

POSITION DESCRIPTION

Position Title:	Maternal Fetal Medicine Fellow
Business Unit/Department:	Maternal Fetal Medicine
Division:	Women's & Children's Services
Award/Agreement:	Doctors in Training VPHS - AMA Victoria - Single Interest Employers Agreement 2022 – 2026
Classification:	HM29 to HM30
Reports To:	Head of Unit - Maternal Fetal Medicine
Direct Reports:	Junior medical employees (PGY2, PGY3+) and O&G Registrars, Sonographers
Date Prepared/Updated:	17 May 2025

Position Purpose

The Maternal Fetal Medicine Fellow will work within the Western Health Maternal Fetal Medicine Unit to provide high risk pregnancy care for women with complex pregnancies including those with maternal medical disorders, pregnancy specific disorders (e.g. cervical insufficiency) or fetal complications including management of fetal anomalies and fetal growth restriction.

The Fellow will work under the supervision of the Head of Unit, Maternal Fetal Medicine, Maternal Fetal Medicine Specialists, COGU specialists and Obstetricians with expertise in various aspects of Maternal Fetal medicine. The unit is formally accredited by the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) for training for the Certificate of Maternal Fetal Medicine (CMFM). Recognition of training towards the RANZCOG CMFM may be possible for suitable candidates.

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 Hospital, continues to support the growth of the service.

In 2023/24, more than:

- 7,200 babies were born; on average 19 babies per day at Sunshine Hospital
- 400 babies were born at Bacchus Marsh Hospital
- 2,020 neonates accessed Newborn Services
- 3,140 women accessed inpatient gynaecology services
- 3,830 children were admitted

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- 30,250 children were cared for in the Sunshine Hospital Emergency Department
- 130,000 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 Bacchus Marsh, 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

- Performing and reporting* ultrasounds undertaken in the Maternal Fetal Medicine Unit (including supervision and reporting of scans performed by sonographers and registrars)*. Ensuring that all ultrasounds meet recognized quality standards and comply with the procedures and guidelines of the unit.
- Counselling women with complex pregnancies including those with maternal medical disorders or fetal complications and developing appropriate evidence-based management plans.
- Assume responsibility for quality patient care in accordance with the care model of the ward/unit, ensuring that clinical procedures are performed in accordance with Western Health policies and procedures.
- Accurately reflect the patient's treatment plan, requirements, outcomes or events within prescribed documentation to support ongoing care, communication and to ensure that all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures.
- Participation in the Early Pregnancy assessment Service (EPAS) ultrasound roster.
- Participation in the Maternal Fetal Medicine on call roster.
- Liaison with the various members of the multidisciplinary Maternal Fetal Medicine team to ensure optimal holistic management of patients.
- Contributing to Divisional audit processes including the Perinatal and Obstetric Morbidity and Mortality meetings and various Maternal Fetal Medicine unit-based audits.
- Contributing to the development of evidence based clinical practice guidelines within both the MFM unit and the general Obstetrics service.
- Complaints and incident management relevant to the Maternal Fetal Medicine Unit as appropriate. Participate in resolving problems in care and to ensure that the Unit/Department Head is aware of relevant issues and problems
- Participation in the research activities of the Maternal Fetal Medicine Unit and the Women's and Children's Division.
- Analyse and use data to guide decisions and evaluate outcomes.
- Participate in resolving problems in care and ensure that the Unit/Department Head is aware of relevant issues and problems.
- Participate in the development of discharge plans that reflects the needs of patients and their significant others and demonstrates understanding of the role of community providers.
- Ensure continuity of care by communicating appropriately with other practitioners including community general practitioners.
- Ensure awareness of clinical experience and proficiency of junior medical staff delegated to deliver care and provide supervision for and be accountable for the care delivered.
- Provide consistent and appropriate leadership and supervision to junior medical staff.
- Ensure that the care of all patients is handed over appropriately or that other suitable arrangements for follow up, including follow up of results are in place when not on call.
- Lead by example in the delivery and promotion of high quality clinical care to all patients.
- Participate in the development, implementation and revision of treatment protocols and clinical guidelines to promote and ensure best practice standards.
- Actively contribute to Western Health's ongoing development through involvement in hospital wide activities and national and/or international organisations.
- Participate in service planning as requested by the Unit/Department Head and Clinical Service Directors including the development and setting of targets, resource requirements and improvement

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priorities for the service agreement.

- Actively participate in departmental or organisational wide quality and credentialing processes, including clinical work review groups.
- Participate in developing department and personal priority goals and objectives consistent with the mission, philosophy and strategic plan of the organisation.
- Ensure that any dealings with the media are approved and in accordance with policy, procedure and privacy legislation.
- Contribute to creating and maintaining a work climate which is conducive to positive morale and employee growth, development and retention.
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance.
- Work collaboratively and respectfully with multi-disciplinary team members to achieve desired outcomes for patients through effective communication and attendance and participation in unit and site clinical meetings.
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.
- Build networks and participate in benchmarking to seek and share information to assist in developing best practices.
- Demonstrate a caring and empathetic approach towards patients at all times.
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in clinical practice.
- Participate in hospital provided professional development activities and keep up to date with relevant developments in clinical and hospital practice.
- Participate in clinical teaching and professional development of junior medical staff, medical students and students of all health professions and disciplines, including involving students in clinical care.
- Maintain personal qualifications in accordance with continuing certification requirements of relevant medical college or other body.
- Ensure the ability to receive and return organisational relevant information and communication through phone, and/or voicemail and email within time limits set by the organisation.
- Acquire and maintain sufficient relevant computer/technology skills and utilise these to participate in services and communication offered by Western Health.
- Undertake other duties and instructions as provided by the Head of Unit.

** Reporting of ultrasounds can only be undertaken by a fellow who holds the Diploma of Diagnostic Ultrasound, COGU or CMFM qualification*

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:

- Other Senior Medical Staff
- Nursing, Midwifery and Allied Health Staff
- Patient Support and Administrative Staff
- Medical Workforce Unit Management
- Unit/ Department Heads
- Clinical Services Directors
- Divisional Directors
- Chief Medical Officer

External:

- RANZCOG
- GP's
- Community Health Agencies including referring hospitals
- Other Senior Medical Staff
- Tertiary Obstetric Services including The Royal Women's Hospital, Mercy Hospital for Women, Monash Medical Centre

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- Paediatric, Infant, Perinatal Emergency Retrieval Service (PIPER)

Selection Criteria

Essential:

- Medical qualification.
- Current Australian medical registration (or eligible for this).
- Advanced Obstetrics & Gynaecology trainee (Minimum Level 5/6 FRANZCOG (advanced/elective trainee) or qualified FRANZCOG or equivalent.
- Previous experience working in a Maternal Fetal Medicine Unit.
- Previous experience in performing obstetric ultrasound scans.
- Ability to work as part of a team.
- Commitment to professional development.
- Experience in the support and supervision of junior medical staff.
- Demonstrated ability to practice collaboratively as part of a multi-disciplinary health care team.
- Effective organisational skills, with respect to time management and delegation.
- Well developed written and verbal communication skills.
- Displays and expresses a high level of ethics in regards to patients, colleagues and the organisation.
- Demonstrates skill and maturity in problem solving, negotiation and conflict resolution.
- Demonstrates ability to make decisions and support rationale, clearly communicate decisions to relevant parties.
- Maintains confidentiality of patient, institutional and employee information.
- Commitment to professional development.
- Analyses own performance in accordance with position expectations. Develops goals and implements a plan to meet those goals. Maintains and own knowledge and skills.
- Participates in and contributes to committees, teams and projects in keeping with the organisation's strategic goals.
- Seeks out and is receptive to feedback from co-workers at all levels for the purpose of growth in the role.

Desirable:

- This position is ideally designed for candidates who are undertaking formal training towards the RANZCOG Certificate of Maternal Fetal Medicine (or equivalent) and formal accreditation for this training may be available to suitable candidates.
- Additional ultrasound or research qualifications (eg Diploma of Diagnostic Ultrasound, Research based Masters or PhD)
- Previous experience performing ultrasound based diagnostic procedures (eg amniocentesis and chorionic villous sampling)

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

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- 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
- 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: _____

Employee's Signature: _____ Date: _____

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