



## Position Description

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<b>Title</b>	Consultant Dermatologist - Vulvar Dermatology
<b>Department</b>	Gynaecology, Cancer and Perioperative Services
<b>Classification</b>	as per Award
<b>Agreement</b>	AMA Victoria – Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2026
<b>Responsible to</b>	Unit Head/Team Leader

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### The Royal Women's Hospital

The Royal Women's Hospital (the Women's) has provided health services to women and newborn babies in Victoria since 1856 and is now Australia's largest specialist women's hospital. The Women's is recognised as a leader in its field, with expertise in maternity services and the care of newborn babies, gynaecology, assisted reproduction, women's health and cancer services.

### The Women's Vision and Values

The Women's believes that health equity for all women is more than a vision; it is the essence of who we are and what we do encompassing our values, role and purpose.

The Women's Vision is: *Creating healthier futures for women and babies.*

Our values are: *Courage, Passion, Discovery and Respect.*

### The Women's Declaration

The Women's Declaration reflects the principles and philosophies so fundamental to the hospital that they are the foundation on which rests everything we do. This is a declaration of the Women's role, function, purpose and promise:

**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**

### Strategic Directions

The Women's Strategic Plan 2022 - 2025 contains four strategic priorities and fourteen initiatives of strategic focus, to achieve our vision of *Creating healthier futures for women and babies.*

The Women's four strategic priorities are:

1. We provide leading care for women and newborns
2. We partner to create exceptional experiences every day
3. We are the best place to work, learn and contribute
4. We lead and partner to influence change

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## Department/Unit Specific Overview

The Women's Gynaecological Oncology and Dysplasia Service is a centre of excellence in gynaecological oncology care, research and education.

## Position Purpose

This position is responsible in collaboration with the Clinical Directors and Heads of Unit for:

- Providing high quality outpatient clinical services
- Playing an active role in training registrars and resident medical officers and participate in the teaching of medical students and other health care trainees attached to the Women's Services.

## Responsibilities & Major Activities

### 1. Direct clinical care

- To lead by example in delivering high quality clinical care to women using RWH services
- To ensure that consultations, treatment plans and other aspects of care delivered are rigorously documented to support ongoing care and communication and to meet medico-legal requirements
- 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 including community general practitioners
- To be accountable for all care delivered by junior medical staff with delegated responsibility during periods of duty
- To participate in resolving problems in care and to ensure that the team leader is aware of relevant issues and problems

### 2. 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 Team Leader and Service Directors the development and setting of targets, resource requirements and improvement priorities for the service agreement.
- To work collaboratively with other team members and the Team Leader 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.

### 3. 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.
- To participate in hospital provided professional development activities and keep up to date with relevant developments in clinical and hospital practice.

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#### 4. 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 Team Leader or Service Directors 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.

#### Key Performance Indicators

Key performance measures are how you will be measured as meeting the responsibilities of the position listed above. 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

The role requires a person with:

- Must hold or be eligible for registration with the Medical Practitioners Board of Australia
- Fellowship of the Australasian College of Dermatologists
- Proven clinical skills and experience

#### Attributes

Embodies the Women's values of courage, passion, discovery and respect

- "Can do" and flexible approach
- Well-developed interpersonal skills
- Balancing sometimes competing and conflicting priorities
- Time management and prioritising
- Professional Demeanour

#### Organisational Relationships

- Women, their families and friends using the services of The Royal Women's Hospital
- Executive Medical Advisor
- Clinical Director of Gynaecology Services
- Head of Unit
- Department Heads and Unit Managers
- Medical, Nursing and Allied Health staff

#### Inherent Requirements

There are a number of critical work demands (inherent requirements) that are generic across all positions at the Women's. The generic inherent requirements for this position are detailed below. These may be added to with more specific inherent requirements, if required, by your manager and Occupational Health and Safety.

Physical Demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Rare
Sitting – remaining in a seated position to complete tasks	Occasional

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<b>Standing</b> - remaining standing without moving about to perform tasks	Occasional
<b>Walking</b> - floor type even, vinyl, carpet,	Occasional
<b>Lean forward / forward flexion from waist</b> to complete tasks	Occasional
<b>Trunk twisting</b> - turning from the waist to complete tasks	Occasional
<b>Kneeling</b> - remaining in a kneeling position to complete tasks	Rare
<b>Squatting / crouching</b> - adopting these postures to complete tasks	Occasional
<b>Leg / foot movement</b> to operate equipment	Occasional
<b>Climbing stairs / ladders</b> - ascending and descending stairs, ladders, steps	Rare
<b>Lifting / carrying</b> - light lifting and carrying less than 5 kilos	Occasional
- Moderate lifting and carrying 5-10 kilos	Occasional
- Heavy lifting and carrying - 10-20 kilos.	Rare
<b>Push/Pull of equipment/furniture</b> - light push/pull forces less than 10 kg	Occasional
10-20 kg - moderate push / pull forces	Occasional
over 20 kg - heavy push / pull forces	Occasional
<b>Reaching</b> - arm fully extended forward or raised above shoulder	Occasional
<b>Head / Neck Postures</b> - holding head in a position other than neutral (facing forward)	Rare
<b>Sequential repetitive actions in short period of time</b>	
wrists and arms - Repetitive flexion and extension of hands	Occasional
fingers / hands - Gripping, holding, twisting, clasping with	Frequent
<b>Driving</b> - operating any motor-powered vehicle with a valid Victorian driver's license.	N/A
<b>Sensory demands</b>	<b>Frequency</b>
<b>Sight</b> - use of sight is integral to most tasks completed each shift	Constant
<b>Hearing</b> - use of hearing is an integral part of work performance	Constant
<b>Touch</b> - use of touch is integral to most tasks completed each shift.	Constant
<b>Psychosocial demands</b>	<b>Frequency</b>
<b>Observation skills</b> - assessing / reviewing patients in /outpatients	Constant
<b>Problem Solving</b> issues associated with clinical and non-clinical care	Constant
<b>Attention to Detail</b>	Constant
<b>Working with distressed people and families</b>	Constant
<b>Dealing with aggressive and uncooperative people</b>	Frequent
<b>Dealing with unpredictable behaviour</b>	Frequent
<b>Exposure to distressing situations</b>	Frequent

#### Definitions used to quantify frequency of tasks / demands as above

<b>Prolonged / Constant</b>	70-100 % of time in the position
<b>Frequent</b>	31-69 % of time in the position
<b>Occasional</b>	16-30% of time in the position

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**Rare**

0–15% of time in the position

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**Not Applicable**

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### **Employee Responsibilities and Accountabilities**

- Be aware of and work in accordance with Hospital policies and procedures, including:
  - Code of Conduct
  - Confidentiality
  - Data Accountability Framework
  - Infection Control
  - Occupational Health and Safety
  - Patient Safety
  - Performance Development Management
  - Respectful Workplace Behaviours
  - Risk Management
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences
- Undertake other duties as directed that meet relevant standards and recognised practice.
- Our vision is a future free from violence in which healthy, respectful relationships are the norm. The Women's expect all staff to contribute to a culture that promotes gender equity, respect and a safe working environment.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to Victorian women.
- Data integrity is an essential element of clinical and corporate governance and a key performance indicator for the Women's. The management of data influences and directly affects patient care, patient decisions, and ultimately the quality and reputation of our service delivery.

As a consequence all staff are responsible and accountable to ensure that (within their area of work):

- Data recording and reporting, (including RWH external reporting ) is timely, accurate (ie error free) and fit for purpose
- Data management system policies and control processes are complied with on all occasions
- Where data issues and/or problems become apparent these matters are immediately referred and reported to supervisors/managers.
- Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for the Royal Women's Hospital to undertake a national Police check
- The Women's expects staff to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
- Contributes to a positive and supportive learning culture and environment for health professional students and learners at all levels.

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## Staff Vaccination Requirements

### COVID 19 Vaccination

Provide evidence that they have received a full COVID-19 Vaccination, or provide evidence from a medical practitioner certifying that an exception applies related to a contraindication to the administration of the COVID-19 vaccination. This includes employees in all roles at the Women's Hospital. This requirement is in line with the directions pursuant to section 200 (1)(d) of the Public Health and Wellbeing Act 2008 (Vic).

### Influenza Vaccination

In line with the Health Services Amendment (Mandatory Vaccination of Healthcare Workers) Act 2020, some health care workers are now required to have their flu vaccination to work in health care. Evidence of vaccination is required.

As this role fits into category A or B of the departments risk ratings, applicants will be required to have been vaccinated against influenza. Evidence of vaccination is required.

## Statutory Responsibilities

- OHS Act 2004
- Freedom of Information Act 1982
- The Victorian Public Sector Code of Conduct
- Health Practitioner Regulation National Law Act (2009)
- Registration with Australian Health Practitioner Regulation Agency (AHPRA)
- Drugs, Poisons and Controlled Substances Regulations 2006

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**Developed Date:** February 2025

**Reviewed by:** Manager, Medical Workforce

**Date of next Review:** February 2026

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