Position Description

Position title:	Consultant Obstetrician and Gynaecologist
Department:	Early Pregnancy Assessment Service (EPAS)
Classification:	As per award
Agreement:	AMA Victoria- Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2026
Reporting to:	Medical Director Women's Health

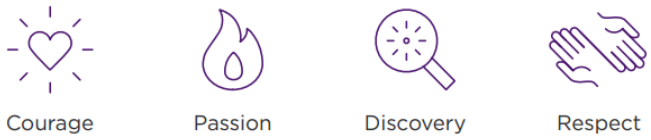
About us

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:



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.

About the department/unit

The Early Pregnancy Assessment Service (EPAS) is dedicated to providing expert, compassionate and comprehensive care to women experiencing complications in the first trimester. Our team consists of junior and senior medical staff, nurses and administrative staff who work together collaboratively.

We specialize in the assessment of miscarriage, ectopic pregnancy and other complex early pregnancy conditions. EPAS works closely with the acute gynaecology service to provide comprehensive medical and surgical care and follow up for our women.

In addition, the team are supported by the hospital's Quality and Safety team to promote high-quality care through incident reviews and improvement initiatives

Position purpose

EPAS consultants are responsible for the provision of excellent early pregnancy ultrasound and liaising with other clinical staff to provide individualized, woman centred approach to early pregnancy diagnosis and treatment.

Key responsibilities

The EPAS Consultant will provide care:

- In accordance with rosters.
- Taking into account best available evidence regarding quality and safety including RWH Clinical Practice Guidelines.
- In consultation with Clinical Directors
- With effective communication with other members of the multidisciplinary team providing care.
- With accountability for care delivered by junior medical staff under supervision or delegation.

EPAS Consultant Medical Staff are expected to:

- Provide oversight and leadership of medical care for Women requiring care provision at the Royal Women Hospital.
- To participate in the development, implementation and revision of treatment protocols and clinical guidelines to promote and ensure best practice standards.
- To ensure that consumer input is welcomed and encouraged.
- 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
- Contribute to the education program of FRANZCOG and DDU candidates
- To participate as agreed in mentoring a specific member of junior medical staff.
- Participate in areas of quality improvement
- Participate in meetings required to manage the service and communicate with team members
- Cooperate with the Quality and Safety team on various quality improvement activities.

The EPAS Consultant will be able to demonstrate:

- Honesty, integrity and reliability in dealings with patients and colleagues alike;

- Exemplary standards of clinical practice to ensure the provision of high quality services to patients.
- An awareness of clinical experience and proficiency of junior medical staff delegated to deliver care and provide direct supervision as necessary.
- The ability to use information technology to access key information, clinical practice guidelines and evidence based medicine;
- The ability to act effectively in emergency situations;
- An understanding of preventative care and the importance of modification of risk factors and lifestyle in plans of management for patients and their families;
- The ability to work effectively within a team of health care personnel, including other doctors, nurses and midwives, allied health professionals and undergraduate students;
- Effective time management;
- A commitment to self-assessment and continuing medical education and an ability to locate and critically appraise biomedical literature relevant to everyday clinical practice; and
- A willingness to be involved in teaching including undergraduate medical students, nurses and allied health professionals.
- Leadership, inspiring others by motivating them towards higher levels of performance that are aligned with The Women's vision and values.

Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. 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/attributes

- Must hold or be eligible for registration with the Medical Practitioners Board of Australia
- Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists
- Certified Ultrasound consultant holding DDU qualification in Obstetric and Gynaecological Ultrasound as a minimum.
- Provide supervision for junior medical staff directly involved in the care of women and babies within the service.
- Knowledge of women's health issues in relation to the target population of RWH
- Comply with RWH policies and administrative requirements including policies regarding timesheets and leave arrangements.
- Ensure Medical Workforce Unit has current contact details to allow prompt contact for routine and for urgent matters.
- Establish RWH email and clear this at least once per shift.
- A high level of communication and interpersonal skills, with the ability to work effectively and collaboratively within a multidisciplinary team.
- The ability to educate with evidenced based information to assist informed decision making and a commitment to clinical excellence and customer service.
- A professional, positive, open and approachable demeanour.
- Embodiment of the Women's values.

Organisational relationships

- Women and their families using the services of The Royal Women's Hospital
- Clinical Director of Acute Gynaecology
- Department Heads, Team Leaders and Unit Managers
- Medical, Nursing and Allied Health staff

Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Rare
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	Occasional
Job demands – high workload, tight deadlines, and competing priorities	Frequent
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.	Not Applicable

Any adjustments that may be required can be discussed with your manager.	

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	1 – 15% of time in the position
Not applicable	0% of time in the position

Employee awareness and responsibilities

- 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: November 2026

Developed by: Medical Director of Maternity Services & Manager, Medical Workforce

Date of next review: November 2027