



the women's  
the royal women's hospital  
victoria australia

# Position Description

<b>Title</b>	Consultant Obstetrician and Gynaecologist
<b>Department</b>	Ultrasound Services
<b>Classification</b>	As per Award
<b>Agreement</b>	AMA Victoria – Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2026
<b>Responsible to</b>	Clinical Director Ultrasound Services

## The Royal Women's Hospital

The Royal Women's Hospital (the Women's) has provided health services to women and newborn babies in Victoria since 1856 and is now Australia's largest specialist women's hospital. The Women's is recognised as a leader in its field, with expertise in maternity services and the care of newborn babies, gynaecology, assisted reproduction, women's health and cancer services.

## The Women's Vision and Values

The Women's believes that health equity for all women is more than a vision; it is the essence of who we are and what we do encompassing our values, role and purpose.

The Women's Vision is: *Creating healthier futures for women and babies.*

Our values are: *Courage, Passion, Discovery and Respect.*

## The Women's Declaration

The Women's Declaration reflects the principles and philosophies so fundamental to the hospital that they are the foundation on which rests everything we do. This is a declaration of the Women's role, function, purpose and promise:

**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**

## Strategic Directions

The Women's Strategic Plan 2022 - 2025 contains four strategic priorities and fourteen initiatives of strategic focus, to achieve our vision of *Creating healthier futures for women and babies.*

The Women's four strategic priorities are:

1. We provide leading care for women and newborns
2. We partner to create exceptional experiences every day
3. We are the best place to work, learn and contribute
4. We lead and partner to influence change

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## Department/Unit Specific Overview

The Pauline Gandel Women's Imaging Centre (PGWIC, or the Centre) sits within the Allied Health and Clinical Support Services Directorate. It contains the Department of Radiology and the Department of Obstetric and Gynaecological Ultrasound 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.

The Ultrasound Department offers a comprehensive obstetric and gynaecological ultrasound service to the women and their families coming to the Women's for care.

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

Ultrasounds performed at the Women's include scans performed 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.

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

In broad terms, the key accountabilities for the position are:

- Providing high quality outpatient and in-patient Obstetric and Ultrasound clinical services
- Participation in the provision of emergency on call Ultrasound 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' Services.
- Assisting the heads of Units with some administrative responsibilities
- Participation in the unit activities designed to facilitate the techniques of continuous quality improvement to ensure the best possible standard of care is delivered

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## **Responsibilities & Major Activities**

### **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”
- 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 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 Ultrasound.
- 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 COGU, MFM, FRANZCOG and DDU candidates
- Participate in the ward education activities.

### **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

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- 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.

## **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

### **Leadership**

- Work with the team to assume joint responsibility for monitoring and evaluating activity and develop strategies to improve team outcomes.
- Inspire others by motivating them towards higher levels of performance that are aligned with The Women's vision and values.
- Demonstrate emotional awareness by establishing and sustaining trusting relationships in a complex hospital environment.
- Aim to accurately perceive and interpret your own and your staff's emotions and behaviour; exercise self-insight to effectively regulate your own responses.

### **Safe practice and environment**

- Cooperate with the Quality and Safety team on various quality improvement activities.
- Address the concerns of women, their families, team members and other hospital departments to ensure that the quality of the service improves.
- Hold yourself and others accountable for providing a positive patient experience.
- Use appropriate techniques to resolve difficult patient situations and regain their confidence.
- Contribute and commit to a culture that promotes gender equity, respect and a safe working environment and have an understanding of violence against women and family violence issues and trauma-informed care.

### **Research**

- Participate in departmental research and individual research as negotiated with and approved by the Clinical Director, Ultrasound.

### **Practice improvement and service development**

- Participate in audit and practice improvement activities.
- Facilitate change by identifying and supporting the implementation of new practices within your team which maximise continuity of care within the hospital.

### **Information and data management**

- Use of the Women's electronic medical record (EMR) to fulfil the duties of this position.
- Use of Karisma and Viewpoint 6 to fulfil the duties of this position.

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## Advocacy

- Supporting and advocating for the needs of patients and co-workers in need within the scope of their practice

## Communication

- Undertaking clear, concise communication with the patient and their multidisciplinary team to obtain consent, explain imaging study procedures, findings and any further recommendations.

## Planning

- Establish an action plan for self and others to complete work efficiently and on time by setting priorities, establishing timelines and ensuring staffing levels and skill mix are maintained across the continuum.

## Key Performance Indicators

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

### Experience/Qualifications/Competencies

The role requires a person:

- Must hold or be eligible for registration with the Medical Practitioners Board of Australia
- Must hold or be eligible for registration with the Medical Practitioners Board of Australia in specialty of obstetrics and gynaecology, specialty field obstetrics and gynaecological ultrasound, or on track to achieve this in the next 12 months.
- Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists
- Certified Ultrasound subspecialist holding COGU qualification or on track to achieve this qualification within 12 months
- It is preferable that candidates additionally hold the ASUM DDU certification.
- Proven clinical skills and experience

### Essential Criteria

- Clinical experience with fetal anomalies as part of a multidisciplinary unit
- Clinical experience with ultrasound for deep infiltrating endometriosis
- Clinical experience with ultrasound for subfertility including hysterosalpingo contrast sonography
- Provide supervision for junior medical staff directly involved in the care of women and babies within the service.
- Knowledge of women's health issues in relation to the target population of RWH

### Attributes

- 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.

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- Demonstrate ability and experience with Information Technology.
- Demonstrate an ability to participate in Quality and Accreditation activities and data collection and audit, as required.
- 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
- Department Heads, Team Leaders 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	Frequent
<b>Sitting</b> – remaining in a seated position to complete tasks	Frequent
<b>Standing</b> – remaining standing without moving about to perform tasks	Occasional
<b>Walking</b> – floor type even, vinyl, carpet,	Frequent
<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	Occasional
<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	Rare
– Heavy lifting and carrying – 10–20 kilos.	Rare
<b>Push/Pull of equipment/furniture</b> – 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
<b>Reaching</b> – arm fully extended forward or raised above shoulder	Rare
<b>Head / Neck Postures</b> – holding head in a position other than neutral (facing forward)	Occasional
<b>Sequential repetitive actions in short period of time</b>	
– Repetitive flexion and extension of hands wrists and arms	Frequent
– Gripping, holding, twisting, clasping with fingers / hands	Frequent
<b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license.	Rare
Sensory demands	Frequency
<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
Psychosocial demands	Frequency
<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

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Dealing with aggressive and uncooperative people	Frequent
Dealing with unpredictable behaviour	Frequent
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	0–15% of time in the position
Not Applicable	

### Employee Responsibilities and Accountabilities

- 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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## **Staff Vaccination Requirements**

### **COVID 19 Vaccination**

Provide evidence that they have received a full COVID-19 Vaccination, or provide evidence from a medical practitioner certifying that an exception applies related to a contraindication to the administration of the COVID-19 vaccination. This includes employees in all roles at the Women's Hospital. This requirement is in line with the directions pursuant to section 200 (1)(d) of the Public Health and Wellbeing Act 2008 (Vic).

### **Influenza Vaccination**

In line with the Health Services Amendment (Mandatory Vaccination of Healthcare Workers) Act 2020, some health care workers are now required to have their flu vaccination to work in health care. Evidence of vaccination is required.

As this role fits into category A or B of the departments risk ratings, applicants will be required to have been vaccinated against influenza. Evidence of vaccination is required.

## **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

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**Developed Date:** September 2025

**Developed by:** Manager – Medical Workforce Unit; Clinical Director Ultrasound Services.

**Date of next Review:** September 2026

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