

Position Description

Position title:	Hospital Medical Officer
Department:	Obstetrics and Gynaecology
Classification:	As per award
Agreement:	Victorian Public Health Sector (AMA Victoria) – Doctors in Training (Single Enterprise Agreement) 2022-2026
Reporting to:	Chief Medical Officer, Director – Maternity Services, Clinical Director – Gynaecology and 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:



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

Find the exceptional in your everyday.

The Women's, where you belong.

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

Hospital Medical Officers in Obstetrics and Gynaecology are responsible for the provision of excellent clinical care to women who are outpatients or inpatients of the Royal Women's Hospital and their babies and families.

Junior Medical Staff on rotation have similar responsibilities in respect of patients and colleagues at the rotation hospital.

Key responsibilities

The Junior Medical Staff member will provide care:

- In consultation with supervising registrars 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.
- With accountability for care delivered by more junior medical staff under supervision and delegation.
- Comprehensively including timely record-keeping, discharge preparation and communication with referring practitioners and those providing ongoing care.

Junior Medical Staff are expected to:

- Attend provided teaching and training sessions as rostered and appropriate to their role.
- Participate in presentations and conduct of teaching and audit sessions suitable to level of training and experience.
- Provide supervision/teaching of more junior 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.

Find the exceptional in your everyday.

The Women's, where you belong.

Junior Medical Staff and their Learning Objectives and Outcomes:

Based on National Training and Assessment Guidelines for Junior Medical Doctors PGY1 and 2, PMCV July 2011.

JMS will be encouraged to develop their own personal and professional education and develop a sound basis for life long and continuing medical education.

JMS should be able to demonstrate:

- Honesty, integrity and reliability in dealings with patients and colleagues alike;
- Adequate knowledge of basic and clinical sciences, and application of this knowledge to the care of patients with a broad range of common and important medical and surgical conditions;
- Appropriate clinical skills, including history taking and physical examination, to permit sufficient definition of the patient's problems in order to make a provisional diagnosis and formulate an appropriate plan of investigation and the ability to interpret commonly used investigations and tests;
- The ability to organise, synthesise and act on information gained from the patients and other sources so as to exhibit sound clinical judgement and decision making;
- 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 of others including undergraduate medical students, nurses and allied health professionals.

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

- MB BS or equivalent qualification
- Medical Practitioner Registered with the Australian Health Practitioner Regulation Agency (AHPRA)
- Clinical experience at level appropriate for position.

Attributes

- Strong patient care focus
- Good interpersonal skills
- Team player in multidisciplinary setting
- Commitment to developing specialised skills in the area of Obstetrics and Gynaecology
- Embodies the Women's values of courage, passion, discovery and respect

Find the exceptional in your everyday.

The Women's, where you belong.

- “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 Maternity Services and Chief Medical Officer.

- 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.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Frequent
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

Find the exceptional in your everyday.

The Women’s, where you belong.

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	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	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.

Find the exceptional in your everyday.

The Women's, where you belong.

- 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.

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: March 2026

Developed by: Manager, Medical Workforce

Date of next review: March 2027

Find the exceptional in your everyday.

The Women's, where you belong.