

POSITION DESCRIPTION

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| Position Title: | Fractional Gynaecologist with Pelvic Floor special interest. |
| Business Unit/Department: | Women's Services (Gynaecology) |
| Division: | Women's & Children's Services |
| Award/Agreement: | VICTORIAN PUBLIC HEALTH SECTOR – DOCTORS IN TRAINING ENTERPRISE AGREEMENT 2018-2021 & VICTORIAN PUBLIC HEALTH SECTOR – MEDICAL SPECIALISTS ENTERPRISE AGREEMENT 2018-2021 |
| Classification: | HN16 - HN59 |
| Reports To: | Clinical Services Director, Head of Unit Gynaecology, Chief Medical Officer |
| Direct Reports: | Junior medical employees |
| Date Prepared/Updated: | 7 January 2025 |

Position Purpose

This position involves supporting a tertiary referral urogynaecology service for women suffering from incontinence, pelvic organ prolapse and pelvic floor dysfunction, as part of the multi-disciplinary Pelvic Floor Unit. Duties will include assessment of women through outpatient clinics (including the transvaginal mesh management service); procedural, office urogynaecology including urodynamic studies, outpatient cystoscopy and pelvic floor ultrasound scanning; surgery; ward rounds; teaching and supervising junior medical staff and medical students; contribution to research activities.

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 new purpose-built Joan Kirner Women's and Children's Building at Sunshine Hospital, continues to support the growth of the service.

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

In 2023/24:

- More than 6,700 babies were born; on average 17+ babies per day
- More than 1,500 neonates accessed Newborn Services (Level 6a unit)
- More than 2,750 women accessed inpatient Gynaecology services
- More than 3,000 children were admitted
- More than 22,500 children were cared for in the Sunshine Hospital Emergency Department
- More than 99,000 episodes of ambulatory care were provided

The Division of Women's & Children's Services provides care across a number of sites within the Western catchment, predominantly at Sunshine, but also at Sunbury and within the local community. The Division collaborates across a number of Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care.

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

Clinical:

- Provide clinical services consistent with the best practice of urogynaecology to patients (inpatients, outpatients or consulted patients) under his/her care.
- Provide admitting, consultative, diagnostic, procedural, outpatient pelvic floor services as determined and required by Western Health
- Advise and participate in strategies for the prevention and early non-invasive treatment of pelvic floor pathology.
- Collaborate in the multidisciplinary transvaginal mesh management service.
- Maintain effective clinical collaboration with specialists and other health practitioners from other disciplines involved in the care of patients with pelvic floor pathology and promote a multidisciplinary approach to diagnosis and treatment of these patients.
- Ensure continuity of care by communicating appropriately with other practitioners including community general practitioners.

Pelvic Floor Unit governance and development:

- Maintain urogynaecology service standards, guidelines, procedures and policies.
- Participate in resolving problems in care and to ensure that the Unit/ Department Head is aware of relevant issues and problems
- Participate in the planning and implementation of urogynaecology services to cater for the requirements of Western health and beyond that as appropriate.
- Participate in the development and implementation of 'best practice' clinical protocols for the optimal management of women with pelvic floor pathology.
- Participate in Continuing Professional Development activities as directed by the relevant specialist colleges and the Medical Director to maintain accreditation and personal professional improvement.

Teaching:

- Provide close supervision of registrars and junior medical staff in the department to ensure a high standard of clinical practice. This includes active involvement in the formative and summative assessment of these groups.
- Provision of appropriate training for specialist registration by the professional colleges.
- Participate in the planning, delivery and evaluation of educational programs in the field of urogynaecology for postgraduate and undergraduate students in medicine, nursing and other health professions, as appropriate for a university teaching hospital.
- Mentoring.

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.

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Key Working Relationships

Internal:

- Divisional Directors
- Clinical Services Directors
- Operations Managers
- Director of Midwifery Practice
- Directors of Nursing & Midwifery
- Business Analyst
- Business Partner – People Services
- Quality Improvement Partners
- Heads of Units / Directors of services
- 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

Selection Criteria

Essential

- Demonstrable knowledge, training and experience in evidence-based pelvic floor assessment and management, including urodynamics studies
- Satisfaction of credentialing criteria to perform transvaginal mesh surgery for SUI, as per the ACSQHC guidance (<https://www.safetyandquality.gov.au/our-work/health-conditions-and-treatments/transvaginal-mesh>)
- A high level of ethics in regards to patients, colleagues and the organisation
- Skill and maturity in problem solving, negotiation and conflict resolution
- A high level ability to make decisions and support rationale, clearly communicate decisions to relevant parties
- Maintains confidentiality of patient, institutional and staff information
- A commitment to professional development

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

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- 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
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, 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
- 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 and 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
- 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
- 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:

[Click here to enter the Employee's name.](#)

Employee's Signature:

Date:

[Click here to enter a date.](#)

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