**Position Description**

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| **Position title** | Chief Resident Medical Officer (CRMO) |
| **Department / Division** | Medical Workforce Unit, Medical Services & Clinical Governance |
| **Classification** | HM25 - HM30 |
| **Position reports to** | Operational: Director, Medical Workforce (Professional)  Professional: Director, Medical Workforce (Professional) |
| **No. of direct & indirect reports** | n/a |
| **Location** | The Royal Children’s Hospital, Flemington Road, Parkville |
| **Risk category** | Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently |

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| **The Royal Children’s Hospital** |
| The Royal Children’s Hospital’s (RCH) vision is A world where all kids thrive.  RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children’s Campus, partnering with Murdoch Children’s Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children’s Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.  RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of $850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.  We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.  RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.  Further information on RCH is available at [www.rch.org.au](http://www.rch.org.au) |

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| **ROLE CONTEXT** |
| The MWU administrative team oversees the centralised recruitment, onboarding and coordination of JMS/paediatric trainees - including Junior Resident Medical Officers (JRMOs), Senior Resident Medical Officers (SRMOs), Registrars and Fellows, working both on-site at RCH and rotating through various external Victorian secondment sites, as part of a state-based approach to paediatric training. |

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| **ROLE PURPOSE** |
| The Chief Resident Medical Officer (CRMO) works with the Medical Workforce Unit leadership group to provide connection and wellbeing support to junior medical staff across the RCH and training programs. These functions are reflected in the training program accreditation requirements of the specialist colleges and the Postgraduate Medical Council of Victoria. |

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| **KEY ACCOUNTABILITIES** |
| **Operational deliverables**   * Represent the interests of junior medical staff in various internal and external forums, including issues related to rostered/unrostered overtime, leave entitlements, designated training time, flexible employment opportunities and wellbeing. * Provide leadership and support to assist clinical units to address work practice issues, as directed by the Director, Medical Workforce – Professional. * Assist in the formal and informal orientation of junior medical staff to the RCH. * Provide targeted education and teaching (for example, JRMO lectures, Registrar teaching and procedural skills sessions), as directed by the Director, Medical Workforce – Professional. * Provide supervision to basic trainees allocated to After Hours and/or Relief terms. * Seek feedback from junior medical staff on issue of employment and training each term, and provide a collated summary of trends to the Medical Workforce Unit leadership group. * Provide support to JMS who present with health/wellbeing issues or performance concerns, and link JMS to formalised supports and services (as indicated). * Assist in arranging wellbeing supports and critical incident debriefing as indicated/directed by the Director, Medical Workforce – Professional. * Assist in preparations for the FRACP Registrar exam hosted at RCH, under the direction of the Directors, Paediatric Education. * Act as a key liaison to the RCH JMS Society. * Apply critical thinking to address systems-level challenges and the changing demands of the work environment. * Adhere to all Occupational Health and Safety requirement of the role and workplace, including if/when working remotely. * Other duties as directed consistent with the employee’s skill level and classification.   **Communication and interpersonal skills**   * Work closely with the Director, Medical Workforce – Professional to ensure the delivery of key work priorities. * Maintain professional, timely and clear communication with internal and external stakeholders. * Actively participate in and contribute to team meetings, and other meeting forums (as required).. * Prepare all written reports and documents to required standards and formats. * Provide regular progress updates (verbal and/or written) on progress towards and achievement of key deliverables to the Director, Medical Workforce – Professional. * Support a flexible, collegial and productive working environment.   **Professional and ethical practice**   * Contribute to a positive and professional work culture and lead by example via all communications, actions and behaviours. * Lead a zero-tolerance approach towards disrespectful behaviour. * Demonstrate emotional intelligence in managing own and others’ values, attitudes and behaviours. * Uphold the values outlined in the RCH Compact and other RCH policies, procedures and guideline documents (as relevant). * Ensure the privacy and confidentiality of any sensitive information accessed in the context of the role. * Adhere to agreed document management and cyber-security practices (including aligned regulatory/legislative requirements). * Maintain the positive image and reputation of RCH and the MWU at all times.   **Lifelong learning**   * Identify personal and professional development needs, and strategies to address learning goals through the Performance Development and Planning (PDAP) process. * Regularly seek and participate in two-way feedback of own performance through informal and formal supervision and performance reviews and evaluate and act on feedback to improve performance (as appropriate). |

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| **QUALIFICATIONS AND EXPERIENCE** |
| * Recognised undergraduate or graduate entry qualification in medicine and surgery * Eligibility for general registration as a medical practitioner with the Australian Health Practitioners Regulation Agency (Ahpra) at the commencement of clinical training year * Currently enrolled within the Royal Australasian College of Physicians’ - Paediatric Advanced Training Program |

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| **KEY SELECTION CRITERIA** |
| * Demonstrated interest in issues affecting junior medical staff * Demonstrated leadership capabilities * High-level written and verbal communication skills * High-level self-management and organisational skills, including the ability to manage completing priorities and achieve deadlines * Demonstrated ability to build strong partnerships with internal and external stakeholders * Demonstrated skills in continuous quality improvement * Previous employment as a junior medical staff member (JRMO/SRMO/Registrar) at the RCH |

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| **OTHER REQUIREMENTS** |
| * Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment. * Employees are required to maintain a valid Working with Children’s Check throughout their employment. * A current, full drivers’ licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable) * Employees are required to maintain compliance with RCHs “Staff Immunisation - Prevention of Vaccine Preventable Diseases” procedure. |

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| **IMPORTANT INFORMATION** |
| All employees are required to adhere to the Royal Children’s Hospital Values:   * Curious - We are creative, playful and collaborative * Courageous - We pursue our goals with determination, ambition and confidence * Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together * Kind - We are generous, warm and understanding   **RCH COMPACT**  All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.   * We do better work caring for children and families when we also care for each other * I bring a positive attitude to work – I share, I laugh, I enjoy other’s company * I take responsibility for my behaviour and its impact on others * I am curious and seek out ways to constantly learn and improve * I celebrate the good stuff, the small stuff, the big stuff – it all matters * I speak up when things aren’t right * I value the many different roles it takes to deliver great patient care * I actively listen because I want to understand others and make better decisions * I am inclusive and value diversity * When it comes to teamwork, I don’t hold back – I’m all in   **QUALITY, SAFETY AND IMPROVEMENT**  RCH employees have a responsibility and accountability to contribute to the organisation’s commitment to Quality, Safety and Improvement by:   * Acting in accordance and complying with all relevant Safety and Quality policies and procedures * Identifying risks, reporting and being actively involved in risk mitigation strategies * Participating in and actively contributing to quality improvement programs * Complying with the requirements of the National Safety & Quality Health Service Standards * Complying with all relevant clinical and/or competency standards * Complying with the principles of Patient and Family Centred Care that relate to this position   **The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.** |

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| **Position description last updated** | **16 May 2024** |