

## Position Description

<b>Position title</b>	Head of Department – Infectious Diseases
<b>Department / Division</b>	Infectious Diseases, Division of Medicine
<b>Classification</b>	As per the Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026
<b>Position reports to</b>	Chief of Medicine
<b>No. of direct &amp; indirect reports</b>	7 FTE
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

<b>The Royal Children's Hospital</b>
<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 <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</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 <a href="http://www.rch.org.au">www.rch.org.au</a></p>

<b>ROLE PURPOSE</b>
<p>The purpose of this role is to provide leadership for the Department of Infectious Diseases (ID) in the Division of Medicine in line with RCH wide vision and strategy. The Director is responsible to the Chief of Medicine for the overall</p>

leadership, strategic and operational performance of the department and its services, patient safety and quality related activities as determined by agreed key performance indicators. This involves ensuring the department consistently provides the highest quality clinical care, education and research, whilst maintaining a sound and sustainable financial position, strong staff engagement and support, as well as effective relationships with the community and consumers of care.

Recognising the increasingly complexity of patients attending RCH that require comprehensive infectious diseases team input, the RCH executive team recently endorsed a comprehensive investment in the ID unit that will be staged over three years to enable the unit to support the most unwell patients within speciality units. The Director of ID will directly oversee the required changes associated with this investment while also developing systems to ensure long-term sustainability.

An annual performance appraisal will address the relevant clinical, research and training and education.

## KEY ACCOUNTABILITIES

### Operational Leadership/ Quality:

- Provide day-to-day leadership in the Department of Infectious Diseases
- Lead and work within a multidisciplinary team that includes consultants, fellows, and pharmacists, as well as other allied health and administrative support staff.
- Set the direction of the Department of Infectious Diseases in clinical care, education, research and quality in line with the hospital's strategic direction and priorities.
- Through a model of collaborative and distributed leadership, promote and support staff to develop key clinical interest areas e.g., antimicrobial stewardship (AMS), immunocompromise, non-immunocompromise, antibiotic allergy de-labelling, intensive care, novel therapies and education.
- Further enhance and develop a comprehensive AMS program at RCH with clear key performance indicators (KPIs). A key aspect of this will be to develop processes and systems to monitor antimicrobial use and the impact of AMS activities, and to work with the EMR team to maximise the potential functionality of the BUGSY module within EPIC to support enhanced AMS activity and monitoring of the efficacy of program.
- Establish an antibiotic de-labelling clinic.
- Look for opportunities to collaborate with other centres in Victoria in line with the RCH strategic to develop a state-wide paediatric service.
- Development of innovative models of care including consideration of a potential Rapid Access ID service in the day medical unit Look for ways to enhance quality of care through enhanced functionality available within the EPIC electronic record.
- Identify, build and maintain strong working relationships with all internal clinical departments and non-clinical services; external stakeholders and with campus partners: MCRI, the University of Melbourne and the RCH Foundation.
- Working in collaboration with strategy, performance and planning, develop a comprehensive suite of KPIs to monitor performance of the ID department in line with the operational excellence framework to ensure sustainability.
- Develop, document and clearly communicate team and staff KPIs and expectations.
- Represent the ID Department at key hospital and Divisional meetings.
- Actively benchmark outcomes in key areas against national and international standards.
- Actively live the RCH compact and establish this expectation across the Department.
- Work with key staff to resolve patient complaints in a timely and efficient manner with a focus on improvement.

**Clinical:**

- Actively participate in the clinical service delivery of the department, including on-call/ recall roster and outpatient clinics.
- Develop a sustainable model of care to ensure that inpatient and outpatients at RCH receive timely infectious diseases advice.
- Closely monitor activity of the Infectious Diseases Fellows, Registrar and other junior staff to ensure they receive adequate education and training.
- Work towards developing an Infectious Diseases bed card by defining cohorts of patients that could be admitted under the ID department for inpatient care and developing the necessary junior medical staff team to support Infectious Diseases inpatients.

**Research, education and Training:**

- Promote and facilitate high quality research in the department.
- Support and encourage fellows to undertake research.
- Lead the educational activities of the Department to facilitate a learning environment.
- Strengthen training and development program.

**Financial management:**

- Work in collaboration with the Divisional management accountant to manage the departmental budget and establishment EFT to ensure department's activity is within budget.
- Develop a comprehensive business modelling program to ensure all potential revenues and cost savings are realised from the investment in the ID department.
- In collaboration with the Director Clinical Operations Medicine, prepare monthly reports on key performance measures to the Chief of Medicine.

**Staff management:**

- With HR advisor and partner manager, work to foster a high-performance culture, productive and engaged workforce, which aligns to the RCH Compact.
- Drive the acquisition of new talent to the department in accordance with RCH policies, procedures, and delegations.
- Working with Departmental business manager, ensure the taking of staff leave in line with RCH policies, procedures, ensuring it occurs with sufficient lead time to allow for arrangement of cover where appropriate.
- Ensure staff complete all mandatory training requirements.
- Ensure all Senior medical staff and JMS are working in compliance with the relevant enterprise agreement.

**QUALIFICATIONS AND EXPERIENCE**

**Essential:**

- Experience in a major public teaching hospital, preferably at department/director level with demonstrated experience of leading a department and/or large group of professionals.
- Eligible for full registration with the Australian Health Practitioners Regulation Agency
- Fellowship with relevant college.

**Desirable:**

- A higher degree such as MD or PhD is desirable.

- Formal leadership training is desirable

#### KEY SELECTION CRITERIA

- Demonstrated experience in managing people and programs at a strategic and operational level with accountability for financial and human resource functions.
- A track record of strong collaborations, support and mentoring of staff and ability to construct a clear vision and strategy.
- Demonstrated ability and experience with the implementation of organisational-wide change initiatives, including transformation of work practices and service delivery models.
- Highly evolved interpersonal and communication skills, including the ability to positively influence internal and external clients to achieve mutual understanding and agreed outcomes.
- Evidence of an ability to successfully manage relationships with stakeholders, collaborators, and colleagues with a people-centred approach to work.
- Demonstrated ability to form links with all areas of the business to support the achievement of objectives and goals.
- Demonstrated ability to operate in a manner that is consistent with an organisation's values including curiosity, courageous, inclusive and kind.
- Demonstrated skills to effectively organise and plan in line with frameworks and methodologies that monitor achievement of objectives.
- Demonstrated ability to investigate issues and develop appropriate, stakeholder focussed solutions. E.g. demonstrated ability to build and maintain working relationships with key internal and external stakeholders.

#### 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 provide and maintain required immunisations and serology results as part of their employment.

#### 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 LGBTIQI community and people with disability.**

Position description last updated

April 2023