

Position Description

Position title:	Consultant General Obstetrician Gynaecologist – Staff Specialist
Department:	Maternity Services
Classification:	As per award
Agreement:	AMA Victoria – Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2026
Reporting to:	Medical Director – Maternity Services, Heads of Units 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:



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

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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 Women's is a centre of excellence for perinatal care, research and education, with more than 7,000 births per year.

The Maternity Service at the Women's is structured to provide quality care to women by the most appropriately qualified clinician.

Obstetricians in the multidisciplinary teams provide clinical care with midwives, trainees, other medical specialists and allied health practitioners to women from a geographical area and to higher risk women from outside the local area.

In addition some women with complex clinical needs may receive clinical care in specialist clinics.

Position purpose

The Consultant Obstetrician and Gynaecologist will participate in the clinical care of Women at the Royal Women's Hospital.

This position is responsible in collaboration with the Clinical Directors and Heads of Unit/ Team Leaders for:

- Providing high quality outpatient and in-patient Obstetric clinical services
- Participation in the provision of emergency on-call obstetric services to the Royal Women's
- 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.
- Participating in quality improvement initiatives, including guideline review
- Assisting the heads of Units with some administrative responsibilities

Key responsibilities

1. Direct clinical care

- Provide oversight and leadership of medical care for Women requiring care provision at the Royal Women Hospital.
- 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"
- Provide leadership in working in a multidisciplinary team which includes other senior and junior medical staff, nursing staff, ward clerks, allied health staff, ward secretaries and patient services assistants.
- Leadership in communication and cooperation with the referring general practitioners, obstetricians, pediatricians and referring hospitals.
- Participate in the on call and recall service of Maternity Services in line with the agreed Scope of Practice.

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- Participate in other clinical duties as agreed with the Director of Maternity Services and in line with the agreed Scope of Practice.
- Participation in the Birth Centre on-call is a requirement of this position, as negotiated with Clinical Director, Maternity Services.

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 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 director to facilitate clinical service improvement through clinical audit and research.
- Participate in multicentre research programs as agreed by Maternity Services.
- To ensure that consumer input is welcomed and encouraged.

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, midwifery and nursing staff and 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
- Contribute to the education program of FRANZCOG and DRANZCOG candidates
- Participate in the ward education activities.

4. Administrative responsibilities

- Assist the Director in the administration of the service, as delegated
- Attend Department meetings, as required.
- To participate in meetings as delegated and reasonably required by the 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 six weeks in advance.

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- 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.

5. Quality and accreditation

- Participate in areas of quality improvement
- Participate in the perinatal mortality and morbidity meetings
- Ensure that medical records and data from patients under his/her care are accurate and timely

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

The role requires:

- A medical practitioner who is eligible for specialist registration with the Medical Board of Australia
- Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists
- Proven clinical skills and experience in tertiary-level antenatal, intrapartum and postnatal obstetric care

Essential Criteria

- Be proficient at commonly-performed procedures required in Obstetrics
- Provide supervision for junior medical staff directly involved in the care of women and babies within the service.
- Demonstrated ability in management
- Demonstrated quality improvement research skills
- Knowledge of women's health issues in relation to the target population of RWH

Attributes

- A commitment to promoting and cultivating a psychologically and culturally safe environment at all times
- Demonstrate leadership of junior medical staff and in supervising clinical care, and in providing education and training opportunities.
- Demonstrate an ability to work in a multidisciplinary team that encourages respect, involvement, and cooperation from all disciplines and at all levels.
- Demonstrate initiative in conduct of research studies.
- Demonstrate willingness and the ability to participate and administrative duties as negotiated.
- Demonstrate ability and experience with Information Technology.
- Demonstrate an ability to participate in Quality and Accreditation activities and data collection and audit, as required.

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- Excellent interpersonal skills and the ability to work in a team are essential requirements for the position.

Organisational relationships

- Women and their families using the services of The Royal Women's Hospital
- Clinical Director of Maternity Services
- 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.	N/A
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	Frequent
Dealing with unpredictable behaviour	Frequent
Exposure to distressing situations	Frequent

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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

- 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.
- 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.

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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: June 2025

Developed by: Manager, Medical Workforce

Date of next review: June 2026

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