

POSITION DESCRIPTION

Position Title:	Head of Unit
Business Unit/Department:	Maternal Fetal Medicine
Division:	Women's & Children's Services
Award/Agreement:	Medical Specialists (Victorian Public Health Sector) AMA Victoria / ASMOF (Single Interest Employers) Enterprise Agreement 2022-2026
Classification:	Determined upon experience and qualifications
Reports To:	Clinical Services Director Chief Medical Officer
Direct Reports:	Unit medical employees, Sonographers
Date Prepared/Updated:	21 August 2025

Position Purpose

The role of the Head of Unit Maternal Fetal Medicine is to provide leadership for the multidisciplinary team to ensure that high quality clinical care is provided to the patients with complex pregnancies receiving care at Western Health, to supervise and train Junior Medical Staff, midwives, and sonographers, and to support Western Health Strategic Priorities. This role will oversee the management of the unit financial budgets, medical staffing requirements and activity targets.

Business Unit Overview

Women's & Children's services is responsible for the provision of in-patient and ambulatory care across maternity, gynaecology, neonatal and paediatric services. The division provides both elective and emergency care. Women's & Children's aims to ensure the provision of safe, coordinated, person-centred, right care through a consistent, multi-disciplinary partnership approach. Women's & Children's services at WH continue to expand and develop to meet the 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.

In 2024/25 in the Women's and Children's Divisions activity included more than:

- 7,983 total babies were born: on average 21-22 babies per day
- 7,199 babies were born at Sunshine Hospital
- 784 babies were born at Bacchus Marsh Hospital
- 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

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The Division of Women's & Children's Services provides care across a number of sites within the Western catchment, predominantly at Sunshine, but also at Bacchus Marsh/Melton and Sunbury. The Division collaborates across a number of Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care.

The Division will continue to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.

The Department of Obstetrics and Gynaecology has over 40 specialists and 30 registrars. Whilst most specialists are general obstetricians and gynaecologists, subspecialty services include gynaecological oncology, urogynaecology (non-subspecialists), maternal fetal medicine, COGU, reproductive choices and infertility. There is a team of advanced laparoscopic surgeons and specialists with an interest in sexual and reproductive health, colposcopy, EPAS and adolescent gynaecology. We have over 55 theatre lists per month and gynaecological surgery is undertaken at both Joan Kirner (Sunshine campus) and Bacchus Marsh. Women's & Children's services is responsible for the provision of in-patient and ambulatory care across maternity, gynaecology, neonatal and paediatric services. The division provides both elective and emergency care. Women's & Children's services at WH continue to expand and develop to meet the region's population growth, care complexities and demand. 928

The Maternal Fetal Medicine unit provides multidisciplinary, holistic inpatient and outpatient care to patients with the most complex pregnancies. During 2024/2025 9287 patients were seen through the unit. The service offers all aspects of MFM care including Fetal Medicine clinics, Fetal Cardiology Clinics (supported by four fetal and paediatric cardiologists), Multiple pregnancy clinic (providing care for monochorionic twins, higher order multiples and dichorionic twins with additional complications (e.g. selective FGR or discordant anomalies), Cervical Surveillance / Preterm Birth prevention Clinic, Obstetric Medicine Clinic (supported by Obstetric Medicine physicians), Recurrent Miscarriage Clinic and Pregnancy Loss Clinic. The MFM service is supported by dedicated Perinatal Genetic Counsellors (available 5 days per week), a Clinical Geneticist, a Perinatal Psychiatrist and dedicated MFM midwives. The unit has well established relationships with Newborn services, Obstetric Anaesthetics and the Adult Intensive Care Unit to support complex multidisciplinary care planning. Established weekly multidisciplinary team meetings and a Termination Review panel ensure that clinicians are well supported in decision making. The unit is accredited by RANZCOG to train two CMFM fellows at any level.

Key Responsibilities

- Key responsibilities include:
- Oversee and lead by example in the delivery, management and promotion of high-quality clinical care to all patients referred to the Western Health Maternal Fetal Medicine Unit.
- Ensure medical staff are appropriately registered, credentialed and working within scope of practice and that monthly clinical audits occur and are documented
- Assume responsibility for quality patient care in ensuring that clinical procedures are performed in accordance with Western Health policy and procedure.
- Analyse and use data to guide decisions and evaluate outcomes
- Participate in resolving problems in care delivery utilising a multidisciplinary approach
- Ensure awareness of clinical experience and proficiency of junior medical staff delegated to deliver care and provide supervision for and be accountable for the care delivered
- In collaboration with the Divisional Director and Clinical Services Director, manage services to provide efficient models of care and to monitor activity, KPIs and budget performance
- Actively contribute to Western Health's ongoing development, i.e. through involvement in hospital wide activities, national and/or international organisations
- Actively participate in departmental or organisational wide quality and credentialing processes, including clinical work review groups
- Participate in service planning as requested by the Clinical Service Directors including the development and setting of targets, resource requirements and improvement priorities for the service agreement.
- Participate in developing department and personal priority goals and objectives consistent with the mission, philosophy and strategic plan of the organisation

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- Ensure that any dealings with the media are approved and in accordance with policy, procedure and privacy legislation
- Contribute to creating and maintaining a work climate which is conducive to positive morale and employee growth, development and retention
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance
- Establish and maintain professional relationships with employees, other professional groups, units/departments and/or community agencies
- Build networks and participate in benchmarking to seek and share information to assist in developing best practices
- Demonstrate a caring and empathetic approach towards patients at all times
- Participate in hospital provided professional development activities and keep up to date with relevant developments in clinical and hospital practice and policies
- Participate in clinical teaching and professional development of junior medical staff, medical students and students of all health professions and disciplines, including involving students in clinical care
- Maintain personal qualifications in accordance with continuing certification requirements of relevant medical college
- Oversee the management of the unit's budget and strategic and financial planning
- Comply with Western Health financial systems, policies and processes
- Manage and operate in accordance with Western Health Human Resource policy and practise in all matters relating to recruitment and employment
- Ensure the ability to receive and return organisational relevant information and communication through phone, and/ or voicemail and email within time limits set by the organisation
- Ensure oncall roster and in hours provision of service are achieved
- Oversee and monitor KPIs as they relate to the departments, including clinical audit, morbidity and mortality as well as other access and quality indicators
- Acquire and maintain sufficient relevant computer/technology skills and utilise these to participate in services and communication offered by Western Health
- Perform and report ultrasounds undertaken in the Maternal Fetal Medicine Unit (including supervision and reporting of scans performed by sonographers and registrars). Ensure that all ultrasounds meet recognized quality standards and comply with the procedures and guidelines of the unit.
- Counsel women with complex pregnancies (including those with maternal medical disorders or fetal anomalies) and develop appropriate evidence-based management plans.
- Accurately reflect the patient's treatment plan, requirements, outcomes or events within prescribed documentation to support ongoing care, communication and to ensure that all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Participate in the Early Pregnancy assessment Service (EPAS) ultrasound roster as required.
- Liaison with the various members of the multidisciplinary Maternal Fetal Medicine team to ensure optimal holistic management of patients.
- Contribute to Divisional audit processes including the Perinatal and Obstetric Morbidity and Mortality meetings and various Maternal Fetal Medicine unit-based audits.
- Contribute to the development of evidence based clinical practice guidelines within both the MFM unit and the general Obstetrics service.
- Involvement in continuing professional development (CPD) of consultant staff, junior medical staff, midwifery staff, sonographers and General Practitioners to maintain currency of knowledge and skills relevant to high risk obstetric care.
- Complaints and incident management relevant to the Maternal Fetal Medicine Unit.
- Participation in the research activities of the Maternal Fetal Medicine Unit and the Women's and Children's Division.
- Participation in the after-hours MFM on-call roster
- Ensure that the care of all patients is handed over or other suitable arrangements for follow up, including follow up of results is in place when not on call
- Ensure continuity of care by communicating appropriately with other practitioners including community general practitioners

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- Other duties as delegated by the Clinical Service Directors, Divisional Directors or Executive Directors.

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:

- Other Senior Medical Staff
- Junior Medical Staff
- Nursing and Allied Health Staff
- Sonographers
- Genetic Counsellors
- Patient Support and Administrative Staff
- Medical Workforce Unit Management
- Unit/ Department Heads
- Clinical Services Directors
- Divisional Directors
- Executive Director Medical Services

External:

- RANZCOG
- GP's
- Community Health Agencies including referring hospitals
- Other Senior Medical Staff
- Tertiary Obstetric Services including The Royal Women's Hospital, Mercy Hospital for Women, Monash Medical Centre
- Paediatric, Infant, Perinatal Emergency Retrieval Service (PIPER)

Selection Criteria

- **Essential**
- Current registration with the Australian Health Practitioners Regulation Agency
- Medical qualification – Fellow of RANZCOG or equivalent
- Recognised qualifications in Maternal Fetal Medicine such as the RANZCOG Certificate in Maternal Fetal Medicine (CMFM) or equivalent
- Relevant management / leadership experience
- Ability to work as part of a team
- Commitment to professional development
- Experience in the support and supervision of Junior Medical Staff
- Demonstrated ability to practice collaboratively as part of a multi-disciplinary health care team
- Effective organisational skills, with respect to time management and delegation
- Understanding of activity settings and budget management
- Well-developed written and verbal communication skills
- Displays and expresses a high level of ethics in regards to patients, colleagues and the organisation
- Demonstrates skill and maturity in problem solving, negotiation and conflict resolution
- Demonstrates ability to make decisions and explain rationale
- Clearly communicate decisions to relevant parties
- Maintains confidentiality of patient, institutional and employee information

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- Analyses own performance in accordance with position expectations. Develops goals and implements a plan to meet those goals.
- Maintains own knowledge and skills
- Participates in and contributes to committees, teams and projects in keeping with the organisation's strategic goals
- Seeks out and is receptive to feedback from co-workers at all levels for the purpose of growth in the role

Desirable

- Demonstrated research skills
- Experience as a RANZCOG credentialed training supervisor
- Knowledge of health issues in relation to Western Health's catchments
- Acknowledgement of Western Health strategic themes

Leadership Capabilities	
Leadership Capability	Definition
Customer focus	Building strong customer relationships and delivering customer-centric solutions
Decision quality	Making good and timely decisions that keep the organisation moving forward
Directs work	Providing direction, delegating, and removing obstacles to get work done
Ensures accountability	Holding self and others accountable to meet commitments
Collaborates	Builds partnerships and works collaboratively with others to meet shared objectives
Interpersonal savvy	Relates openly and comfortably with diverse groups of people
Builds effective teams	Builds strong-identity teams that apply their diverse skills and perspectives to achieve common goals
Communicates effectively	Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
Courage	Steps up to address difficult issues, saying what needs to be said
Situational adaptability	Adapts approach and demeanour in real time to match the shifting demands of different situations

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.

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- 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.
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, 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.
- 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.
- 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: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

Date: [Click here to enter a date.](#)

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