

Position Title:	Eastern Health Clinical Director Birth Suite and Inpatient Obstetrics
Award Classification:	At the appropriate classification rate commensurate with level of experience in accordance with the AMA Victoria - Victorian Public Health Sector - Medical Specialists Enterprise Agreement 2022
Award / Agreement Name:	AMA Victoria – Victorian Public Health Sector - Medical Specialists Enterprise Agreement 2022
Current Effective Date:	February 2023
Next Review Date:	February 2025
Reports to:	EH Executive Clinical Director Women and Children EH Chief Medical Officer - for medical professional matters
Key relationships	EH Program Director, Women, Children and Acute Specialist Clinics EH Senior Leadership team (EH Associate Program Directors, NUM's, Stream and Site Directors) EH Clinical Directors of Ambulatory Obstetrics, Gynaecology and Neonatology

1. ORGANIZATIONAL INFORMATION

Our Vision

Great care, everywhere, every time.

Our Mission

Together we care, learn, discover and innovate.

Organisational Environment

Eastern Health provides a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care and community health services to people and communities that are diverse in culture, age and socio-economic status. These services are provided both on an inpatient and outpatient basis. These services and programs are supported by staff who possess an unparalleled commitment to patient care as well as teaching and research.

The strategic goals are fully detailed in the Eastern Health i-learning orientation.

Eastern Health Values

Eastern Health values reflect who we are as individuals and as an organisation, and are testament to the Eastern Health Mission Statement; they include the concepts of Kindness, Respect, Excellence, Agility, Humility and Patients First.

The Eastern Health Values are fully detailed in the Code of Conduct which is covered in the Eastern Health i-learning orientation

2. POSITION SUMMARY – Clinical Director Birth Suite and Inpatient Obstetrics

The appointee will be expected to:

- Lead Inpatient Obstetric services at Eastern Health with a focus on ensuring excellence in clinical care, teaching and research.

3. MAJOR DUTIES AND/OR RESPONSIBILITIES

3.1 Provision of Clinical Services

- Direct and co-ordinate clinical service delivery for women presenting at Eastern Health to ensure the highest possible quality of health care delivery.
- Develop and implement the use of effective evidenced based care for the treatment of Inpatient Obstetric patients across Eastern Health.
- Be actively involved in direct clinical service provision for patients and for the supervision of staff across all sites.
- Emplace appropriate clinical supervision of senior medical staff to ensure that they provide excellent clinical care for women attending Eastern Health.
- Develop and maintain effective relationships between the Inpatient Obstetric services at Box Hill and Angliss with particular emphasis on cohorting clinical skills and services where appropriate.
- Develop and maintain effective clinical and professional relationships across departments and programs within Eastern Health.
- Represent Eastern Health to outside services and authorities in relation to clinical and professional matters relating to Inpatient Obstetrics.

3.2 Leadership

- Lead the Inpatient Obstetric service to achieve its clinical, operational, financial, teaching and research objectives.
- Ensure that the Inpatient Obstetric service performs comparably to its peers and promote the service at both the state and national levels as appropriate.
- Ensure the prompt and proper discharge of professional duties by all staff within the service.
- Actively promote and implement Eastern Health's values, policies and performance management system within the Inpatient Obstetric service.
- Promote a culture that supports the Eastern Health vision of "a great place to learn and work" including collaborative relationships and clinical excellence.
- Represent the discipline as appropriate in the formulation of policy at health service, university, and college and government levels.
- Be regularly present and visible at all sites where inpatient obstetric care is provided

3.3 Quality and Clinical Review Activities

- Promote a commitment to the provision of services that are patient centred and are responsive to patient needs.

- Develop and oversee effective quality and operational improvement plans, including mortality and morbidity review, clinical audit and data collection on needed performance indicators;
- Monitor and report on the performance of Inpatient Obstetric services in relation to clinical audit and quality improvement activities.
- In conjunction with Chief Medical Officer establish a robust process for credentialing and defining the scope of practice for doctors working in Inpatient Obstetrics.

3.4 Education and Research

- Ensure appropriate education processes are in place to support the education of junior medical staff.
- Provide a co-ordinated approach to the management and training of senior medical staff within Inpatient Obstetrics to ensure that they learn theory, clinical skills, teamwork and leadership.
- Provide effective clinical leadership to the research unit for Inpatient Obstetrics at Eastern Health.
- Through encouragement of health service research, advance the knowledge base necessary for the provision of evidence based developments in Inpatient Obstetrics.
- Participate in public and community education as appropriate.
- Foster research to inform and improve current models of care.

3.5 Performance Management (refer also to section 9)

- Effectively manage the performance of all senior medical staff employed in Obstetrics & Gynaecology as per Eastern Health's Performance Feedback and Development policy and processes.
- Ensure that all senior medical staff in the service have an annual performance review in line with the Victorian Department of Health guidelines, "partnering for performance".
- The performance of the Clinical Director Birth Suite and Inpatient of Eastern Health Inpatient Obstetrics services will be assessed based on agreed performance goals.

3.6 Operational Efficiency

- In cooperation with the Program Director (administrative), oversee the effective operation/management of all Inpatient Obstetric services within Eastern Health in accordance with the objectives of Eastern Health.
- In cooperation with the Program Director (administrative) establish defined objectives and goals for the Inpatient Obstetric service.
- Implement Department of Health and Eastern Health policies and strategies in regards to Inpatient Obstetrics.
- Ensure adequate and consolidated medical records are maintained by all service staff and ensure the timely completion of summaries and the appropriate data collection.
- Oversee appropriate senior medical staffing and service provision across all Eastern Health Obstetrics and Gynaecology sites, and lead the development of an effective recruitment and retention strategy.

- Develop, recommend and implement initiatives to achieve optimal efficiency of Eastern Health's Inpatient Obstetric services with reference to patient flow through the wards and emergency departments.
- Establish appropriate planned leave schedules for senior medical staff to minimise service disruption and reduce the need for staff replacements at short notice.

4. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

- Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.
- Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

5. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

6. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfill your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

7. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2000.

8. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

9. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria
- Attachment 2 Key Result Areas /Key Performance Indicators

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Signed: _____ Date: ____/____/____
Executive Director of Medical Services & Research Eastern Health (or delegate)

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____ Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential Requirements

1. Registration or be registrable as a medical practitioner in the State of Victoria;
2. Clinical skills and experience commensurate with the standards required by Eastern Health for Senior Medical staff;
 - a. Clinically active in Inpatient Obstetrics
3. Fellowship of the Royal Australia & New Zealand College of Obstetrics & Gynaecology;
4. Energy, vision and proven commitment to excellence in Inpatient Obstetrics, research and medical education;
5. High level of communication skills and ability to liaise well with other clinician's.

Additional desirable skills

1. A qualification in health service management;
2. Broad experience in all aspects of Obstetrics & Gynaecology including patient care, diagnostic techniques, teaching and research;
3. A record of excellence in research, teaching and academic leadership in Inpatient Obstetrics.
4. A high level of knowledge and clinical competence in Inpatient Obstetrics;
5. Proven leadership qualities;
6. Capacity for (or a willingness to learn) administrative skills including, planning, staff management and financial tracking and analysis;

ATTACHMENT 2

Key Result Areas /Key Performance Indicators

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In the first 12 months the EH Clinical Director Birth Suite and Inpatient Obstetrics will be expected to:

1. Conduct a senior medical staffing review across all maternity services and make recommendations for and then implement any necessary changes;
2. Demonstrate improvement in Access KPI's across the Eastern Health Inpatient Obstetrics services;
3. Demonstrate improvement in recruitment and retention of senior medical staff across the Eastern Health Obstetrics & Gynaecology service.
4. Demonstrate improvements in achieving a consistent, coordinated approach to clinical care across the Eastern Health Inpatient Obstetric Services supported by standardised policies, guidelines and protocols;
5. Further develop harmonious relationships between the Eastern Health Inpatient Obstetric services and other key stakeholders;
6. Demonstrate responsible management of all relevant resources i.e. financial and human resources;
7. Promote excellence in quality care such that accreditation requirements are embedded in practice;
8. Contribute to improving education, training and skill levels of clinicians across the Eastern Health Inpatient Obstetric services.