G at GHS</li> <li>&gt; Clinical risks are assessed and appropriate corrective strategies are developed</li> <li>&gt; Contribute to investigating and resolving complaints from obstetric patients, in consultation with the line manager, to assist in the administration of medico-legal matters</li> </ul>
Human resource management	<ul style="list-style-type: none"> <li>&gt; Participate in the continuing professional development of self and others, including annual performance appraisal and performance management.</li> <li>&gt; Ensure efficient and fair management of rosters (including management of sub specialisation within general rosters), leave, overtime and workforce management (scheduling and utilisation) of medical staff within the service including students, junior and senior staff and Clinical Leads.</li> <li>&gt; Undertake medical staff recruitment and manage staff turnover and workforce planning for Service.</li> <li>&gt; Manage medical staff performance through completion of annual performance appraisals and professional development plans.</li> <li>&gt; Provide expert advice on recency and appropriateness of competency and education for credentialing for scope of practice of medical specialists.</li> <li>&gt; Audit use of nonclinical time to ensure that sessions directly benefit the department through teaching, education and quality assurance qualities.</li> <li>&gt; Delegate roles and portfolios to share accountability and develop leadership.</li> <li>&gt; Manage medical staff performance working collaboratively with the Executive Director Medical Services and HR through timely performance reviews and performance improvement plans in appropriate situations of concern including clinical practice and issues with code of conduct or unacceptable workplace behaviour.</li> <li>&gt; Adherence to professional code of conduct and appropriate team professional relationships.</li> </ul>
Strategic Planning	<ul style="list-style-type: none"> <li>&gt; Working with the interdisciplinary service line team, develop the business plan for the Service that ensures service delivery is aligned to Service Line's and Directorate's business goals, providing operational and strategic advice in relation to the data, trends, KPIs, evidence, medical recruitment, patient expectations and contemporary models of care.</li> <li>&gt; Participate in the formulation of a strategic vision for the Service and in the planning and development of strategic initiatives, programs and projects that support the main KPI's of care delivery, including demand management, patient flow surgical access, inter-disciplinary models of care, quality and patient safety, and continuous quality improvement programs.</li> <li>&gt; Build on Service capability through development of a research and development framework.</li> <li>&gt; Ensure medical services are efficient, effective, and assist in financial management to achieve Service goals and priorities within available resource allocations. This includes appropriate rostering and participation in scheduling and access developments within paediatric and adult emergency medicine services and Medical Services Directorate.</li> </ul>
Scope of Clinical Practice	<ul style="list-style-type: none"> <li>&gt; To provide services within Maternity and Gynaecology Services - Gawler Health Service, in the areas of all risk obstetrics and general gynaecology within a defined Scope of Clinical Practice, as agreed on by the Senior Medical Practitioner, the Medical Unit Head, and the Director of Medical Services.</li> </ul>

**Knowledge, Skills and****Experience****ESSENTIAL MINIMUM REQUIREMENTS****Educational/Vocational Qualifications**

*Fellowship of the RANZCOG (or equivalent), eligible for registration as a Specialist with the Medical Board of South Australia.*

**Personal Abilities/Aptitudes/Skills:**

Proven skills in:

- > Investigation, negotiation and resolution of complaints.
- > Supervision, direction and management of staff.
- > Working relationships with patients, their families and other staff which demonstrates,
- > courtesy, respect, consideration, empathy, honesty, openness, providing good service, promoting health and promoting the goals of the BHF and Gawler Health Service.
- > Effective communication, both verbally and written.

**Experience**

Proven experience in:

- > Obstetrics and Gynaecology
- > Teaching
- > Research and publication

**Knowledge**

- > Knowledge of management issues within a clinical setting.
- > Knowledge of WH&S practices and EEO.

## 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, 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, 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.

### Health Network/ Division/ Department:

Local Health Networks aspire to be the best provider of rural and remote health services in Australia. LHN's through the inspiration and hard work of its people, deliver high quality and innovative health services to improve health outcomes for country South Australians. LHN's deliver a comprehensive range of health services in hospital and community settings according to population needs. It focuses on integrating its service delivery with metropolitan hospitals and other service providers in country locations. The safety and quality of health services in country South Australia is of primary importance. LHN's participate in rigorous national accreditation processes and engage local community members to provide insight and knowledge of the needs of consumers and potential strategies to achieve the best service.



## 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.

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.

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:**