



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

# Position Description

<b>Title</b>	Breast Reconstruction Fellow
<b>Department</b>	Breast Plastics Surgery
<b>Classification</b>	As per award
<b>Agreement</b>	AMA Victoria – Victoria Public Health Sector – Doctors in Training Enterprise Agreement 2022-2026
<b>Responsible to</b>	Clinical Director and Head of Unit – Breast Plastics Unit

## 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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## Department/Unit Specific Overview

The Plastic Reconstructive Surgery Unit at the Women's hospital is offering a one-year clinical Breast Reconstruction Fellowship. The position is open to qualified overseas Plastic Surgeons eligible for temporary medical registration in Victoria. The appointment will be for 12 months commencing 30<sup>th</sup> June, 2025.

The Plastics Unit has 4 attending plastic surgeons and works closely with the co-linked Royal Melbourne hospital which has 16 attending plastics surgeons, 1 microsurgical fellow, 3 local Accredited Registrars, 2 local Unaccredited Registrars and 5 Residents.

The Fellow is required to participate in 2-3 breast reconstruction lists per week. The Fellow will attend outpatient clinics and contribute to the management of inpatients. There is an expectation that the Fellow will be involved in Unit research and attend a National conference.

The Women's Hospital is one of Victoria's leading tertiary referral hospitals. The Hospital is a privileged member of Melbourne's world-leading Parkville Precinct, and enjoys strong relationships with many of the city's major universities and research institutes.

## Position Purpose

This position is responsible in collaboration with the Director of the Breast Service:

- To provide high level care to patients referred to the breast service.
- Maintaining links with PMC and RMH

## Responsibilities & Major Activities

### 1. 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 work collaboratively with other team members and the Team Leader to facilitate clinical service improvement through clinical audit and research.
- To ensure that consumer input is welcomed and encouraged.

### 2. Direct clinical care

- The Fellow will provide surgical care to patients of the breast service in outpatient clinic, under the direction of the plastic surgery consultants

### 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, including involving students in clinical care, subject to consent of patients concerned.
- To maintain personal qualifications in accordance with continuing certification requirements of relevant medical college or other body.

### 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
- 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.

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- 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.

### **Other responsibilities**

- Be aware of and work in accordance with RWH policies and procedures, including Occupational Health and Safety, Equal Employment Opportunity and Confidentiality and ensuring staff under direct supervision are working within these guidelines.
- Other duties as directed consistent with the employee's skill level and classification.

## **Key Selection Criteria**

### **Experience/Qualifications/Competencies**

#### **Essential Criteria**

- Registration with the Medical Board of Victoria (AHPRA).
- Demonstrated clinical practice at a high standard.
- Well-developed communication, negotiation and presentation skills.
- Fluency in written and verbal English is essential.

#### **Attributes**

- Able to perform clinical assessments of patients with breast conditions and plan appropriate investigations and treatment, under the guidance of senior clinical staff
- Embodies the Women's values of courage, passion, discovery and respect
- "Can do" and flexible approach
- Well-developed interpersonal skills
- Balancing competing and conflicting priorities
- Time management and prioritizing
- Professional demeanor

### **Organisational Relationships**

The Fellow reports to the Director the Breast Service.

- 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

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## 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
<b>Shift work</b> – rotation of shifts – day, afternoon and night	Rare
<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,	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	Rare
<b>Climbing stairs / ladders</b> – ascending and descending stairs, ladders, steps	Frequent
<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
– moderate push / pull forces	Occasional
10–20 kg	Occasional
– heavy push / pull forces	Occasional
over 20 kg	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)	Occasional
<b>Sequential repetitive actions in short period of time</b>	
– Repetitive flexion and extension of hands	Frequent
wrists and arms	
– Gripping, holding, twisting, clasping with	Frequent
fingers / hands	
<b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license.	NA
<b>Sensory demands</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.	Frequent
<b>Psychosocial demands</b>	

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<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>	Frequent
<b>Dealing with aggressive and uncooperative people</b>	Occasional
<b>Dealing with unpredictable behaviour</b>	Constant
<b>Exposure to distressing situations</b>	Frequent
<b>Definitions used to quantify frequency of tasks / demands as above</b>	
<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 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 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.
- 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

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- Where data issues and/or problems become apparent these matters are immediately referred and reported to supervisors/managers.
- 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).
- 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.

### Staff 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

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**Developed Date:** May 2025

**Developed by:** Director of Breast Service

**Date of next Review:** May 2026

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