

Position Description

Designation:	1.0 FTE Staff Specialist in Gynaecological Oncology
Classification:	Staff Specialist
Location:	Westmead Hospital

PRIMARY PURPOSE	<p>Suitably qualified medical practitioners are invited to apply for this role and are expected to provide inpatient and outpatient gynaecological oncology care, including surgery, at a high standard and in a safe, timely and cost-effective manner.</p> <p>The role requires the incumbent to work well as part of a team in conjunction with anaesthetists, colorectal and other surgeons, medical and radiation oncologists, pathologists, gynaecology and theatre nurses, psychologists, general gynaecologists, and other staff.</p> <p>The incumbent will be committed to teaching and training of Fellows and Registrars both in formal structured sessions and in the development of procedural skills.</p>
KEY ACCOUNTABILITIES	<ol style="list-style-type: none"> 1. Clinical privileges will be exercised within the scope of practice granted by the Medical and Dental Appointments Advisory Committee (Credentials Sub-Committee). 2. Provide high quality care for patients and their families/significant others. 3. Ensure a high standard of clinical record documentation, including patient treatment plans are maintained and support the timely management of patients. 4. Ensure appropriate communication occurs with all stakeholders. 5. Provide reliable and responsive on-call services. 6. Attendance when requested is to be within thirty minutes of call, or otherwise within a timeframe consistent with the needs of the specialty as determined and approved by the facility. 7. Apply principles of evidence-based medicine to clinical practice and contribute to the advancement of medical practice. 8. Participate in research projects, implemented within the Department or in collaboration with research staff external to the Department, which have been approved by the Clinical Director and the appropriate regulatory committees. 9. Organise, deliver, or participate in education sessions within the Department, including teaching effectively at all levels of undergraduate and postgraduate education where required, providing “on the job” training of Registrars and Resident Medical Officers during ward rounds, outpatient clinics, operating/procedural sessions as appropriate to the specialty. Supervision 10. Fulfil responsibilities as mentors for medical students and resident medical staff assigned to the department as required. This includes participation in staff appraisal at regular intervals particularly in relation to Registrars and Resident Medical staff. 11. Undertake clinical governance activities, risk management and audits to improve the quality-of-service provision. 12. Actively participate in clinical practice improvement projects as identified through peer comparisons aimed at improving quality of both service delivery and patient care within the department.

KEY CHALLENGES	The position requires high level assessment, prioritising, and surgical skills. The position also requires the ability to negotiate the challenges associated with balancing clinical need with resource availability within budget and infrastructure allocation. Working within multidisciplinary teams is a key requirement of the role.	
WHO YOU ARE WORKING WITH	WHO	WHY
Internal Relationships	Medical Officers and other healthcare professionals	Provide clinical leadership, teaching, and patient management. Collaborate regarding patient care to deliver best practice care.
	Medical Administration	Liaise with administrative staff on matters that assist with delivering efficient and effective clinical services
External Relationships	Universities	Liaise with Universities involved in the training of medical students within the unit
	Royal Australian and New Zealand College	Liaise with the college on administrative matters that assist with delivering efficient and effective clinical services
SELECTION CRITERIA	<ol style="list-style-type: none"> 1. Possess or be eligible for registration with the Medical Board of Australia and Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or equivalent as provided for in the Staff Specialists (State) Award/ Health Insurance Act 1997. 2. Must possess broad experience across gynaecological oncology, including high level assessment, prioritisation, and surgical skills as demonstrated through successful clinical practice in an environment appropriate to the requirements of the position. 3. Demonstrated skills and attitudes appropriate for practice as a Senior Medical /Dental Practitioner including: <ol style="list-style-type: none"> a. High level interpersonal and communication skills. b. Demonstrated ability working within a multidisciplinary team. c. Experience and involvement in quality assurance activities and evidence-based best practice. d. Demonstrated commitment to teaching and supervision. 4. Experience in a clinical research environment, including, but not limited to, clinical trial design and development, protocol development, and database development and must be prepared to be involved in the research output of the department including providing assistance to other staff in their research endeavours. 5. High level interpersonal and communication skills and demonstrated ability in working within a multidisciplinary team. 6. Demonstrated commitment to teaching and junior medical staff supervision consistent with contemporary best practice supervision standards. 7. Demonstrated commitment to quality improvement, patient safety and risk management. 	

PHYSICAL DEMANDS	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining in a standing without moving about to perform tasks	Frequent
Walking – floor type; even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type; even/uneven/slippery, indoors/outdoors, slopes	Occasional
Bend/Lean Forward from Waist – Forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to performance tasks	Occasional
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15kg)	Not applicable
Lifting/Carrying – light lifting and carrying (16kg and above)	Not applicable
Reaching – arms fully extended forward to raise above shoulder	Frequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Frequent
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulations – gripping, holding, clasping with fingers or hands	Occasional
Working at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle.)	Not applicable

SENSORY DEMANDS	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-rays, computer screen)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Frequent
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not applicable
Touch – use of touch is an integral part of work performance	Infrequent
PSYCHOSOCIAL DEMANDS	FREQUENCY
Distressed People – e.g. emergency or grief situations	Occasional
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patient/clients	Infrequent
Exposure to Distressing Situations – child abuse, viewing dead/mutilated bodies	Infrequent

ENVIRONMENTAL DEMANDS	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not applicable
Fumes – exposure to noxious or toxic fumes	Infrequent
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent
Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trip, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not applicable
Confined Spaces – areas where only one egress (escape route) exists	Not applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Infrequent