

Position Description

Position title:	Consultant Emergency Physician / Consultant Obstetrician & Gynaecologist
Department:	Women's Emergency Care
Classification:	As per award
Agreement:	AMA Victoria – Victorian Public Health Sector – Medical Specialist Enterprise Agreement 2022-2026
Reporting to:	Responsible to Clinical Director, Women's Emergency Care

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is **'Creating healthier futures for women and babies'**. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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About the department/unit

Women's Emergency Care (WEC) at the Royal Women's Hospital provides care to women and babies presenting to the hospital emergency department. There are approximately 28,000 presentations a year to the department covering all aspects of gynaecological, obstetric and neonatal issues. The department is a 12 cubicle unit with a resuscitation cubicle for patients requiring higher level care. We have access to inpatient units for care including a High Dependency Unit and Neonatal Intensive Care and also to outpatient services such as Early Pregnancy Assessment Service (EPAS) and ultrasound scanning.

Position purpose

This position is responsible in collaboration with the Executive Directors and Director of Women's Emergency Care (WEC):

- Provision of high-quality clinical care for all patients attending WEC
- Participation in the on call WEC roster and be available to attend during on call days if needed. Undertaking an active role in training registrars and resident medical officers and participation in the teaching of medical students and other health care trainees attached to the Women's' Services.
- Assisting the Director with some administrative responsibilities

Key responsibilities

In broad terms, the key accountabilities for the position are:

- Provision of a high-quality clinical Obstetrics and Gynaecology Services and care for neonates
- Participation in the unit activities designed to facilitate the techniques of continuous quality improvement to ensure the best possible standard of care is delivered.
- Participation in the training requirements of students and trainees

Responsibilities & Major Activities

Direct clinical care

- To lead by example in delivering high quality clinical care to women using RWH services
- To ensure that consultations, treatment plans and other aspects of care delivered are rigorously documented (including the use of the electronic medical record) and to support ongoing care and communication and to meet medico-legal requirements.
- To ensure that the care of all patients is handed over or other suitable arrangements for follow up, including follow-up of results, are in place whenever leaving the Hospital.
- To ensure continuity of care by identifying and communicating promptly with other practitioners including community general practitioners
- To be accountable for all care delivered by junior medical staff with delegated responsibility during periods of duty.
- To participate in resolving problems in care and to ensure that the team leader is aware of relevant issues and problems.

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Practice improvement, research and service development

- To promote and maintain exemplary standards of clinical practice to ensure the provision of high-quality services to patients.
- To participate in the development, implementation and revision of treatment protocols and clinical guidelines to promote and ensure best practice standards.
- To participate in service planning as requested by the Director which may include the development and setting of targets, resource requirements and improvement priorities for the service agreement.
- To work collaboratively with other team members and the Team Leader to facilitate clinical service improvement through clinical audit and research. Each consultant is expected to participate in at least one clinical audit or research project every three years.
- To ensure that consumer input is welcomed and encouraged.

Education, Training and Professional Development

- To ensure awareness of clinical experience and proficiency of junior medical staff delegated to deliver care and provide direct supervision as necessary.
- To participate in clinical teaching of junior medical staff and medical students, including involving students in clinical care, subject to consent of patients concerned.
- To assist in the instruction and professional development of postgraduate and undergraduate students of all health professions and disciplines.
- To participate as agreed in mentoring a specific member of junior medical staff.
- To maintain personal qualifications in accordance with continuing certification requirements of relevant medical college or other body.
- To participate in hospital provided professional development activities and keep up to date with relevant developments in clinical and hospital practice.

Administrative responsibilities

- To participate in meetings required to manage the service and communicate with team members.
- To participate in meetings as delegated and reasonably required by the Director to facilitate appropriate service management and development in the Hospital.
- To ensure that up to date contact details are notified to the designated staff member responsible for maintaining medical contact information. Some staff information will only be provided electronically.
- To take annual or conference leave only after application and approval, which must occur with sufficient lead time to allow for arrangement of cover or cancellation of clinical work, which is usually at least four weeks in advance.
- To take annual leave within 18 months of its accrual, except where other arrangements are negotiated; this would usually mean no more than six weeks annual leave should be accrued.

Accountabilities and responsibilities of the Senior Doctor Role in WEC

- Attend for all rostered shifts in a punctual manner.
- Conduct role as senior on the floor:

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- Primary responsibility is to “run the shift” from the medical perspective and in collaboration with the senior nurse. This also involves regular computer rounds (and if required, physical rounds) with the senior lead nurse re patient progress, inpatient bed request and outstanding issues. Minimum frequency start of medical shift; at afternoon nursing handover and end of medical day shift and start of nursing night shift.
- Hold the “admitting officer” phone and communicating with internal and external telephone calls.
- Ensure data integrity with accurate “time stamps” in the computer
- Ward round at agreed times and liaise with the senior nurse on shift
- Ensure a ‘working knowledge’ of all patients in the ED. These include those being cared for by HMOs, admitted patients’, patients who are ‘direct admissions,’ paediatric /neonatal patients and those ‘waiting to be seen by the inpatient teams’ & those ‘waiting for a bed’. Review every patient that under the care of an intern
- You are expected to have your own patient load i.e: your role is not purely a supervisory one.
- Ensure patient flow; strive for all patients to be admitted or discharged within 4 hours (if safe) and that all patients are seen within their triage category times.
- Respond to Codes, if needed

Other responsibilities

- Be aware of and work in accordance with RWH policies and procedures, including Occupational Health and Safety, Equal Employment Opportunity and Confidentiality and ensuring staff under direct supervision are working within these guidelines.
- Other duties as directed consistent with the employee’s skill level and classification.

Key Performance Indicators (KPI’s)

Key performance measures are how you will be measured as meeting the responsibilities of the position listed above. These will be set with you as part of your Performance Development plan within the first six months of your appointment to the position.

Key selection criteria

Experience/Qualifications/Competencies

The role requires a person with:

- Must hold or be eligible for registration with the Australian Health Practitioners Regulation Agency
- One of the following specialty qualifications
- Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists
- Fellowship Australasian College for Emergency Medicine

Essential Criteria

- Comprehensive skills and experience in provision of Obstetric and Gynaecological care
- Highly developed verbal and written communication skills
- Demonstrated ability in management.
- Demonstrated research skills.

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- Knowledge of women's health issues in relation to the target population of RWH
- Embodies the Women's values of courage, passion, discovery and respect.

Organisational Relationships

- Women, their families and friends using the services of The Royal Women's Hospital
- Clinical Director of Maternity and Women's Health Services
- Director WEC
- Department Heads and Unit Managers
- Medical, Nursing and Allied Health staff

Inherent Requirements

There are a number of critical work demands (inherent requirements) that are generic across all positions at the Women's. The generic inherent requirements for this position are detailed below. These may be added to with more specific inherent requirements, if required, by your manager and Occupational Health and Safety.

Physical Demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Frequent
Sitting – remaining in a seated position to complete tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type even, vinyl, carpet,	Frequent
Lean forward / forward flexion from waist to complete tasks	Occasional
Trunk twisting – turning from the waist to complete tasks	Occasional
Kneeling – remaining in a kneeling position to complete tasks	Occasional
Squatting / crouching – adopting these postures to complete tasks	Occasional
Leg / foot movement to operate equipment	Occasional
Climbing stairs / ladders – ascending and descending stairs, ladders, steps	Rare
Lifting / carrying – light lifting and carrying less than 5 kilos	Occasional
– Moderate lifting and carrying 5–10 kilos	Rare
– Heavy lifting and carrying – 10–20 kilos.	Rare
Push/Pull of equipment/furniture – light push/pull forces less than 10 kg	Occasional
– moderate push / pull forces 10–20 kg	Rare
– heavy push / pull forces over 20 kg	Rare
Reaching – arm fully extended forward or raised above shoulder	Rare
Head / Neck Postures – holding head in a position other than neutral (facing forward)	Occasional
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Frequent
– Gripping, holding, twisting, clasping with fingers / hands	Frequent
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Rare
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Constant
Hearing – use of hearing is an integral part of work performance	Constant
Touch – use of touch is integral to most tasks completed each shift.	Frequent
Psychosocial demands	Frequency
Observation skills – assessing / reviewing patients in /outpatients	Constant
Problem Solving issues associated with clinical and non-clinical care	Constant
Attention to Detail	Constant
Working with distressed people and families	Frequent
Dealing with aggressive and uncooperative people	Occasional
Dealing with unpredictable behaviour	Constant
Job demands – high workload, tight deadlines, and competing priorities	Constant

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Exposure to traumatic or distressing content or situations – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events.	Frequent
Role specific considerations Support is available for staff exposed to psychological risks. Any adjustments that may be required can be discussed with your manager.	Not Applicable

Definitions used to quantify frequency of tasks / demands as above

Prolonged / Constant	70–100 % of time in the position
Frequent	31–69 % of time in the position
Occasional	16–30% of time in the position
Rare	0–15% of time in the position
Not Applicable	

Employee Responsibilities and Accountabilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC)
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.

Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

Declaration

By accepting this position description electronically, I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: July 2026

Developed by: Director WEC

Reviewed by: Manager – Medical Workforce,

Date of next review: July 2027

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