



the women's
the royal women's hospital
victoria australia

Position Description

Title	Dermatology Fellow
Department	Vulval Dermatology
Classification	As per award
Agreement	AMA Victoria – Victoria Public Health Sector – Doctors in Training Enterprise Agreement 2022-2026
Responsible to	Head of Vulval Dermatology Clinic

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.

Department/Unit Specific Overview

This unique Vulval Dermatology Service provides tertiary care in this multidisciplinary clinic to women with vulval dermatology disorders.

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Position Purpose

The Fellow is responsible for the provision of excellent clinical care to women attending Vulval dermatology clinic.

Responsibilities & Major Activities

Fellow will provide care:

- In consultation with Consultants as appropriate.
- 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.
- With timely record-keeping, discharge preparation and communication with referring practitioners and those providing ongoing care.
- Ensuring appropriate follow-up of results.

Vulval clinic fellows are expected to:

- Organise and sometimes present at the monthly vulval department dermpath, clinical update and business meeting.
- Be actively involved in research.
- Participate in presentations and conduct of teaching and audit sessions suitable to level of training and experience.
- 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.

Key Selection Criteria

Experience/Qualifications/Competencies

- MBBS or equivalent
- Registered Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA)
- Demonstrate an interest in dermatology
- Relevant skills and experience

+Attributes

- Excellent communication skills.
- Ability to work individually and with others
- Excellent verbal and written communication skills in English.
- Ability to undertake and fulfil all aspects of the job description.
- Embodies the Women's values of courage, passion, discovery and respect
 - "Can do" and flexible approach
 - Well-developed interpersonal skills

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- Balancing sometimes competing and conflicting priorities
- Time management and prioritising
- Professional demeanour

Organisational Relationships

The appointee is responsible to the Head of Vulval Dermatology

General

- Comply with RWH policies and administrative requirements including policies regarding timesheets and leave arrangements.
- Ensure MWU has current contact details to allow prompt contact for routine and for urgent matters.
- Establish RWH email address and clear this at least once each shift.

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	Yes
Sitting – remaining in a seated position to complete tasks	Some
Standing – remaining standing without moving about to perform tasks	Some
Walking – floor type even, vinyl, carpet,	All surfaces
Lean forward / forward flexion from waist to complete tasks	Regularly
Trunk twisting – turning from the waist to complete tasks	Regularly
Kneeling – remaining in a kneeling position to complete tasks	Regularly
Squatting / crouching – adopting these postures to complete tasks	Regularly
Leg / foot movement to operate equipment	Regularly
Climbing stairs / ladders – ascending and descending stairs, ladders, steps	Regularly
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	Rare
10–20 kg	
– heavy push / pull forces	Rare
over 20 kg	
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	

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wrists and arms	– Repetitive flexion and extension of hands	Frequent
fingers / hands	– Gripping, holding, twisting, clasping with	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.		Constant
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
Exposure to distressing situations		Frequent

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

- 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 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.

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- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to 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.
- 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.
- 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.
- 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).
- 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.

Statutory Responsibilities

- OHS Act 2004
- Freedom of Information Act 1982
- The Victorian Public Sector Code of Conduct
- Health Practitioner Regulation National Law Act (2009)
- Registration with Australian Health Practitioner Regulation Agency (AHPRA)
- Drugs, Poisons and Controlled Substances Regulations 2006

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: May 2025

Developed by: Head of Unit – Vulval Dermatology

Reviewed by: Manager – Medical Workforce

Date of next Review: May 2026

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