

## POSITION DESCRIPTION

<b>Position Title:</b>	Consultant Obstetrician & Gynaecologist (COGU Specialist Ultrasound Service)
<b>Business Unit/Department:</b>	Women's Ultrasound Services
<b>Division:</b>	Women's & Children's Services
<b>Award/Agreement:</b>	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	HN16 to HN59
<b>Reports To:</b>	Clinical Services Director Head of Unit Gynaecology Head of Unit MFM Chief Medical Officer
<b>Direct Reports:</b>	Junior medical employees & Sonographers
<b>Date Prepared/Updated:</b>	16 September 2025

<b>Position Purpose</b>
<p>To provide an obstetrics and gynaecology ultrasound service to women.</p> <p>Duties will include:</p> <ul style="list-style-type: none"> <li>• Providing high quality outpatient and in-patient Complex Gynaecology and Early Pregnancy Assessment Service Ultrasound services and associated counselling</li> <li>• Providing high quality outpatient and in-patient Obstetric Fetal Medicine scans and procedures</li> <li>• Playing an active role in training sonographers and resident medical officers and participate in the teaching of medical students and other health care trainees</li> <li>• Participation in the unit activities designed to facilitate the techniques of continuous quality improvement to ensure the best possible standard of care is delivered</li> </ul>
<b>Business Unit Overview</b>
<p>The Division of Women's &amp; 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.</p> <p>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.</p> <p>In 2024/25 in the Women's and Children's Divisions activity included more than:</p> <ul style="list-style-type: none"> <li>• 7,983 total babies were born: on average 21-22 babies per day</li> <li>• 7,199 babies were born at Sunshine Hospital</li> <li>• 784 babies were born at Bacchus Marsh Hospital</li> </ul>

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- 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 more services and model of care options across Western Health to ensure Best Care for the community of Western Melbourne.

## Key Responsibilities

Overall, you will be responsible for:

- Provision of a high quality Ultrasound Service (COGU scans)
- Participation in the unit activities designed to facilitate the techniques of continuous quality improvement to ensure the best possible standard of care is delivered
- Participation in the training requirements of medical students and FRANZCOG and FRANZCR trainees and medical imaging sonographers
- Contribution to the Gynaecology unit Morbidity and Mortality meetings

### Clinical

- Direct clinical care
- To lead by example in delivering high quality clinical care to women
- Perform diagnostic imaging and ultrasound reporting. Escalate abnormal findings to the appropriate care team and ensure timely handover of unexpected findings.
- To ensure that the care of all patients is handed over or other suitable arrangements for follow up, including follow up of results, are in place whenever leaving the Hospital or going "off call"
- To ensure continuity of care by identifying and communicating promptly with other practitioners
- To be accountable for all care delivered by junior medical staff or sonographers with delegated responsibility during periods of duty

### Practice improvement, research and service development

- 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 Units, 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 Units 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.

### Education, Training and Professional Development

- 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 post graduate and undergraduate students of all health professions and disciplines.
- To participate as agreed in mentoring a specific member of junior medical staff.
- To maintain personal qualifications in accordance with continuing certification requirements of relevant medical college or other body.

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- To participate in hospital provided professional development activities and keep up to date with relevant developments in clinical and hospital practice.

#### **Administrative responsibilities**

- To participate in meetings required to manage the service and communicate with team members
- To participate in meetings as delegated and reasonably required by the Head of Gynaecology to facilitate appropriate service management and development in the Hospital
- To ensure that up to date contact details are notified to the designated staff member responsible for maintaining medical contact information. Some staff information will only be provided electronically.
- To take annual or conference leave only after application and approval, which must occur with sufficient lead time to allow for arrangement of cover or cancellation of clinical work, usually at least four weeks in advance.
- To take annual leave within 18 months of its accrual, except where other arrangements are negotiated; this would usually mean no more than six weeks annual leave should be accrued.

#### **Other responsibilities**

- Be aware of and work in accordance with Joan Kirner policies and procedures, including Occupational Health and Safety, Equal Employment Opportunity and Confidentiality and ensuring staff under direct supervision are working within these guidelines.
- Other duties as directed consistent with the employee's skill level and classification.

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:**

- 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 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:**

- 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
- Completion of the RANZCOG Certificate in Obstetric and Gynaecological Ultrasound (COGU) or equivalent
- Comprehensive clinical skills and experience in provision of Obstetric and Gynaecological Ultrasound care
- Knowledge of women's health issues in relation to the target population of Joan Kirner

#### **Desirable:**

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- Experience in research related to obstetric and gynaecological ultrasound
- Evidence of teaching obstetric and gynaecological ultrasound

### 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 2023
- 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
- 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
- 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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