

Austin Health Position Description



Position Title: Director of Gynaecology & Family Planning

Classification:	As per contract
Business Unit/ Department:	Division of Surgery, Anaesthesia and Procedural Medicine
Agreement:	AMA Victoria- Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022 - 2026
Employment Type:	As per contract
Hours per week:	As per contract
Reports to:	Divisional Medical Director, Surgery, Anaesthesia and Procedural Medicine and Divisional Director, Surgery, Anaesthesia and Procedural Medicine
Direct Reports:	0.44 EFT
Financial management:	Responsibility to inform and support budget management
Date:	June 2024

About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs near 9,000 staff across its sites; including over 1,600 doctors and 3,000 nurses, and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's current vision is shaping the future through exceptional care, discovery and learning.

Our values define who we are, shape our culture and the behaviours, practices and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve and we shape the future. www.austin.org.au/about-us

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>.

Position Purpose

The Acting Director, Gynaecology & Family Planning, in collaboration with the Divisional Management Team, leads all strategic and operational facets of the service to ensure the efficient management of resources and effective provision of patient centred services within a complex and dynamic health service.

As a member of the Senior Medical Staff (SMS) Leadership Group and Operations Directorate leadership team, the role of Director is to provide professional leadership and promote excellence in clinical care, research and teaching in the field of Gynaecology & Family Planning within a whole of organisation context.

The appointee will report to the Divisional Medical Director and the Divisional Director of the Surgery, Anaesthesia and Procedural Medicine (SAPM) Division to realise the delivery of contemporary, innovative and patient focused care within the health system.

The Acting Director of Gynaecology & Family Planning contributes to the development of strategic and business delivery plans within SAPM and the Operations Directorate and is accountable for the achievement of goals articulated within plans and unit specific targets under the Statement of Priorities in terms of access, activity, quality and budget.

The Acting Director maintains key accountability for the standard of care and patient outcomes within their department. They provide professional leadership to (clinical) staff to ensure services that efficiently and effectively enable the delivery of exceptional patient focused care.

As a major teaching and training hospital, the Acting Director will work closely with the Clinical Education Unit, Surgical Education trainees and their supervisors to provide a comprehensive and supportive teaching environment.

About the Gynaecology & Family Planning Unit

The Gynaecology & Family Planning unit sits within the SAPM Division, part of the Operations Directorate, comprises the following departments which operate across both the Austin Hospital and Repatriation Hospital sites.

- Theatre Operations
- Theatre Support
- Anaesthetics
- Surgical Access
- Cardiology
- Catheter Laboratory and Cardiac Diagnostics
- Cardiac Surgery
- Thoracic Surgery
- Plastic & Reconstructive Surgery
- Oral & Maxillofacial Surgery
- Thoracic Surgery
- Orthopaedic Surgery & OAHKS
- Colorectal Surgery
- Upper GI Surgery/Endocrine
- ENT Surgery

- Gastroenterology and Hepatology
- Endoscopy
- Ophthalmology
- Urology
- Gynaecology & Family Planning
- Breast Surgery and Surgical Oncology
- Hepatobiliary Transplant
- Renal Transplant Surgery
- Liver & Intestinal Transplant

The Gynaecology & Family Planning Unit provides high level Gynaecological services to patients across Austin Health.

Consultant Gynaecological Surgeons are expected to provide high level surgical services within their approved scope of clinical practice.

This is a Senior Medical Position and carries with it the professional responsibilities of clinical leadership, teaching and training as well as some administrative requirements.

The unit provides specialist Gynaecology & Family Planning services and an after-hours on call service. The unit maintains an ongoing commitment to research, teaching and training.

The Gynaecology & Family Planning Unit is supported by a Divisional Manager, Quality Coordinator, Finance, HR and Business Support as part of the SAPM Division.

Purpose and Accountabilities

Reliable, safe, person-centred care:

- The Acting Director will be responsible for the delivery of Gynaecology & Family Planning services, including ensuring delivery of high quality, safe, coordinated, efficient and effective patient-centered care.
- In collaboration with the Divisional Manager and Directors, provide leadership and management for the range of admitted and ambulatory services provided by the Gynaecology & Family Planning Unit.
- Lead and promote a culture of quality and patient safety within the Unit, facilitating accountability for performance and continuous improvement and supporting medical staff with open disclosure where required.
- Promote participation in multidisciplinary clinics/meetings for optimum planning of patient management and treatment with other health professionals in the hospital.
- Manage and allocate Gynaecology & Family Planning surgeons and registrars in the delivery of services.
- Manage and provide an on-call service and a consultative service to other Units as required.
- The Acting Director is required to be actively involved in service delivery, including clinical duties, and support the maximisation of revenue generation for the Gynaecology & Family Planning service.
- Implement and ensure compliance across the Unit with Austin Health quality and safety systems, including:
 - Effective and transparent clinical audit systems with relevant actions planned

- and executed in response;
- Incident reporting and timely review, including participation in investigation, required actions and closure;
- Risk identification and management; and,
- Development, maintenance and embedding of policies, procedures, guidelines and care-sets.
- Participate in Austin Health quality, safety & risk activities and attend relevant clinical and quality committees as required including Grand Rounds, Medical Outcome Review Committee and the Divisional Quality, Safety & Risk Committee.
- Lead and participate in robust review and evaluation of services, projects, quality improvement and risk management initiatives within the Unit.

Talented, capable and engaged people:

- Contribute to building a high performing, productive and collaborative culture within the Unit and Division that attracts, engages and retains high quality staff at all levels
- Provide professional leadership and support for staff in the management of change, building resilience and capability to adapt in a dynamic and complex environment.
- Work with the clinical leads in Gynaecology & Family Planning to establish a clear definition of expectations of their roles in relation to the Director role.
- Contribute to the development of position descriptions, duty rosters and rostering of unit medical staff to ensure the service meets the requirements of Austin Health.
- Assist with annual and conference leave planning of medical staff, in particular minimizing excess leave and promoting timely notification of leave to enable agreed service provision.
- Promote and model the hospital's policies, such as the Code of Conduct, Occupational Health and Safety and Incident management.
- Provide feedback and performance review and development (direct reports), to ensure expectations are clear, people are supported with opportunities for development and improvement plans are developed and monitored when behavioral issues arise.
- Review and establish appropriate processes for the monitoring and authorization of all overtime and recall claims for medical staff in the unit taking account of the resources available to the unit.
- Hold responsibility for managing the workloads of individuals and groups of staff such that the skill, knowledge and expertise best matches the work requirements.
- Ensure that work requirements of medical staff are within acceptable industrial limits.
- Ensure appropriate medical staff credentialing and that scope of practice is defined and adhered to.
- Ensure clear accountability for quality and safety within the department.
- Ensure policies and procedures are maintained and embedded in local work areas.
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional.
- Be aware of and comply with the core education, training and development policy, including ensuring new employees in the unit complete all mandatory training and that at any given time, 85% of employees in the unit have completed the mandatory e-learning training.
- Ensure any additional training for specific clinical staff is completed (eg. BLS, ALS,

Movesmart, Cerner).

Activity and performance:

- Contribute to the professional management of the Gynaecology & Family Planning Unit, lead Unit meetings and activities, and actively participate in the development and implementation of benchmark standards and performance targets.
- Work closely with the Divisional Manager, Divisional Medical Director and Divisional Director to constantly assess performance, including clinical activity indicators and expenditure to deliver rational and evidence-based use of available resources.
- Participate in the development of strategic and business delivery plans for the Directorate and the Division.
- Develop processes and practices that enable the collection, monitoring and reporting of data and formulation of intelligence to enact improvements in quality, safety and efficiency.
- Maximise bed utilization and specialist clinic throughput by ensuring that all staff in the unit participate actively in effective discharge planning.
- Promote and participate in the management of whole of health service patient flow and access, supporting work towards achievement of indicators of timely access to care.
- Participate, and foster participation in, organisational preparation for accreditation.
- Participate in the monthly review of the Gynaecology & Family Planning budgets with the Divisional Director, Divisional Managers and Finance Business Partners. Identify reasons for variances to budget and take agreed actions to control any variance.
- Participate in building the annual budget for the Department in line with the strategies and guidelines of the organisation.
- Support the maximisation of revenue for the Gynaecology & Family Planning service.

Innovation, transformation and community integration:

- Establish and lead programs and activities of the Unit, taking into account the operating environment, internal and external linkages and partnerships and the overall strategy, policies and direction of Austin Health and State and Federal Government
- Actively explore emerging trends, technology, models of care and approaches that enhance timely access to safe, high quality, person-centred care.
- Assist in the development of business cases to introduce new or varied service models that have the potential to create current and future value.
- Develop work plans for continuous improvement of systems and care for inclusion in business improvement plans.
- Initiate, maintain and strengthen relationships that align with, and serve to further the strategic priorities of Austin Health.
- Actively support and participate in implementation of digital innovation.

Teaching, Training and Research:

- Participate in both undergraduate and postgraduate teaching activities of the Hospital.
- Promote and provide leadership in Gynaecology & Family Planning, facilitating, as well

as conducting and participating in, basic and clinical research projects within the Hospital and promoting translation to clinical practice.

- Develop and expand research programs in collaboration with the multidisciplinary team.
- Contribute to the supervision, education and training of junior medical, nursing and other clinical staff, including participating in their performance appraisal and feedback processes.
- Assist in ensuring all accreditation assessments for training positions are successful.
- Support the provision of international best practice and excellence in clinical trials, including maintenance of Good Clinical Practice (GCP).
- Ensure that researchers maintain appropriate systems including documentation and retention of records to ensure compliance with GCP.
- Ensure appropriate activities are in place to monitor and maintain the quality of research within allocated resources.
- Participate in the auditing and review of clinical practices to improve clinical outcomes.

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks.
- Comply with the Code of Conduct.

Credentialing and Scope of Clinical Practice

Core Scope of Clinical Practice – Procedures, therapies and competencies that a Fellow from the respective specialist medical college would be competent in practicing. This only applies to practice at Austin Health and its campuses.

1. Demonstrate advanced abilities in clinical reasoning and judgements be able to manage ambiguity in clinical situations
2. Demonstrate an appropriate awareness of the impact on health and wellbeing of emotional and social needs
3. Management of all types of equipment utilized in operative Gynaecology & Family Planning: surgical instruments: disposables, including sharps handling and disposal, and principles of managing exposure to potentially contaminated body fluids; electrosurgical instruments; laser if appropriately trained and credentialed; all laparoscopic equipment (instruments, disposables, power and light sources, insufflation media, recording equipment.)

This will be assumed if the Head of Gynaecology has a Fellowship of the Royal Australasian College of Surgeons with Gynaecology training as recognized by the Royal Australian and New Zealand College of Obstetricians and Gynaecologists or equivalent and an ongoing continuous practice in this specialty.

Extended Scope of Clinical Practice – Procedures, therapies and competencies that a Fellow from the respective specialist medical college would be competent in practicing after additional training, qualifications and experience has been completed, as determined by an appropriate delegate of the Divisional Medical Director. This only applies to practice at Austin Health and its campuses. The delegate is expected to apply guidelines from the respective specialist medical college and appropriate state, national and international guidelines. Where applicable, recognition of training by the CCRTGE will be accepted.

1. Implanon Insertion

Emergency/Life threatening situation – In a medical emergency situation, any medical staff member who is credentialed at Austin Health is permitted to provide necessary patient care, as best able, and outside their defined scope of clinical practice in order to provide life-saving measures and/or to prevent serious harm.

Please note – Recognising the dynamic and rapidly advancing nature of medical practice, if you believe a novel competence, practice or procedure should be included within your specialty's scope of clinical practice, please speak to your Head of Unit and refer to the 'Introduction of a New Technology / Clinical Practice' policy on the HUB (<http://eppic//Document/1193>).

For general accreditation the following need to be satisfied

- Demonstrated continuing professional development
- Regular attendance at audit
- Participation in one or more of the following
 - Teaching or research
 - Organising audit
 - Clinical governance
 - Other role within Austin Health but outside of the unit/specialty
 - College role

For each area where special expertise needs to be demonstrated, some or all of the following criteria will be used to assess accreditation

- Specialist training or a specific fellowship
- Significant accumulated total experience in the field
- Recent experience (adequate number of cases per year in previous years)
- Satisfactory completion of an acceptable outside organisations credentialing requirements.

Selection Criteria

Essential Knowledge and skills:

- A commitment to Austin Health values.
- Must be a registered Medical Practitioner in Australia with the Australian Health

Practitioner Regulation Agency (AHPRA).

- Current Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists or equivalent.
- Have appropriate training and experience applicable to the field of Gynaecological Surgery.
- Demonstrated advanced leadership capabilities including the ability to lead in a clinical and non-clinical context.
- Clear ability to manage the complex issues that pertain to access, patient flow and discharge practice across all aspects of patient care.
- Demonstrated academic excellence, including excellence in research in the field of Gynaecology & Family Planning.
- Demonstrated teaching ability at undergraduate and postgraduate levels.
- Superior understanding of Clinical Governance and a passion for providing exceptional patient care.
- Demonstrated excellent organisational and management skills.
- Evidence of advanced communication skills including the ability to influence and liaise with a wide range of stakeholders.
- A commitment to excellence and in developing and improving performance in Gynaecology & Family Planning at Austin Health.
- A clear focus on engagement, teamwork and collaboration.
- Active involvement in professional Colleges and Societies, Associations and National/International bodies.
- A sound understanding of information technology including clinical systems and applications relevant to the management of rostering and risk management reporting or as required for the role and/or department.

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website:

<http://www.austin.org.au/careers/Aborigineemployment/>

Document Review Agreement

Manager Signature	
Employee Signature	
Date	