



Position Description

Title	Fellow In Paediatric and Adolescent Gynaecology
Department	Department Paediatric and Adolescent Gynaecology
Classification	Senior Registrar (JK10)
Agreement	AMA HMO Heads of Agreement 2006
Responsible to	Department Head, Department of Paediatric and Adolescent Gynaecology

The Royal Children's Hospital is committed to a philosophy and practice of quality management to ensure the best possible services to patients. This entails an organisational structure which

- Devolves decision making and accountability, within clearly defined delegations, to patient care providers as close as possible to the consumer.
- Encourages and supports teamwork and coordination amongst staff.
- Develops the participation of consumers and workers in the planning and evaluation processes.

Purpose

The aim of the training program is to allow the Fellow in Paediatric and Adolescent Gynaecology to become conversant in all aspects of clinical gynaecology, with particular respect to young women's and girl's health.

Responsibilities

- Clinical work in the outpatient service of the department of paediatric and adolescent gynaecology
- Clinical care of inpatients of the department of paediatric and adolescent gynaecology .
- Provide clinical consultation service for inpatients at RCH and patients in the emergency department of RCH.
- Clinical work in the elective gynaecology operating list and the gynaecology emergency operating at RCH
- Oncall for clinical paediatric and adolescent gynaecology as rostered.
- Clinical work(1 session/week) in the Gatehouse Service (Victorian Forensic Paediatric Medical Service)
- Clinical work (1 session/week) in the 'Big Girls Clinic at Royal Womens Hospital
- Clinical work (1 session/week) in the Transitions antenatal clinic at Mercy Hospital for Women.

Position Description

In all areas the emphasis will be on attaining a level of understanding of clinical paediatric and adolescent gynaecological problems specific to this age. An understanding and recognition of the cognitive, social and developmental issues relevant to the gynaecological care of this age group is integral to this.

The Fellow in Paediatric and Adolescent Gynaecology will also be expected to become involved in:

- Clinical liaison and provision of clinical gynaecology services. This will include ward service and outpatient clinics as directed.
- Teaching, educational and audit activities of the paediatric and adolescent gynaecology department.
- Research projects relevant to clinical work of gynaecology unit
- Be aware of and work in accordance with Hospital policies and procedures, including Occupational Health and Safety, Equal Employment Opportunity and Confidentiality.
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach to all interactions.

Duties (Operational Roles)

- Liaise with consultants and ward staff
- Advise consultants of all patient care
- Use CLARA and departmental database
- Record all clinical activity in medical records
- Discharge summaries, as required

Key Performance Indicators

At the completion of the one-year program, the Fellow in Paediatric and Adolescent Gynaecology should be competent in:

- Managing menstrual disorders in young teenage women
- Provide appropriate surgical care of girls with adnexal masses
- Caring for young women diagnosed with Disorders of Sexual Development
- Manage the investigation and care of young women with congenital anomalies affecting their genital tract.
- Providing competent clinical assessment of children with child sexual abuse

Qualifications / Experience

This position is suitable for advanced trainees in obstetrics and gynaecology (post membership exams)

Skills (Operational Roles)

- Demonstrate technical skills
- Well developed interpersonal skills
- Ability to coordinate care in complex patients
- Professional manner in dealing with all Hospital staff as well as patients and their families

Attributes

- Careful, caring and conscientious approach
- Demonstrate an ability to communicate well
- “can do” and flexible approach
- Balancing sometimes competing and conflicting priorities
- Time management and prioritising
- Professional demeanour

Position Description

Organisational Relationship

The Fellow in Paediatric and Adolescent Gynaecology will be supervised by a consultant gynaecologist at RCH on a day-to-day basis. Whilst working in the Gatehouse Centre supervision will be undertaken by the Director of Victorian Forensic Paediatric Medical Service ; whilst working in the 'Big Girls 'clinic at RWH supervision will be by Dr Kate Stern; at Transitions clinic at MHW, supervision will be provided by Dr Paddy Moore, head of the Transitions clinic. However, in addition a formal 'review of progress' meeting with the Department Head will occur every three months. This meeting will allow bi-directional feedback and aim to rectify any perceived problems by supervisor or trainee.

Internal relationships

- Clinical staff

External relationships

- External health care providers

Developed: July 2008 Developed by Director, Department of Paediatric and Adolescent Gynaecology
Updated: July 2010
Date of next Review: July 2011