

POSITION DESCRIPTION

Position Title:	Reproductive Medicine Gynaecologist – Public Fertility Service
Business Unit/Department:	Women's Services (Gynaecology)
Division:	Women's & Children's Services
Award/Agreement:	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
Classification:	HN16 to HN59
Reports To:	Head of Unit - Gynaecology Director Obstetrics & Gynaecology (O&G) Clinical Services Director Chief Medical Officer
Direct Reports:	Junior medical staff – O&G
Date Prepared/Updated:	1 November 2024

Position Purpose

An opportunity exists for a Gynaecologist (sessional VMO) to join the team at Western Health in our new Public Fertility Service. The service is part of a new Satellite Fertility Service working in collaboration with the Royal Women's Hospital. We are currently seeking suitably qualified and experienced clinicians to join the W&C Fertility team commencing in early 2025. Western Health is the major provider of acute, sub-acute and specialist O&G services in Melbourne's rapidly growing western suburbs. Care is provided to our culturally diverse community across our campuses at Joan Kirner Women's & Children's Hospital & Bacchus Marsh Hospital. The department of Obstetrics and Gynaecology is staffed by an experienced consultant team supported by accredited and non-accredited junior medical staff. The service is accredited for both basic and advanced RANZCOG specialist training.

Business Unit Overview

The Division of Women's & Children's Services at Western Health is responsible for the provision of inpatient and ambulatory care across Maternity, Gynaecology, Neonatal and Paediatric Services. The Division provides both elective and emergency care and aims to ensure the provision of safe, coordinated, person-centred, right care through a consistent, multi-disciplinary partnership approach.

The Division of Women's & Children's Services continues to expand and develop to meet the Western region's population growth, care complexities and demand. The service has seen significant growth over the last 4-5 years across all program areas in assisting to meet regional support requirements. The purpose-built Joan Kirner Women's and Children's (JKWC) Building at Sunshine Hospital, and the delivery of services at Bacchus Marsh Hospital following amalgamation continues to support the growth of the service, with planning commenced for the New Melton Hospital in 2029 providing services for women and children.

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In 2024/25 in the Women's & Children's Divisions activity included more than:

- 7,983 total babies were born: on average 21-22 babies per day
- 7,199 babies were born at Sunshine Hospital
- 784 babies were born at Bacchus Marsh Hospital
- 1,512 neonates accessed Newborn Services
- 3,062 women accessed inpatient Gynaecology services
- 4,149 children were admitted
- 29,985 children were cared for in the Sunshine Hospital Emergency
- 160,208 episodes of ambulatory care were provided

The Women's & Children's Division provides care across a number of sites within the Western catchment, including Sunshine, Bacchus Marsh, Melton and Sunbury. The Division collaborates with several other Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care for our community.

The Division will continue to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.

Key Responsibilities



Leadership

- Display the Western Health values when carrying out duties and in dealing with families, consumers and the multidisciplinary team
- Support and assist the Gynaecology Unit in the provision of high-quality Fertility services at Western Health.
- Provide clinical leadership through active involvement in patient care
- Be available to medical colleagues for consultation and liaison as appropriate regarding patient care.
- Contribute to the professional and corporate life of Western Health by participation in appropriate committees and fora.



Research

- Support academic, research, education, training & supervision (both medical and nursing undergraduates and postgraduates) roles in the Gynaecology Unit
- 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 Head of Gynaecology, the development and setting of targets, resource requirements and improvement priorities for the service agreement.
- To work collaboratively with other team members and the Head of Gynaecology 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.



Evidence Based Practice

- Contribute to ongoing service improvement and clinical and workforce innovation to ensure Western Health provides high quality accessible Fertility Services within allocated resources and meets the needs of patients.
- Be familiar with local and organisational policies, procedures, and guidelines.
- As a senior clinical leader, ensure all incidents/near misses are identified, reported, and followed up, ensuring a no-blame approach to learning and improvement.
- Contribute to adverse event investigations and undertake individual and team-based reflective practice.

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- Monitoring of trends in clinical incidents as reported through Riskman.
- Continuously reviews existing practices and policies according to evidence-based practice to minimise adverse, promote positive consumer outcomes and identify areas of improvement in nursing practice.
- Participate in new initiatives to enhance patient and consumer outcomes and experience.
- Identifies opportunities for process redesign and to support staff in the implementation of redesign projects and activities.
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities.



Education & Learning

- 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 assist in the instruction and professional development of postgraduate and undergraduate students of all health professions and disciplines.
- 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.



Clinical Expertise

- Support and care for women who seek advice about all aspects of fertility care
- Duties include fertility clinics, in-cycle and early pregnancy ultrasound, in-cycle management and providing clinical support to fertility nurses, acute inpatient fertility services as required.
- Support clinical governance and reliable communication and transmission of clinical information between Western Health and Royal Women's Hospital as part of the Public Fertility Service

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Director of Nursing and Midwifery
- Divisional Directors
- Clinical Services Directors
- Operations Managers
- Business Analyst
- Business Partner – People Services
- Quality Improvement Partners
- Head of Unit Gynaecology/Heads of Units/Directors of O&G
- Nurse/Midwife Unit Managers
- Clinical and management staff from other Divisions in Western Health
- Members of the multidisciplinary care team
- Administration staff

External:

- Community partners/liaison
- Primary Care Partners
- Department of Health & Human Services
- University Partners
- Patients and significant others

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Selection Criteria

Essential:

- Must hold or be eligible for registration with the Medical Practitioners Board of Australia
- Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists with a special interest in fertility and experience in independently managing stimulation cycles.
- CREI (Certificate of Reproductive Endocrinology and Infertility) subspecialist qualification is not mandatory. Candidates with relevant qualifications in Reproductive Medicine (or working towards this) are encouraged to apply.
- Comprehensive skills and experience in provision of Fertility treatment & Gynaecological care
- Highly developed verbal and written communication skills
- Demonstrated ability in management complex clinical care in Reproductive Medicine
- Demonstrated research skills are not essential, but active research participation is encouraged
- Knowledge of women's health issues in relation to the target population of Joan Kirner

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.

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- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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