

Position Description

Position title	Cardiology General Fellow (Full-time, Fixed term)
Department / Division	Division of Surgery, Cardiology
Classification	HM25 – HM30
Position reports to	Prof Michael Cheung
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>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.</p> <p>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.</p> <p>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/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>

ROLE PURPOSE
To ensure that all infants and children with heart defects, or acquiring heart disease during childhood, have access to effective diagnostic and treatment facilities and are given the best possible chance of enjoying a full and healthy life.

KEY ACCOUNTABILITIES

Clinical service and training

- The Specialist Registrar is to partake in the day-to-day clinical management of patients within the Cardiology Department at The Royal Children's Hospital.
- The Specialist Registrar is to acquire an in-depth understanding of the acute investigation and management of infants and children with cardiac defects and disease.
- The Specialist Registrar is to develop the advanced ability to work in a high dependency area, with seriously ill infants / children; and to work with a closely integrated multidisciplinary team of Surgical and Cardiology personnel, managing their care.
- The Specialist Registrar is to assist and supervise the RMO's and Registrars looking after cardiac inpatients.
- The Specialist Registrar is to develop and refine appropriate skills in Echocardiography, and Arrhythmia investigations (ECG / Holter / Exercise testing, etc).
- The Specialist Registrar is required to participate in rostered duties involving periods of ward duty, Echocardiography duty, ECG /Arrhythmia analysis and out of hours call. The Specialist Registrar will be allocated regular periods for outpatient clinic attendance / training. The Specialist Registrar is required to be available for all periods of rostered duty and on call.
- The Specialist Registrar is to compile and present data about patients who need to be discussed after cardiac catheterisation or for other reasons; in a concise and accurate format, for consideration in the weekly joint Cardiology / surgical conference in addition to compiling data for the regular audit
- The Specialist Registrar is to create and organise a suitable research project, after discussion with the Cardiologist's responsible for the coordination of research. This project must be completed and written up prior to completion of the position.
- It is assumed that on average 5 hours a week of the Specialist Registrar's time will be designated as time for education and research.

The Specialist Registrar will assume responsibility for the different key areas within the department, as outlined below. These responsibilities will be subject to individual variations agreed to by the Director of Cardiology.

Key responsibilities within the Cardiology Department

Inpatients (Cardiac Services)

- The ward Specialist Registrar is responsible for keeping in close touch with the progress of all inpatients (Cardiology and Cardiac surgical).
- The Specialist Registrar will arrange necessary investigations on inpatients that require Cardiology involvement (Echocardiograms / Holter / catheterisation etc).
- The Specialist Registrar is to attend the morning round each day and will take over new patients / problems from the Specialist Registrar on duty overnight. At the end of each day the Specialist Registrar will hand over to the on-call Specialist Registrar, before going off duty.
- The Specialist Registrar is to demonstrate the role of senior medical support for the resident staff on the Cardiology ward.
- The Specialist Registrar is to inform the on-call Cardiologist about significant problems with any inpatient and about all new admissions (day or night).

Inpatients (Consultation Service)

- The Specialist Registrar will see and assess new and review in-patients, referred by other clinical departments within The Hospital.

- The Specialist Registrar is to formulate a treatment plan for each patient and will communicate about these and other inpatient issues with the on-call Cardiologist and/or with the cardiac surgeon or Cardiologist for the patient in question.

Outpatients

- The Specialist Registrar will see and assess new and review patients, as allocated by the Cardiologist's.
- The Specialist Registrar will discuss all patients with their Cardiologist, who will always see the patients and their families personally before they leave the clinic. Letters to the referring practitioner and copies to other interested practitioners (including the family GP) will be dictated for all patients, using the format recommended by the department director.

Invasive Cardiology

- The Specialist Registrar will oversee the pre-procedural work-up for all patients undergoing cardiac catheterisation.
- The Specialist Registrar will assist the Consultant Cardiologist in performing the catheterisation procedure and collaborate with the Nursing staff in the provision of post-procedural care.
- The Specialist Registrar will assist the Consultant Cardiologist in performing the catheterisation procedure and collaborate with the Nursing staff in the provision of post-procedural care.

Electrophysiology

- The Specialist Registrar is responsible for supervising treadmill exercise tests, and providing preliminary reports thereof, and for assisting with ECG and Holter tape analysis.

Administrative Tasks

Discharge summaries

- The Specialist Registrars will be asked to assist with the completion of discharge summaries on patients who are not known to the Residents / Registrar. This may arise in relation to patients who were admitted and discharged from ICU, without ever coming to the cardiac ward and to patients whose summaries were overlooked / not completed by the appropriate resident prior to a changeover in junior staff.

Audit

- The Department is committed to an ongoing audit of our performance. The Specialist Registrar is expected to partake in this audit program.

Education

Departmental meetings

- Weekly attendance to the Cardiology / Cardiac surgery case conference (Thursday 9:00 am -12:00 pm)

Department training activities

- Cardiology teaching sessions (Wednesday 12:00pm- 2:00pm).
- Echo meeting (Tuesday 12:30pm-1:30pm).
- Postgraduate teaching / lecture program (Friday 12:30pm-1:30pm).
- ECG / arrhythmia teaching.
- Post-ward round teaching (30mins).
- MRI reporting session.
- Department meeting (Thursday 8:30-9:00am).

QUALIFICATIONS AND EXPERIENCE
<p>Essential:</p> <ul style="list-style-type: none"> • MBBS or equivalent • Higher degree / diploma equivalent to FRACP. <p>Desirable:</p> <ul style="list-style-type: none"> • Previous paediatric experience up to registrar grade or equivalent, including neonatal medicine. Previous work in Paediatric Cardiology is advantageous.
KEY SELECTION CRITERIA
<p>Key attributes</p> <ul style="list-style-type: none"> • Strong time management • Resilience and ability to relate to and interact with patients and parents in challenging circumstances. • High level of integrity and confidentiality. • Quality focused, with a systematic approach to work and with attention to detail. • Able to exercise initiative and demonstrate accountability
OTHER REQUIREMENTS
<ul style="list-style-type: none"> • 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 Check throughout their employment • A current, full driver's 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.
IMPORTANT INFORMATION
<p>All employees are required to adhere to the Royal Children's Hospital Values:</p> <ul style="list-style-type: none"> • 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 <p>RCH COMPACT</p> <p>All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.</p> <ul style="list-style-type: none"> • 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.

Position description last updated

February 2025