



Position Description

Position title	Director - Interprofessional Learning
Department / Division	Education Hub
Classification	Manager & Administrative Officer AO99
Position reports to	Executive Professional Chief – tba
No. of direct & indirect reports	Direct 12 Indirect 9
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 CONTEXT

The Education Hub brings together Digital learning, Simulation, Outreach and Collaborative Practice educators to deliver innovative, interprofessional teaching and learning programs that enable The Royal Children's Hospital (RCH)

to deliver the best care to children and adolescents. The Hub is a collaboration between The Royal Children's Hospital Melbourne (RCH) and its education partner, the University of Melbourne, Department of Paediatrics (UoMDoP), supported by The Royal Children's Hospital Foundation (RCHF).

The Education Hub works with and supports discipline-based hospital education teams including Medical, Nursing and Allied Health, in addition to supporting corporate departments in their educational needs. The Education Hub also works with hospitals and facilities across the state to improve paediatric care beyond the walls of RCH, working collaboratively alongside other hospital teams such as Paediatric Infant Perinatal Emergency Retrieval (PIPER). The work of The IPL Hub focusing on supporting the RCH strategy by driving innovation for continuous improvement in education and learning to enable translation in clinical paediatric care by building the skills and capability for a Learning Health System (LHS). A LHS aims to integrate improvement science and clinical data to underpin a philosophy and action in continuous learning and improvement, leading to a culture of learning for whole of organisation.

ROLE PURPOSE

The Director of Interprofessional Learning will provide overall leadership to the RCH Education Hub, including the Digital Education, Simulation and Outreach teams, working across both RCH and with key partners including the UoM,DoP. This position also maintains a 0.1 eft with the Department of Paediatrics, University of Melbourne.

The role will contribute strategic, operational and educational expertise to the development, implementation and establishment of a learning health system (LHS) model at the RCH. A key requirement of the role is collaboration and engagement with a broad range of internal and external stakeholders to understand clinical improvement priorities and to develop and embed a culture of education, evidence and innovative that is able to respond to these needs.

KEY ACCOUNTABILITIES

Leadership and management

- Lead the education of a LHS model at the RCH, to embed the framework for a learning organisation which will drive sustainable improvements in care.
- Oversee the ongoing development and evolution of the LHS to ensure strategic alignment, utilising the expertise of Melbourne Children's Campus partners (e.g. UoMDoP).
- Build the evaluation and research capability of the Education Hub, to support a culture of evidence-based practice and data-informed decision-making and improvement.
- Ensure that the development and implementation of Education Hub programs, activities and/or resources are evidence-based, consumer-informed, sustainable and clearly aligned to the strategic objectives of the organisation and grant funding deliverables.
- Contribute to the delivery of teaching/learning and education program activities (as required).
- Support the development of research education pathways, in collaboration with the UoMDoP and Murdoch Children's Research Institute (MCRI) and other key academic partners.
- Engage in the design, conduct and reporting of education research relevant to the Education Hub and LHS model.
- Provide leadership to Education Hub staff to ensure optimal team performance, delivery of the program's workplan and a strong improvement science focus.

- Develop strong partnerships with key internal and external stakeholders to support program operations.
- Provide advice and recommendations to the RCH Executive and/or other senior internal stakeholders, on issues of operational governance specific to the delivery of advanced therapies.

Financial management

- Manage program expenditure within budget.
- Develop business plans/workflows for financial sustainability and cost recovery.
- Oversee the generation of invoice to support cost recover
- Assist with financial reconciliation and reporting against grant funding.
- Scope and action opportunities to generate or source funding

Communication and interpersonal skills

- Work closely with Education Hub and LHS stakeholders and other clinical departments, research groups and quality improvement teams to ensure the delivery of key strategic work priorities and general team operations.
- Maintain professional, timely and clear communication with Education Hub program team members and internal and external stakeholders.
- Actively participate in and contribute to team meetings, and other meeting forums (as required), including the RCH Education and Learning Committee and chairing the Education Hub Steering Group.
- 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 Executive.
- Support a flexible, collegial and productive working environment.

Continuous improvement

- Actively identify, initiate and implement continuous improvement activities to support process improvement and the continued growth and development of the Education Hub and LHS, in collaboration with Melbourne Children's Campus partners and other key stakeholders.
- Participate in informal/formal reviews of governance and operations, as directed by the Executive.
- Apply critical thinking to address systems-level challenges and the changing demands of the work environment.

Professional and ethical practice

- Contribute to a positive and professional work culture and lead by example via all communications, actions and behaviours.
- 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 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).

Other

- Adhere to all Occupational Health and Safety requirement of the role and workplace, including if/when working remotely.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Current Registration with relevant national board, as administered through AHPRA (allied health, or nursing/midwifery and/or medical/health sciences)
- Recognised postgraduate qualification in education, research, leadership and/or health management (or significant progress towards) or recognised equivalent industry experience
- Demonstrated experience in leading large-scale programs and/or projects specific to interprofessional education and hospital/health service contexts
- Significant previous experience in project design and management in healthcare contexts
- Demonstrated skills in improvement science, knowledge translation and change management
- Demonstrated experience and skills in budget development, financial management and expenditure controls
- High-level written and verbal communication skills, including stakeholder management, negotiation and conflict resolution skills
- Demonstrated proficiency in various information technology platforms and systems, including Microsoft Office and Teams

Desirable:

- Previous experience in working within a large public healthcare setting
- Evidence of academic outputs in education, implementation science and/or knowledge translation research

KEY SELECTION CRITERIA

- Demonstrated senior operational leadership experience specific to hospitals, health services and/or university settings
- Demonstrated financial management skills, including budget development, management and controls
- Demonstrated commitment to the provision of high-quality patient care and outcomes
- Highly developed written and verbal communication, interpersonal and stakeholder management skills
- Demonstrated ability to build individual and team performance capabilities
- Demonstrated skill and expertise in program and project management with clear impact
- Highly developed organisational, planning and time-management skills
- Demonstrated proficiency in various information technology platforms, systems and solutions

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

January 2025