



Position Description

Position title	Otolaryngology Consultant	
Department / Division	Otolaryngology, Surgery	
Classification	In accordance with the Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2026	
Position reports to	Director, Department of Paediatric Otolaryngology	
No. of direct & indirect reports	N/A	
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

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

To provide Paediatric Otolaryngology and Head and Neck Surgery services at the Royal Children's Hospital. The conditions treated and the surgery involved includes the full spectrum of Paediatric Otolaryngology disorders.

- Develop standardised models of care for common Paediatric Otolaryngological conditions
- Assist in clinical collaboration with colleagues to develop a sustainable regional service
- Be responsible for medical student and other post-graduate teaching especially in the supervision of Advanced Trainees in Otolaryngology and the Otolaryngology Fellows
- Conduct research: there are opportunities supported through the Murdoch Children's Research Institute (MCRI) for basic science research, as well as clinical research through the Royal Children's Hospital and the Melbourne Children's Clinical Trials Centre
- Partake in the on-call roster on both weeknights and weekends

KEY ACCOUNTABILITIES

Direct clinical care

- To lead by example in delivering high quality clinical care for children and adolescents using RCH services
- To actively participate in clinical meetings and respect the confidentiality of these meetings
- To ensure that consultations, treatment plans and other aspects of care delivered are rigorously documented to support ongoing care and communication, and to meet medicolegal requirements
- The Otolaryngologist will work at the Royal Children's Hospital and also be credentialed at the Royal Women's Hospital for assessment of certain patients. He or she will be working under the Codes of Conduct for these two hospitals.

Practice improvement, research and service development

- To promote and maintain exemplary standards of clinical practice to ensure the provision of high-quality services to patients
- To participate in the development, implementation and revision of treatment protocols and clinical guidelines to promote and ensure best practice standards.
- To participate in service planning, for the development and setting of targets, resource requirements and improvement in priorities for the Department
- To work collaboratively with other Consultants to facilitate clinical service improvement through clinical audit and research.
- To ensure that consumer input is welcomed and encouraged.

Education, training and professional development

- To ensure awareness of clinical experience and proficiency of Junior Medical Staff delegated to deliver care and provide direct supervision as necessary
- To participate in clinical teaching of Junior Medical Staff and medical students
- To assist in the instruction and professional development of postgraduate and undergraduate students of all health professions and disciplines
- To maintain personal qualifications in accordance with continuing certification requirements of the Australian Health Practitioner Regulation Agency, and the Royal Australasian College of Surgeons • Participate in multi-disciplinary quality control meetings for patients
- There are opportunities for research, both clinical and laboratory, and the Otolaryngologist is encouraged to do research to advance the knowledge of Paediatric Otolaryngology, and to write papers and attend conferences.

- Conduct these duties in an efficient, cost-effective manner, ensuring that all relevant documentation is completed, and minimising the degree of inconvenience to the patient.

Collaboration with other Departments

- Maintain a close working relationship with other Departments but especially with:
- Department of Anaesthesia and Pain Management
- Intensive Care Unit
- Neonatal Care Unit
- Respiratory Medicine
- Speech Pathology
- Audiology

QUALIFICATIONS AND EXPERIENCE

Specialty surgical training in Otolaryngology with FRACS qualification or equivalent. Additional post fellowship experience in Paediatric Otolaryngology is desirable.

Essential: FRACS Otolaryngology Head and Neck surgery.

Desirable: Post Fellowship specialty training in Paediatric Otolaryngology.

KEY SELECTION CRITERIA

- Excellent interpersonal, communication and presentation skills
- Ability to build and maintain working relationships with a variety of stakeholders
- Ability to work both autonomously and as part of a team
- Highly developed organising and planning skills with the ability to change priorities accordingly
- Experience in the subspecialty of Paediatric Otolaryngology Head and Neck Surgery
- Knowledge of the unusual Otolaryngology conditions found in tertiary paediatric hospitals

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
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