# Position Description

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| **Position title:** | Consultant Gynaecologist – Abortion and Contraception Services |
| **Department:** | Gynaecology, Cancer and Perioperative Services |
| **Classification:** | As per Award |
| **Agreement:** | Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026 |
| **Reporting to:** | Clinical Director - Head of Unit and Team Leaders |

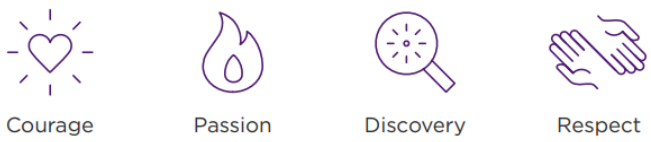
## About us

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 Abortion and Contraception Service provides multidisciplinary care to women requiring contraceptive advice and services including insertion of contraceptive implants, in addition to tertiary consultation for women with complex medical and social needs. Further the unit provides an abortion services including early medical abortion and surgical procedures up to 23 completed weeks. The clinic also provides a pathway to assessment for women requesting abortion after 24 weeks.

The position is for a weekly clinical session during which the doctor is to provide clinical consultation regarding the most appropriate options for each patient.

## Position purpose

This position is responsible in collaboration with the Clinical Director and Head of Unit for:

- Providing high quality outpatient services within a multidisciplinary team
- Playing an active role in training registrars and resident medical officers and participate in the teaching of medical students and other health care trainees attached to the Women's' Services

## Key responsibilities

**Specific Responsibilities**

**1. 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 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 or going "off call"
- 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

**2. 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 Team Leader and Service Directors 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 actively participate in at least one clinical audit or research project every three years.

**3. 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 post graduate 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.

**4. 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 Team Leader or Service Directors 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, 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.

## 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

The role requires a person with:

- Comprehensive skills and experience in provision of sexual and reproductive health care
- Highly developed verbal and written communication skills
- Knowledge of women's health issues in relation to the target population of RWH
- Competency in surgical abortion first trimester and second trimester.
- Previous experience in first trimester USS and point of care USS techniques in clinic and theatre.
- Previous experience in outpatient insertion of intrauterine and subdermal contraceptive devices.

### Essential Criteria

The role requires a person with:

- Must hold or be eligible for registration with the Medical Practitioners Board of Australia

- Fellowship with RANZCOG,
- Proven clinical skills and experience
- Computer skills and experience

## Organisational relationships

- Women and their families using the services of The Royal Women's Hospital
- Clinical Director
- 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 | Frequent |
| **Sitting** – remaining in a seated position to complete tasks | Occasional |
| **Standing**- remaining standing without moving about to perform tasks | Rare |
| **Walking** – floor type even, vinyl, carpet, | Occasional |
| **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 | Rare |
| **Squatting/crouching** – adopting these postures to complete tasks | Occasional |
| **Leg/foot movement** to operate equipment | Rare |
| **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 | Occasional |
| – 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 | Occasional |
| – heavy push / pull forces over 20 kg | Occasional |
| **Reaching** – arm fully extended forward or raised above shoulder | Occasional |
| **Head/neck postures** – holding head in a position other than neutral (facing forward) | Rare |
| **Sequential repetitive actions in short period of time** | |
| – Repetitive flexion and extension of hands wrists and arms | Occasional |
| – Gripping, holding, twisting, clasping with fingers/hands | Frequent |
| **Driving** – operating any motor-powered vehicle with a valid Victorian driver's license. | Occasional |
| **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** | Constant |
| **Dealing with aggressive and uncooperative people** | Constant |
| **Dealing with unpredictable behaviour** | Frequent |
| **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**<br>Support is available for staff exposed to psychological risks.<br>Any adjustments that may be required can be discussed with your manager. | Not Applicable |

| Definitions used to quantify frequency of tasks/demands as above | |
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| **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 idendify 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:** October 2026

**Developed by:** Medical Head of Unit – ACS, Medical Workforce Manager

**Date of next review:** October 2027