

Position Description

Position title	Digital Innovation (DI) & EMR Medical Informatics Fellow 2027
Department / Division	RCH Digital Innovation Team
Classification	As per Victorian Public Health Sector (AMA Victoria) Doctors in Training – Multi Enterprise Agreement
Position reports to	Consultant - Medical Informatician
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

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

ROLE PURPOSE
The DI & EMR team sits in the Digital Portfolio within the Digital and Allied Health Division. The Digital and Allied Health Division leads the hospital's digital transformation agenda, and is responsible for the implementation, optimisation and governance of digital health technologies, including the Electronic Medical Record, artificial the RCH Patient Portal, intelligence clinical solutions and virtual care platforms.

The Digital Innovation & EMR (DI&EMR) team is led by the Chief Clinical Information Officer (CCIO). The team comprises CXIOs across the professional craft groups (medical, nursing, allied health and pharmacy), clinical informaticians, clinical analysts, educators and digital health partners. The team works with RCH leadership, staff, consumers and Parkville precinct partners to optimise the EMR, deliver digital innovation and education programs, and ensure digital systems support safe, effective and family-centred paediatric care.

The medical informatics fellow works as part of the DI & EMR team to assist with delivery of EMR education and educational support to new medical staff at RCH and to assist medical staff using the EMR to optimise their efficiency. The position will also advise the education team on the EMR medical curriculum and delivery of education.

The role will also provide opportunities to work with our DI Consultants – Medical Informatics to deliver optimisation projects and digital initiatives. Both of these key domains will provide increasing familiarity and skills in working with the EMR.

KEY ACCOUNTABILITIES

Informatics Development (under supervision)

- Participates in a structured informatics program, with learning objectives agreed with the Consultant - Medical Informatician - at the commencement of the rotation and reviewed regularly
- Develops foundational knowledge of EMR build, clinical workflows, and the governance processes for EMR change at RCH
- Shadows and supports the consultant-medical informatician across optimisation, education and governance activities
- Undertakes relevant informatics learning (e.g. Epic training, short courses, precinct education opportunities) as agreed within the development plan

EMR Support and Optimisation

- Provides at-the-elbow EMR support to colleagues, particularly during onboarding, upgrades, downtimes and go-lives
- Assists with testing of EMR upgrades, new features and workflow changes
- Gathers and channels feedback, issues and improvement ideas from end users to the informatics team
- Contributes to workflow reviews and small-scale optimisation projects as delegated by the consultant-medical informatician
- Acts as a digital champion and first point of contact for EMR questions within their home clinical area

Education

- Assists in the delivery of EMR training and optimisation sessions for doctors, in collaboration with the EMR Educator
- Supports new starters (JMS/SMS) with EMR orientation in the clinical setting
- Contributes frontline insights to the development and review of education content

Clinical Practice

- Maintains concurrent clinical duties in an adjacent clinical role, delivering safe, family-centred care in line with RCH standards
- Applies informatics learning to clinical practice, modelling efficient and safe EMR use for peers
- Identifies opportunities where technology and data could improve care delivery in their clinical area and raises these with the informatics team

Data and Evaluation

- Develops foundational data literacy, including use of EMR reports and dashboards relevant to clinical practice
- Assists with collection of data and feedback for evaluation of education and optimisation activities
- Participates in evaluation of projects and improvement initiatives as directed

Professional Development and Teamwork

- Actively participates in supervision, mentoring and feedback with the Medical Informatician
- Completes an end-of-rotation reflection/portfolio summarising informatics learning and contributions
- Contributes positively to the DI & EMR Team and to a culture of curiosity and continuous learning
- Shares learning with peers, including future fellows, to support continuity of the rotational program

QUALIFICATIONS AND EXPERIENCE

Essential:

- MBBS or equivalent
- Minimum of 4 years of clinical experience, with a current clinical JMS role at RCH
- Competent, confident user of the Epic EMR in daily clinical practice
- Demonstrated interest in digital health, informatics, or quality improvement

Desirable:

- Experience supporting peers or students with EMR use (e.g. super user, EMR liaison)
- Participation in unit-based quality improvement, audit or education activities

KEY SELECTION CRITERIA

- Concurrent medical role at RCH
- Demonstrated experience in junior medical workflows relating to the EMR
- Ability to present to groups of people
- Experience in motivating and managing teams from a delivery and performance perspective including an ability to develop skills and capabilities of others
- Demonstrated basic knowledge of EMR tools and functionality
- Basic skills in workflow review and design
- Developing experience and knowledge of the EMR environment including application, infrastructure and end user devices
- Broad experience and knowledge of other health care applications used at RCH
- Ability to present technical concepts in simple and understandable terms so as both technical and non-technical audiences gain an understanding
- Well-developed organisational skills and ability to manage conflicting priorities in order to meet deadlines
- Highly developed analytical and innovative problem solving skills
- Strong interpersonal skills and excellent oral and written communication skills
- Competent in the use of MS Teams, Word, Excel and Powerpoint for both education and project work

Highly Desirable

- Experience in managing complex work environments and conflicting stakeholder interests
- Demonstrated experience in service improvements and evaluation
- Proven leadership capabilities and strong stakeholder management skills with particular emphasis on facilitating, influencing, negotiating and gaining consensus

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 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

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.

Position description last updated

July 2026