

## Position Description

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|------------------------|--|
| <b>Position title:</b> | Consultant Gynaecologist   |
| <b>Department:</b>     | Gynaecology and Women's Health – Reproductive Services Unit                                      |
| <b>Classification:</b> | As per award   |
| <b>Agreement:</b>      | AMA Victoria – Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2026 |
| <b>Reporting to:</b>   | Unit Head/Team Leader  |

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### 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.

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## About the department/unit

The Reproductive Services Unit at the RWH provides comprehensive fertility services and treatment to Victorian residents. Since July 2023 with the launch of the public fertility care services, we have an independent RTAC license to provide full ART services including but not limited to IVF, ICSI, IUI, OI, testicular biopsy, fertility preservation, PGT and donor services. We also aim to surrogacy services in 2025. In addition, we offer numerous specialty clinics, including andrology, genetics, reproductive endocrinology. We also offer reproductive surgery including complex level 6 gynaecological procedures, such as laparoscopy, myomectomy, management of adhesions etc.

## Position purpose

The Reproductive services unit (RSU) at the RWH is looking for a skilled and motivated person/s to fill vacancies within the service for 2025. Young consultants with competencies in fertility and IVF related procedures and an interest in contributing to the departments research portfolio will be preferred.

The roles would involve clinical service in the areas of RSU which would include outpatient clinic, IVF list supervision and surgical operating and some after-hours service as part of the on call RSU roster.

It would be expected that suitable applicants participate in RSU unit meetings and audits as well as attending and participating in structured meetings such as Morbidity/Mortality meeting and departmental meeting. RWH is a tertiary teaching hospital and the role comprises structured and non- structured teaching, training and supervision of medical students and junior doctors.

## Key responsibilities

### 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

### 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 participate in at least one clinical audit or research project every three years.

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- To ensure that consumer input is welcomed and encouraged.

### **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.

### **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)**

Key performance measures are how you will be measured as meeting the responsibilities of the position listed above. 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 person with:**

- Must hold or be eligible for registration with the Medical Practitioners Board of Australia
- Attained Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists
- Advanced training at a RTAC accredited Assisted Reproductive Technology (ART) provider or proven extensive experience in the area of infertility and IVF treatment
- Highly developed verbal and written communication skills
- Demonstrated ability in management and navigation of stakeholder involvement in public sector institutions
- Knowledge of women's health issues in relation to the target population of RWH

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## Attributes

- Embodies the Women's values of courage, passion, discovery and respect
- "Can do" and flexible approach
- Well-developed interpersonal skills
- Balancing sometimes competing and conflicting priorities
- Time management and prioritizing
- Professional Demeanour

## Organisational relationships

- Women, their families and friends using the services of The Royal Women's Hospital
- Executive Medical Advisor
- Clinical Director of Gynaecology Services
- Head of Unit
- Department Heads and Unit Managers
- Medical, Nursing and Allied Health staff

## Inherent requirements

There are a number of critical work demands (inherent requirements) that are generic across all positions at the Women's. The generic inherent requirements for this position are detailed below. These may be added to with more specific inherent requirements, if required, by your manager and Occupational Health and Safety.

| Physical Demands   | Frequency  |
|--|------------|
| <b>Shift work</b> – rotation of shifts – day, afternoon and night                  | Rare       |
| <b>Sitting</b> – remaining in a seated position to complete tasks                  | Occasional |
| <b>Standing</b> - remaining standing without moving about to perform tasks         | Occasional |
| <b>Walking</b> – floor type even, vinyl, carpet,                                   | Occasional |
| <b>Lean forward / forward flexion from waist</b> to complete tasks                 | Occasional |
| <b>Trunk twisting</b> – turning from the waist to complete tasks                   | Occasional |
| <b>Kneeling</b> – remaining in a kneeling position to complete tasks               | Rare       |
| <b>Squatting / crouching</b> – adopting these postures to complete tasks           | Occasional |
| <b>Leg / foot movement</b> to operate equipment                                    | Occasional |
| <b>Climbing stairs / ladders</b> – ascending and descending stairs, ladders, steps | Rare       |
| <b>Lifting / carrying</b> – 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       |
| <b>Push/Pull of equipment/furniture</b> – light push/pull forces less than 10 kg   | Occasional |

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|   |  |                  |
|---|--|------------------|
| 10–20 kg  | – moderate push / pull forces                | Occasional       |
| 20 kg   | – heavy push / pull forces over              | Occasional       |
| <b>Reaching</b> – arm fully extended forward or raised above shoulder                         |  | Occasional       |
| <b>Head / Neck Postures</b> – holding head in a position other than neutral (facing forward)  |  | Rare             |
| <b>Sequential repetitive actions in short period of time</b>                                  |  |                  |
| wrists and arms   | – Repetitive flexion and extension of hands  | Occasional       |
| fingers / hands   | – Gripping, holding, twisting, clasping with | Frequent         |
| <b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license. |  | N/A              |
| <b>Sensory demands</b>  |  | <b>Frequency</b> |
| <b>Sight</b> – use of sight is integral to most tasks completed each shift                    |  | Constant         |
| <b>Hearing</b> – use of hearing is an integral part of work performance                       |  | Constant         |
| <b>Touch</b> – use of touch is integral to most tasks completed each shift.                   |  | Constant         |
| <b>Psychosocial demands</b>   |  | <b>Frequency</b> |
| <b>Observation skills</b> – assessing / reviewing patients in /outpatients                    |  | Constant         |
| <b>Problem Solving</b> issues associated with clinical and non-clinical care                  |  | Constant         |
| <b>Attention to Detail</b>  |  | Constant         |
| <b>Working with distressed people and families</b>  |  | Constant         |
| <b>Dealing with aggressive and uncooperative people</b>                                       |  | Frequent         |
| <b>Dealing with unpredictable behaviour</b>   |  | Frequent         |
| <b>Exposure to distressing situations</b>   |  | Frequent         |

#### Definitions used to quantify frequency of tasks / demands as above

|                             |                                  |
|-----------------------------|----------------------------------|
| <b>Prolonged / Constant</b> | 70–100 % of time in the position |
| <b>Frequent</b>             | 31–69 % of time in the position  |
| <b>Occasional</b>           | 16–30% of time in the position   |
| <b>Rare</b>                 | 0–15% of time in the position    |
| <b>Not Applicable</b>       |                                  |

#### Employee awareness and responsibilities

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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
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- 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 (ie 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.

### **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.

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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.**

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**Developed date:** May 2025

**Developed by:** Medical director – Reproductive Services Unit

**Reviewed by:** Manager, Medical Workforce

**Date of next Review:** May 2026

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