Position Description

Position title:	Consultant Gynaecologist
Department:	Gynaecology, Women's Health
Classification:	As per Award
Agreement:	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Reporting to:	Unit Head/Team Leader

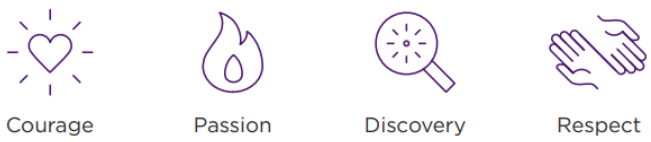
About us

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 Gynaecology Department provides specialist treatment and care to women requiring gynaecological intervention. The department provides inpatient care to approximately 6,800 women per year, and provides further treatment through a busy outpatients department.

Position purpose

The Gynaecology service at the RWH is looking for a skilled and motivated person/s to fill vacancies within the service.

The successful applicant will:

- Desirable if able to perform independent Level 6 laparoscopic surgery
- Contribute confidently to the acute gynaecology theatre and on-call roster
- Provide senior clinical leadership in decision-making, intraoperative management, postoperative care and escalation
- Support safe training without compromising service delivery

This role is not a developmental post. Applicants must demonstrate established technical proficiency, reliability in acute settings, and the capacity to work autonomously within a high volume tertiary unit.

It would be expected that suitable applicants participate in Gynaecology unit meetings and audits as well as attending and participating in structured meetings such as Morbidity/Mortality meeting and pre-admission meetings. RWH is a tertiary teaching hospital and the role comprises structured and non-structured teaching, training and supervision of medical students and junior doctors.
It will serve as an opportunity to seek out new talent, cross-hospital or cross-district collaboration, and as a means for interaction between hospital networks.

The role will involve both outpatient clinics and theatre.

The successful candidate will join a well-established team managing high-volume benign gynaecology, contributing confidently to decision-making and service delivery across elective and acute care.

Key Responsibilities

1. **Direct clinical care**
    - To lead by example in delivering high quality clinical care to women using RWH services, including independent operative practice for complex benign disease
    - 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 maintain operative currency in advanced laparoscopy (Level 6) and/or open surgery
    - 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.
    - 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 and hands-on surgical 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.
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.
    - 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)

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

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
- Desirable if able to demonstrate independent competence in Level 6 laparoscopic gynaecological surgery
- Proven performance in an acute gynaecology setting, including surgical decision-making under pressure
- 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
- Preference will be given to candidates with verified advanced operative skills appropriate to a tertiary / acute gynaecology service

Organisational relationships

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

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	Occasional
Standing- remaining standing without moving about to perform tasks	Rare
Walking – floor type even, vinyl, carpet,	Occasional
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	Rare
Squatting/crouching – adopting these postures to complete tasks	Occasional
Leg/foot movement to operate equipment	Rare
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	Occasional
– 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	Occasional
– heavy push / pull forces over 20 kg	Occasional

Reaching – arm fully extended forward or raised above shoulder	Occasional
Head/neck postures – holding head in a position other than neutral (facing forward)	Rare
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Occasional
– Gripping, holding, twisting, clasping with fingers/hands	Frequent
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Not Applicable
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	Constant
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	Constant
Dealing with aggressive and uncooperative people	Frequent
Dealing with unpredictable behaviour	Frequent
Job demands – high workload, tight deadlines, and competing priorities	Constant
Exposure to traumatic or distressing content or situations – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events.	Frequent
Role specific considerations Support is available for staff exposed to psychological risks. Any adjustments that may be required can be discussed with your manager.	

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 idendify 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: November 2026

Developed by: Manager, Medical Workforce

Date of next review: November 2027
