

Position Description

Position title:	Women's and Neonatal Imaging Fellow
Department:	Pauline Gandel Women's Imaging Centre
Classification:	Registrar Year 6 and thereafter
Agreement:	Doctors in Training (Victorian Public Health Sector) (AMA Victoria) Enterprise Agreement 2022-2026
Reporting to:	Clinical Director, Radiology

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 Pauline Gandel Women's Imaging Centre (the Centre) sits within the Allied Health and Clinical Support Services Directorate. It contains the Department of Radiology and the Department of Obstetrics and Gynaecology 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 Women's Department of Radiology provides a progressive, multi-disciplinary 24-hour service for general adult and neonatal radiology referrals including a wide range of X rays, fluoroscopic procedures, DEXA, ultrasound (US), Magnetic Resonance Imaging (MRI), contrast mammography, and imaging guided procedures. The team provides the following dedicated women's and neonatal radiology services:

- Specialist MRI for pregnant patients with suspected foetal or placental disorders
- MRI for post birth complications
- Neonatal MRI
- Diagnostic Breast MRI and Breast MRI intervention (including biopsies and localisations)
- MRI of Gynaecological and Gynae-Oncology pathologies
- Mammography, Tomosynthesis and Contrast Enhanced Mammography (CEM)
- Stereotactic breast biopsies and localisations
- Diagnostic Breast US and US Breast procedures (including biopsies, FNA, abscess drainages and localisations)
- US guided pleuritic and ascites drainages
- US guided removal of Implanon contraceptive devices
- Vascular access catheters (PICC line) insertions
- Fluoroscopic procedures including hysterosalpingograms, cystograms and GI contrast studies
- Image intensifier service for procedures performed in the operating theatre
- Bone density scanning (DEXA) to assess for fracture risk due to osteoporosis.

The team are supported by the hospital's Quality and Safety unit to promote high quality of care through incident review and improvement initiatives.

Position purpose

Imaging Fellows in Radiology are responsible for the provision of excellent, subspecialty, clinical care to women (outpatients or inpatients) and infants. The role is part of a multidisciplinary team providing individualised, family-centred approaches to diagnostic and therapeutic interventions using a variety of radiological and ultrasound modalities. This is an advanced training position, and the appointee will at times oversee more junior clinicians and assist consultants/supervisors with triage of electronic referrals. The area of practice will be limited to the relevant subspecialty area except as agreed or as necessary in exceptional circumstances.

Key responsibilities

Clinical practice

The Fellow will provide care:

- In consultation with supervising consultants, as appropriate.
- In accordance with rosters, daily duties and notes to daily duties as published on the Junior Medical Staff rosters website and varied from time to time (except where otherwise directed).

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- Considering best available evidence regarding quality and safety including RWH Clinical Practice Guidelines.
- With effective communication with other members of the multidisciplinary team providing care.
- With accountability for care delivered by more junior medical staff under supervision or delegation.
- Comprehensively including timely record-keeping, discharge preparation and communication with referring practitioners and those providing ongoing care.

Trainee medical staff are expected to:

- Provide preliminary reports for all imaging modalities performed in the Department with supervision of the attending consultant.
- Undertake procedures including imaging guided biopsies, localisations, drainages with supervision of the attending consultant.
- Perform fluoroscopic guided procedures for both neonates and women including contrast studies and hysterosalpingograms with supervision of the attending consultant.
- Participate in multidisciplinary team meetings and activities.
- Participate in relevant committees, management and service development activities commensurate with their skills and experience, in consultation with the JMS body.
- Develop collaboration, supervision and leadership skills appropriate to their career path and training level.
- Any other duties as required that meet relevant standards and recognised practice

Communication and teamwork

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

Quality, safety and improvement

- 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 understand violence against women and family violence issues and trauma-informed care.
- Use of the Women's electronic medical record (EMR) to fulfil the duties of this position.
- Use of PGWIC PACS (Picture Archiving and Communication System) and RIS (Radiology Information System) to fulfil the duties of this position.
- Participate in audit and practice improvement activities.

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- Facilitate change by identifying and supporting the implementation of new practices within your Team which maximise continuity of care within the hospital.

Learning and development

- Participate in presentations and conduct teaching sessions suitable to level of training and experience.
- Participate in departmental research and individual research project as negotiated with and approved by the Clinical Director, Radiology.
- 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.
- 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 (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/attributes

Essential:

- MB BS or equivalent qualification.
- Registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- FRANZCR Part 2 or equivalent.

Desirable:

- Excellent communication skills (verbal, non-verbal and written skills in English).
- Ability to work individually and well with others.
- Demonstrated ability to balance competing and conflicting priorities.
- Ability to identify risk and use appropriate escalation pathways to mitigate these risks.
- Demonstrated willingness to engage in regular supervision (operational and clinical).
- Research qualification or credentials (desirable)
- Interest in imaging for women's and/or neonates' health care (desirable)

Organisational relationships

Internal relationships

- PGWIC staff: including allied health, radiologists, nurses, administration staff
- ICT
- Other departmental colleagues, including those in Maternity Services, Neonatal Services and Women's Health
- Medical Workforce
- Chief Medical Officer
- Research Centre

External relationships

- Royal Australian & New Zealand College of Radiologists

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- AHPRA
- Australian Medical Association

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	NA
Sitting – remaining in a seated position to complete tasks	Optional /standing desk
Standing - remaining standing without moving about to perform tasks	Occasional
Walking – floor type even, vinyl, carpet,	Frequent
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	Rare
Leg/foot movement to operate equipment	Occasional
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	Rare
– 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	Rare
– heavy push / pull forces over 20 kg	Rare
Reaching – arm fully extended forward or raised above shoulder	Rare
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.	NA
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	Frequent
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Constant
Problem solving issues associated with clinical and non-clinical care	Constant
Working with distressed people and families	Frequent
Dealing with aggressive and uncooperative people	Occasional
Dealing with unpredictable behaviour	Constant
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

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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 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: December 2025

Developed by: Director of Radiology, PGWIC

Date of next review: December 2026

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