

Position Description

General Practitioner in Gynaecology Department

Classification:	As per contract
Business unit/department:	Division of Surgery, Anaesthesia and Procedural Medicine
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026 Choose an item. Choose an item.
Employment type:	Fixed-Term Part-Time
Hours per week:	As per contract
Reports to:	Director of Gynaecology
Direct reports:	Nil
Financial management:	Budget: N/A
Date:	June 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

General Practitioners (GPs) employed in the Gynaecology Department are expected to provide high level contraception and abortion care within their approved scope of clinical practice as part of the Gynaecology team at Austin Health.

All GPs are expected to be able to provide specialist contraception and abortion care as well as having skills in General Practice.

This is a senior Medical Position and carries with it the professional responsibilities of clinical leadership, teaching and training as well as administrative requirements. The position reports to the Director of Gynaecology.

About the Gynaecology Unit

Austin Health has three campuses, the Austin Campus, the Repatriation Campus and the Royal Talbot Rehabilitation Centre. Gynaecologists work between the Austin Campus and the Repatriation Campus.

The Austin Hospital is one of only two Victorian Public Hospitals that provide second trimester surgical abortion care. This specialist service sits alongside our contraceptive clinic and first trimester medical and surgical abortion care. The patients who access our service are often medically complex and require tertiary level care.

The Austin Health Family Planning Service (FPS) is currently run as a weekly clinic (at the Austin Campus) and weekly theatre list (at the Repatriation Campus) which will be increasing to 3 lists a fortnight. Our unit currently comprises 5 Gynaecologists, a Women's Health Specialist GP, a Resident Medical Officer, 2 specialist Gynaecology Nurses and a Surgical Liaison Nurse. The service is also supported by a resident, registrar and senior registrar who attend from the Mercy Hospital for Women. Austin FPS also has capacity to train around 8-10 general practitioners per year in medical abortion care and procedures for insertion of long-acting reversible contraception.

Austin FPS works closely with both the Mercy Hospital for Women (MHW) Genetics Department and Perinatal Unit to provide abortion care for patients with pregnancy problems – both fetal anomalies and severe maternal medical conditions. These patients receive care that Austin FPS is uniquely placed to provide. The Austin and MHW have collaborated over many years to provide a streamlined pathway of care.

The Austin FPS also provides contraception and abortion care for the people of our local community. Contraception care is mostly for patients unable to access it through primary care, either due to complex medical needs or those requiring procedures to insert long-acting reversible contraception.

The abortion care provided by Austin FPS is a mix of medical and surgical abortion care. Due to the nature of this work, many of our patients are vulnerable with issues such as socioeconomic disadvantage and family violence being common.

Position responsibilities

Role Specific:

- Provide comprehensive management of inpatient and outpatients.
- Participate in Unit meetings and activities.
- Supervise trainees and junior medical staff.
- To assist the Director in administrative duties as required including the development and review of policies and procedures for the provision of services, updating as needed to reflect best practice and evidence-based medicine.
- To assist in the evaluation of the delivery of services and in implementing appropriate quality and risk management initiatives.
- Demonstrate a commitment to working as a team member with peer medical, junior medical, nursing and other clinical staff to provide efficient, safe and quality care across the continuum.



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Teaching, Training and Research:

- Contribute to the supervision, education and training of junior medical, nursing and other clinical staff, including participating in their performance appraisal and feedback processes.
- Participate in both undergraduate and postgraduate teaching activities.
- Commitment to facilitate, conduct and participate in clinical and/or basic research.
- Participate in the auditing and review of clinical practices to improve clinical outcomes.

People Management Roles:

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organisational quality and safety initiatives
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs
- Support staff under management to comply with policies, procedures and mandatory training and continuing professional development requirements

Credentialing and Scope of Clinical Practice

Core Scope of Clinical Practice – Procedures, therapies and competencies that a Fellow of the Royal Australian College General Practitioners would be competent in practicing. This only applies to practice at Austin Health and its campuses.

1. Commitment to provision of safe abortion care - both medical and surgical.
2. Advanced skills in the provision of contraception including insertion of long active reversible contraception.
3. Demonstrate advanced abilities in clinical reasoning and judgements be able to manage ambiguity in clinical situations
4. Demonstrate an appropriate awareness of the impact on health and wellbeing of emotional and social needs
5. Management of all types of equipment used in office gynaecology: surgical instruments: disposables, including sharps handling and disposal, and principles of managing exposure to potentially contaminated body fluids.

This will be assumed if the GP has a Fellowship of the Royal Australian and New Zealand College of General Practitioners or equivalent and an ongoing continuous practice in this specialty.

Extended Scope of Clinical Practice – Procedures, therapies and competencies that a Fellow from the respective specialist medical college would be competent in practicing after additional training, qualifications and experience as determined by the Head of Unit* has been completed. This only applies to practice at Austin Health and its campuses.

*The Head of Unit is expected to apply guidelines from the respective specialist medical college and appropriate state, national and international guidelines.

Emergency/Life threatening situation – In a medical emergency situation, any medical staff member who is credentialed at Austin Health is permitted to provide necessary patient care, as best able, and outside their defined scope of clinical practice in order to provide life-saving measures and/or to prevent serious harm.

Please note – Recognising the dynamic and rapidly advancing nature of medical practice, if you believe a novel competence, practice or procedure should be included within your specialty's scope of clinical practice, please speak to your Head of Unit and refer to the 'Introduction of a New Technology / Clinical Practice' policy on the Pulse.



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For general accreditation the following need to be satisfied

- Demonstrated continuing professional development
- Regular attendance at audit
- Participation in one or more of the following
 - Teaching or research
 - Organising audit
 - Clinical governance
 - Other role within Austin Health but outside of the unit/specialty
 - College role

For each area where special expertise needs to be demonstrated

Some or all of the following criteria will be used to assess accreditation

- Specialist training or a specific fellowship
- Significant accumulated total experience in the field
- Recent experience (adequate number of cases per year in previous years)
- Satisfactory completion of an acceptable outside organisations credentialing requirements.

Selection criteria

Essential Knowledge and skills:

- A commitment to Austin Health values.
- Must be a registered Medical Practitioner in Australia with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current Fellowship of the Royal Australian and New Zealand College of General Practitioners or equivalent.
- Have appropriate training and experience applicable to the field of Women's Health within General Practice
- Demonstrated commitment to high quality patient care.
- Demonstrated commitment and ongoing activity in research and/or clinical audit activities.
- Involvement in teaching and training of medical, technical and nursing staff, including at undergraduate and post-graduate level.
- Attendance and active involvement in relevant departmental, organisational and external meetings (i.e. College, Association and National/International bodies).
- Demonstrates engagement, teamwork and collaboration.
- Have demonstrated ability to communicate effectively at all levels.
- Have demonstrated understanding of, and commitment to Clinical Governance.

Desirable but not essential:

- A sound understanding of information technology including clinical systems.
- Experience in the provision of first trimester medical abortion care.

Professional qualifications and registration requirements

- Must be a registered Medical Practitioner in Australia with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current Fellowship of the Royal Australian and New Zealand College of General Practitioners or equivalent.



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Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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