

ROYAL CHILDREN'S HOSPITAL

POSITION DESCRIPTION

POSITION TITLE:	FELLOW
DEPARTMENT:	CARDIAC SURGERY
AWARD / AGREEMENT:	AMA HMO Agreement 2002, Heads of Agreement 2008
ROSTERED HOURS OF WORK:	Unspecified; depends on volume of work to be done. On call every third night, and third weekend. Minimum 43 hours per week.
REPORTS TO:	Mr. Christian Brizard
SUPERVISOR (Person responsible for feedback / training):	Mr. Christian Brizard

Department's purpose or mission statement

To provide state of the art paediatric cardiac surgical care to all children in need of our services.

Individual training or development objectives

- To acquire technical skills in paediatric cardiac surgery
- To acquire patient management skills in paediatric cardiac surgery
- To gain experience in clinical research, including presentation of results at international meetings.

Qualifications required

Medical degree recognised in Australia; previous experience in paediatric and general cardiothoracic surgery; working knowledge of English language (IELTS level above 7).

Experience required

Varies considerably and each case is considered on an individual basis. In general our fellows have had at least five years of previous surgical training, preferably with a major experience in paediatric cardiac surgery.

Position summary:

See appended information.

Key areas of responsibility within the department:

Inpatients: 7 West, operating theatre, intensive care unit, casualty department, morning ward rounds, review of patients returning for wound examination following discharge.

Administrative tasks

Preparation of monthly mortality and morbidity conference.

Departmental meetings

Case presentation conference Monday 9 45am – 12am (weekly), and monthly morbidity conference at 11am (Monday). Monday meeting department meeting.

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Departmental training activities

Preparation and delivery of lectures for cardiac ward nurses and other hospital staff.
Education of new fellows and pediatric residents.

Communication / lines of responsibility

Fellows reports to the Director, in its absence to the Deputy Director or the surgeon on call.

People management

Expected to maintain an excellent working relationship with all hospital staff.

General hospital responsibilities:**General or Specialities A/H, W/E roster**

See appended information.

SCHEDULE ONE

[This Schedule, page 1 and 2, shall be of no effect until verified by the Finance Department.]

CARDIAC REGISTRAR

Part 1: MEDICAL OFFICER DETAILS

Name: _____

Address: _____

Registration: _____ (Refer to contract: 4.1.3)

Membership for medical
Defence organisation: _____ (Refer to contract: 4.1.4)

Part 2: TERM OF AGREEMENT

2.1 Commencement of Contract Date: _____

2.2 Termination of Contract Date: _____

Part 3: HOURS / ROSTER ARRANGEMENTS

3.3 On call roster: Limited to 3.5 nights per week and every 2nd
weekend

3.4 Time in Lieu As negotiated with Head of Department

Part 4: SALARY

4.1 The Cardiac surgery fellow is paid as per the award

4.2 Weekly salary:

4.3 Yearly salary:

Part 5: LEAVE CREDITS

5.1 Annual leave: 5 weeks per year (Refer to contract: 5.1 & 10)

5.2 Examination leave: 8 rostered days a year (Refer to contract: 17)

5.3 Sick leave: 28 paid days a year (Refer to contract: 16&19)

5.4 Long Service leave: as current (Refer to contract: 18)

Part 6: TEACHING AND TRAINING

Weekly hours per week: 5 hours per week *(Refer to contract: 8)*

Part 7: PERFORMANCE TARGETS *(Refer to contract: 9)*

7.1

7.2 Cardiac surgery fellow is responsible for supervision of pre and post operative patients on 7 West and ICU.

7.3

7.4 Cardiac surgery fellow is to record all complications, report the information to the weekly department meeting and present monthly audit.

7.5 Cardiac surgery fellow is expected to participate in the preparation/completion of one manuscript per year and /or one research project per year.

7.6

7.7

SIGNED by the said MEDICAL OFFICER		DATE:
NAME:	SIGNATURE	
SIGNED by the HEAD OF DEPARTMENT		
NAME:	SIGNATURE	
SIGNED by the DIVISIONAL DIRECTOR		
NAME:	SIGNATURE	
Verified by Finance Department:		
NAME and POSITION	SIGNATURE	
		DATE: