

Position Description

Position title:	Assistant in Medicine (AiM)
Department:	Women's Emergency Care (WEC)
Classification:	AO99M
Tenure:	6-month position for pilot study, commencing 11 January 2027
Agreement:	Health & Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
Reporting to:	Director of Women's Emergency Care

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 Women's Emergency Care (WEC) is the Emergency Department at the Royal Women's Hospital. WEC sees approximately 28,000 presentations per year covering all aspects of gynaecological, obstetric and neonatal issues. The department is a 12 cubicle unit with a resuscitation cubicle for patients requiring higher level care. We have access to inpatient units for care including a High Dependency Unit and Neonatal Intensive Care and also to outpatient services such as Early Pregnancy Assessment Service (EPAS) and ultrasound scanning. The department is overseen by a Medical Director and a Nurse Unit Manager.

Position purpose

The purpose of the position is to provide medical care and support, as part of a multi-disciplinary team, which is consistent with the level of clinical competency and experience of the appointee. As part of a 6 month pilot study, the postholder will support the assessment and management of patients in WEC, whilst working under the supervision of doctors in senior roles.

The Assistant in Medicine will work in WEC during the evening shift (17:00-22:00), when evening demand places pressure on patient flow and the timely delivery of care, which increases workload for medical staff.

Key responsibilities

- Undertake the following **clinical tasks**, *under instruction and supervision*, following all relevant protocols:
 - Assess vital signs (including temperature, pulse rate, respiratory rate, blood pressure, O2 saturations, Glasgow coma scale, pain score etc). Alert clinicians of any significantly abnormal vital signs
 - Perform electrocardiograms (ECG), ensure a medical practitioner reviews the ECG
 - Perform approved point of care testing (urinalysis, blood glucose level, respiratory swabs)
 - Perform IV cannulation
 - Perform venepuncture
 - Assist with patient comfort and basic care needs, including blankets, positioning, snacks, water or oral fluids where clinically permitted
 - Perform other clinical tasks under the direct supervision of the medical staff in WEC
- Undertake the following **clinical support tasks**, *under instruction and supervision*, following all relevant protocols:
 - Follow up missing results / reports / imaging / previous discharge summaries from other health services or General Practitioners
 - Print patient labels, discharge paperwork, patient information sheets
 - Assist with preparation of rooms, restocking of basic medical equipment
 - Participate in patient rounds and handover
 - Provide other support duties as assigned by senior medical staff

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- Undertake the following **documentation tasks** in the Electronic Medical Record (EMR), at all times maintaining confidentiality, privacy and high levels of accuracy:
 - Document observations, including temperature, pulse rate, blood pressure, respiratory rate, GCS and pain score
 - Document approved point-of-care results, such as urinalysis, blood sugar level, respiratory viral rapid antigen testing
 - Draft clinical notes / collateral information for review (and counter signature) by the treating clinician
- Participate in the Department's quality assurance activities to actively manage and improve the safety and quality of health care for patients, ensure that appropriate standards are maintained, gaps in meeting national safety and quality standards are identified and raised, and to contribute to the continual improvement of self, colleagues, the department and the service provided by the hospital.
- Participate in surveys / focus groups / data analysis etc related to the evaluation of the AiMs pilot.
- Communicate patient-relevant information in a timely and clear manner to everyone involved in the patient's care, to facilitate shared decision-making, transfer information in a timely fashion, and hence ensuring quality patient care. This includes escalating issues when required, and respecting confidentiality and privacy.
- Monitor own performance, participate in available educational experiences, and actively seek to learn and obtain feedback.
- Actively monitor and manage own health, safety and wellbeing, seeking assistance when needed.

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 2 weeks of your employment.

Essential selection criteria

- Commencing the final year of Medical School in **Jan 2027**, at the University of Melbourne.
- Available to start the role on **11 January 2027**, and work for a minimum 6-month period.
- Student registration with Australian Health Regulation Agency (AHPRA) and the Medical Board of Australia.
- Assessed by the University of Melbourne Medical School to have the skills, knowledge and attributes to perform the role in the hospital workplace.
- Working with Children Check
- National Police Check
- Completion of medical student placement in one of the Parkville Precinct hospitals.
- Experience working with the EPIC Electronic Medical Record (EMR)
- Proficient clinical skills to carry out the key accountabilities for the role

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- Ability to work in a complex clinical environment including appropriate escalation
- Ability to work effectively as part of a multidisciplinary team
- High level communication skills, both written and verbal
- Skills in time management, prioritisation and problem solving
- Commitment to own continuing professional development and educational program
- Commitment to quality improvement and patient safety

Organisational relationships

Who	Why
Patients and their families/carers	• To communicate information regarding hospitalisation, treatment, and progress in a sensitive, timely, and clear nature. • To safeguard to all parties that privacy and confidentiality rights will be respected and upheld at all times.
Medical Staff in WEC, providing supervision	• To enable positive working relationships whilst under direct supervision to facilitate professional development and learning. • To enable supportive working connections whilst operating in a challenging and complex environment, with the aim of upholding personal health and wellbeing through open communication channels to seek advice on clinical, educational and personal matters.
Other clinical staff within WEC (medical, nursing, allied health)	• For coordinating patient care as part of the multi-disciplinary team.
Clinical staff outside of WEC (medical, nursing, allied health)	• To promote positive working relationships between inpatient professional groups, maintaining the need for a cooperative, and harmonious multidisciplinary working environment where everyone is supported to contribute and share professional advice
Administrative staff members for example admissions, bed management	• To coordinate patient care and follow up as part of a multidisciplinary team and across other supporting teams that is timely, progressive and positive for each clinical care episode.

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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
Shift work – rotation of shifts – day, afternoon and night	Not applicable
Sitting – remaining in a seated position to complete tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type even, vinyl, carpet,	Frequent
Lean forward/forward flexion from waist to complete tasks	Rare
Trunk twisting – turning from the waist to complete tasks	Rare
Kneeling – remaining in a kneeling position to complete tasks	Not applicable
Squatting/crouching – adopting these postures to complete tasks	Not applicable
Leg/foot movement to operate equipment	Not applicable
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Rare (lift is available)
Lifting/carrying – light lifting and carrying less than 5 kilos	Rare
– Moderate lifting and carrying 5 – 10 kilos	Not applicable
– Heavy lifting and carrying – 10 – 20 kilos.	Not applicable
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Not applicable
– moderate push / pull forces 10 – 20 kg	Not applicable
– heavy push / pull forces over 20 kg	Not applicable
Reaching – arm fully extended forward or raised above shoulder	Not applicable
Head/neck postures – holding head in a position other than neutral (facing forward)	Not applicable
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Rare
– Gripping, holding, twisting, clasping with fingers/hands	Rare
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	Prolong
Hearing – use of hearing is an integral part of work performance	Prolong
Touch – use of touch is integral to most tasks completed each shift	Prolong
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Prolong
Problem solving issues associated with clinical and non-clinical care	Prolong
Working with distressed people and families	Frequent
Dealing with aggressive and uncooperative people	Occasional
Dealing with unpredictable behaviour	Occasional
Job demands – high workload, tight deadlines, and competing priorities	Frequent
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.	Occasional
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

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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.
- We are committed to the safety, wellbeing and empowerment of all children and young people. We prioritise an environment where children are protected and heard. We commit to safeguarding the social and emotional wellbeing of First Nations children, understanding that their connection to country, culture, kin and community is critical to their safety.

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: Sept 2026

Developed by: Chief Medical Officer

Date of next review: Sept 2027

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