Position Description

Position title:	Ultrasound Fellow
Department:	Obstetrics and Gynaecology Ultrasound Fellow
	Pauline Gandel Women's Imaging Centre
Classification:	As per award
Agreement:	Victorian Public Health Sector (AMA Victoria) – Doctors in Training (Single Enterprise Agreement) 2022-2026
Reporting to:	Clinical Director - Ultrasound

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 Pauline Gandel Women's Imaging Centre contains and the Department of Obstetrics and Gynaecological Ultrasound and the Department of Radiology, who share an administrative/IT support service. The work of the Centre oversees the provision of high-level complex, primary through quaternary care to both inpatients and outpatients (women, fetuses and newborns). There are strong relationships between the Centre and imaging services across the precinct, and with other centres for women's and neonates' health.

Ultrasounds performed at the Women's include scans at all stages of pregnancy on high risk and vulnerable women. We have a dedicated service provision for fetal anomalies, fetal echocardiograms, multiple pregnancy and early pregnancy complications. We provide gynaecological ultrasound for a broad range of clinical indications, and dedicated assessment of deep infiltrating endometriosis. In addition, we work closely with the teams looking after these women. Our fellows have access to training in fetal medicine clinics, genetics, and a diverse range of multidisciplinary meetings and educational seminars.

Procedures performed on our obstetric patients include chorionic villous sampling, amniocentesis, fetal shunts and IUT; gynaecological procedures include tubal assessment, saline infusion, transabdominal ovum pickup and methotrexate injection of ectopic pregnancies.

In addition to providing an in hours service, consultants and fellows participate in an on-call roster proving an emergency ultrasound service after hours, enabling 24-hour access to ultrasound if required.

The Department has a strong reputation for high quality research. In addition, the team are supported by the hospital's Quality and Safety team to promote high quality care through incident reviews and improvement initiatives.

Position purpose

Fellows in Ultrasound are responsible for the provision of excellent, subspecialty, clinical care to women (outpatients or inpatients) and fetuses. The role is part of a team providing individualised, family-centred approaches to diagnostic and therapeutic interventions using ultrasound imaging. This is an advanced training position and will at times oversee more junior clinicians and assist consultants/supervisors with clinical triage of electronic referrals.

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

Key responsibilities

The Ultrasound Fellow will provide care:

- In consultation with supervising consultants as appropriate.
- In accordance with rosters.
- Taking into account 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 or delegation.
- 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 RANZCOG training requirements of accredited training positions.
- Participate in multidisciplinary team meetings and activities.
- Participate in presentations and conduct of teaching and audit sessions suitable to their 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, including invasive procedures if a RANZCOG accredited subspecialty trainee.
- Develop collaboration, supervision and leadership skills appropriate to their career path and training level.
- Participate in relevant committees, management and service development activities commensurate with their skills and experience.
- Complete any other duties as required that meet relevant standards and recognised practice.

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/attributes

Essential:

- MB BS or equivalent qualification.
- Medical Practitioner Registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- MRANZCOG, FRANZCOG or equivalent.
- Minimum of four years accredited training experience in Obstetrics and Gynaecology.
- Candidates who are accredited RANZCOG COGU subspecialty trainees are preferred.
- 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.
- A high level of communication and interpersonal skills, with the ability to work effectively and collaboratively within a multidisciplinary team.

- The ability to educate with evidenced based information to assist informed decision making and a commitment to clinical excellence and customer service.
- A professional, positive, open and approachable demeanour.
- Embodiment of the Women's values.

Organisational relationships

- Women, their families and friends using the services of The Royal Women's Hospital
- PGWIC staff: including allied health, sonologists, radiologists, nurses, administration staff
- ICT
- Other departmental colleagues, including those in Maternity Services, Neonatal Services and Women's Health.
- Medical Workforce
- Chief Medical Officer
- Research Centre

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
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	Occasional
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

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify 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: March 2026

Developed by: Medical Workforce Manager

Date of next review: March 2027