

## Position Description

---

<b>Position title:</b>	Obstetric Medicine Fellow
<b>Department:</b>	Maternity Services
<b>Classification:</b>	as per Award
<b>Agreement:</b>	Victorian Public Health Sector (AMA Victoria) – Doctors in Training (Single Enterprise Agreement) 2022-2026
<b>Reporting to:</b>	Medical Director Maternity Services, Director of Obstetric Medicine

---

### 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.

**Find the exceptional in your everyday.**

The Women's, where you belong.

## About the department/unit

The Division of Maternity Services provides antenatal, intrapartum and postnatal care for over 7000 women birthing annually. It does so through a range of models of care, which are all designed to be patient-centred, with an explicit focus on continuity, multidisciplinary input and shared decision making. As one of the nation's busiest tertiary referral perinatal centres, the Women's cares for the full spectrum of risk in pregnancy, from straightforward gestations to those with complex maternal and fetal conditions.

There is a strong culture of collaborative care, with obstetric medical staff and midwives working closely with physicians, allied health providers, social workers' and neonatal clinicians to ensure a holistic, evidence-based approach is taken to each patient and family.

The Department of Maternal Fetal Medicine sits within the Division and oversees the care of complex pregnancies through specialist clinics such as the Fetal Medicine Unit, the Maternal Medicine Clinic, and the Multiple Pregnancy Clinic. Caseload midwifery care is available to a proportion of pregnant women, including Indigenous women through the Baggarrook Yurrongi program.

The Women's is a major training institution for all disciplines related to maternity care. Medically, teaching and training is provided to medical students, prevocational doctors, accredited trainees on the RANZCOG training program, and subspecialty trainees in ultrasound (COGU) and maternal fetal medicine (CMFM).

Research is a major focus of the Division of Maternity Services, in both the medical and midwifery domains, extending from basic science to clinical audit, trials and health services research. There are strong links with the University of Melbourne Department of Obstetrics and Gynaecology, which is partially situated at the Women's and facilitates research training for honours, Master's and PhD students.

The Division works closely with the hospital's Quality and Safety unit to promote high quality of care through incident review and improvement initiatives. The maternity Clinical Practice Improvement Unit co-ordinates the Division's activities in this area, which are informed inter alia by the work of the Perinatal Mortality Committee and the Maternity Incident Review Panel.

## Position purpose

Consultant Physicians provide care, as part of a multidisciplinary team, to patients of The Women's with medical disorders associated with or complicating pregnancy.

The Fellow in Obstetric Medicine is responsible, as a member of the multidisciplinary team for the provision of excellent clinical care to women who are outpatients or inpatients of The Women's, their babies and families as well as The Royal Melbourne Hospital and the Peter MacCallum Cancer Centre.

This is an advanced training position previously accredited by RACP for General Medicine and by SOMANZ for Obstetric Medicine for 12 months.

The area of practice will be limited to the relevant specialty area except as agreed or as necessary in exceptional circumstances.

**Find the exceptional in your everyday.**

The Women's, where you belong.

## Key responsibilities

### The Fellow will provide care:

- In consultation with supervising Senior Registrars, Fellows and Consultants as appropriate.
- In accordance with rosters, daily duties and notes to daily duties as published on the Junior Medical Staff rosters website and varied from time to time (except as otherwise directed).
- Taking account of best available evidence regarding quality and safety including RWH Clinical Practice Guidelines.
- With effective communication with other members of the multidisciplinary team providing care.
- Comprehensively including timely record-keeping, discharge preparation and communication with referring practitioners and those providing ongoing care.

### Trainee Medical Staff are expected to:

- Attend provided teaching and training sessions as rostered and appropriate to their role.
- Comply with the RACP training requirements of accredited training positions.
- Participate in presentations and conduct of teaching and audit sessions suitable to level of training and experience.
- Provide supervision/teaching of more junior registrars and HMOs.
- Provide supervision/teaching of medical students.
- Participate in audit and practice improvement activities.
- Undertake duties as directed consistent with their skills and experience.
- Participate in relevant committees, management and service development activities commensurate with their skills and experience, in consultation with the JMS body.
- Develop collaboration, supervision and leadership skills appropriate to their career path and training level.

### Other responsibilities:

- Be aware of and work in accordance with Hospital policies and procedures, including Occupational Health and Safety, Infection Control, Equal Employment Opportunity and Confidentiality.
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach to all interactions.

## 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/Competencies

- MBBS or equivalent qualification.
- Registration with the Medical Practitioners Board of Victoria.
- Usually have completed all but the last year of training for the FRACP.

**Find the exceptional in your everyday.**

The Women's, where you belong.

## Attributes

- Strong patient care focus;
- Good interpersonal skills;
- Team player in multidisciplinary setting;
- Commitment to developing specialized skills in Obstetrics and Gynecology;
- Embodies the Women's values of courage, passion, discovery, and respect.
  - *"Can do" and flexible approach*
  - *Well-developed interpersonal skills*
  - *Balancing sometimes competing and conflicting priorities*
  - *Time management and prioritising*
  - *Professional demeanour*

## General

- 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.

## Organisational relationships

The appointee is responsible to the Director of Obstetric Medicine and Director of Maternity Services in addition to:

- Women, their families, and friends using the services of The Royal Women's Hospital
- Clinical Directors of Gynaecology & Women's Cancer Services
- Department Heads 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.

<b>Physical demands</b>	<b>Frequency</b>
<b>Shift work</b> – rotation of shifts – day, afternoon and night	Frequent
<b>Sitting</b> – remaining in a seated position to complete tasks	Frequent
<b>Standing</b> - remaining standing without moving about to perform tasks	Occasional
<b>Walking</b> – floor type even, vinyl, carpet,	Frequent
<b>Lean forward/forward flexion from waist</b> to complete tasks	Occasional
<b>Trunk twisting</b> – turning from the waist to complete tasks	Occasional
<b>Kneeling</b> – remaining in a kneeling position to complete tasks	Occasional
<b>Squatting/crouching</b> – adopting these postures to complete tasks	Occasional
<b>Leg/foot movement</b> to operate equipment	Occasional
<b>Climbing stairs/ladders</b> – ascending and descending stairs, ladders, steps	Rare
<b>Lifting/carrying</b> – 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
<b>Push/pull of equipment/furniture</b> – 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

**Find the exceptional in your everyday.**

The Women's, where you belong.

<b>Reaching</b> – arm fully extended forward or raised above shoulder	Rare
<b>Head/neck postures</b> – holding head in a position other than neutral (facing forward)	Occasional
<b>Sequential repetitive actions in short period of time</b>	
– Repetitive flexion and extension of hands wrists and arms	Frequent
– Gripping, holding, twisting, clasping with fingers/hands	Frequent
<b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license.	Rare
<b>Sensory demands</b>	<b>Frequency</b>
<b>Sight</b> – use of sight is integral to most tasks completed each shift	Constant
<b>Hearing</b> – use of hearing is an integral part of work performance	Constant
<b>Touch</b> – use of touch is integral to most tasks completed each shift	Frequent
<b>Psychosocial demands</b>	<b>Frequency</b>
<b>Observation skills</b> – assessing/reviewing patients in/outpatients	Constant
<b>Problem solving</b> issues associated with clinical and non-clinical care	Constant
<b>Attention to Detail</b>	Constant
<b>Working with distressed people and families</b>	Frequent
<b>Dealing with aggressive and uncooperative people</b>	Occasional
<b>Dealing with unpredictable behaviour</b>	Constant
<b>Exposure to distressing situations</b>	Frequent

#### Definitions used to quantify frequency of tasks/demands as above

<b>Prolonged/constant</b>	70 – 100 % of time in the position
<b>Frequent</b>	31 – 69 % of time in the position
<b>Occasional</b>	16 – 30% of time in the position
<b>Rare</b>	1 – 15% of time in the position
<b>Not applicable</b>	0% of time in the position

#### Employee awareness and responsibilities

- Be aware of and work in accordance with Hospital policies and procedures, including:
  - Code of Conduct
  - Confidentiality
  - Data Accountability Framework
  - Infection Control
  - Occupational Health and Safety
  - Patient Safety
  - Performance Development Management
  - Respectful Workplace Behaviours
  - Risk Management
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences
- Undertake other duties as directed that meet relevant standards and recognised practice.
- Our vision is a future free from violence in which healthy, respectful relationships are the norm. The Women's expect all staff to contribute to a culture that promotes gender equity, respect and a safe working environment.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to Victorian women.
- Data integrity is an essential element of clinical and corporate governance and a key performance indicator for the Women's. The management of data influences and directly affects patient care, patient decisions, and ultimately the quality and reputation of our service delivery.

**Find the exceptional in your everyday.**

The Women's, where you belong.

- As a consequence, all staff are responsible and accountable to ensure that (within their area of work):
  - Data recording and reporting, (including RWH external reporting) is timely, accurate (i.e. error free) and fit for purpose
  - Data management system policies and control processes are complied with on all occasions
  - Where data issues and/or problems become apparent these matters are immediately referred and reported to supervisors/managers.
- Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for the Royal Women's Hospital to undertake a national Police check
- The Women's expects staff to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
- Contributes to a positive and supportive learning culture and environment for health professional students and learners at all levels.

### **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:** March 2026

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

**Date of next review:** March 2027

---

**Find the exceptional in your everyday.**

The Women's, where you belong.