

## Position Description

<b>Position title</b>	Adolescent Medicine Fellow
<b>Department / Division</b>	Department of Adolescent Medicine
<b>Classification</b>	HM25- HM30
<b>Position reports to</b>	Head of Department
<b>No. of direct &amp; indirect reports</b>	1
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	<p><b>A</b></p> <p>Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.</p> <p>Category B - works in a patient facing setting but rarely or unlikely to have contact with blood or body fluids (or aerosols without PPE)</p> <p>Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently</p>

<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>
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The Department of Adolescent Medicine provides care and management to adolescents and their families via a range of specialist multidisciplinary services including the Gender Service, Eating Disorders Service, Chronic Illness Peer Support (ChIPS), Young People's Health Services and inpatient and outpatient medical service.

The Adolescent Medicine Fellow(s) work(s) as part of the Department's medical team to:

- Provide high quality, evidence based clinical services for young people and their families
- Contribute to leadership and training of junior medical staff and medical students
- Participate in clinical governance within Department services

This is a training position with a mix of clinical service, education, research and administrative responsibilities. The clinical service components are predominantly at the Parkville campus, with some additional service provision offsite. Depending on seniority and experience, there is the opportunity for the Fellow to work as a Junior Consultant in a supervised capacity. The twelve month term gives the opportunity for the Fellow to gain experience in longitudinal outpatient follow up and administrative duties associated with consultant level, represent junior medical staff on RCH committees and make a significant contribution to research and teaching paediatric medicine to both undergraduate and postgraduate students.

## KEY ACCOUNTABILITIES

### Clinical services

- Use a multidisciplinary approach to providing excellent medical services for inpatients and outpatients in partnership with other medical staff and nursing, allied health and administration staff.
- Manage inpatients admitted under Adolescent Medicine team whilst on ward service.
- Deliver services in 'high risk' settings, as negotiated with the supervisors and medical team (Young People's Health Service, Victorian Aboriginal Health Service)
- Coordinate treatment plan for patients, communicating these to all relevant care team members.
- In consultation with Head of Department, Administration Co-ordinator and relevant teams triage referrals to the Department including seeking further details from referees and redirecting unsuitable referrals

### Compliance and governance

- Responsible and accountable for medical decision making under supervision of consultants.
- Operate within the professional scope of practice according to classification.
- Maintain professional registration requirements.
- Participate in clinical governance at the Department of Adolescent Medicine, consistent within the RCH Clinical Governance Framework.

### Information and data management

- Maintain accurate and up to date patient medical files that record clinical decisions including diagnosis, treatment plans, complications, co-morbidities, procedures performed and reports (via the EMR)
- Prepare medical reports for a range of stakeholders detailing assessment outcomes and recommendations for treatment and management.

- Attend professional meetings and committees representing the Department of Adolescent Medicine and Royal Children's Hospital as required and report on outcomes.

#### **Quality and safety management**

- Participate in medical service improvements across the Department of Adolescent Medicine.
- Contribute to the development and review of policies and procedures relating to care and management of adolescent patients at the RCH.
- Contribute to case conferences, peer review meetings and seminars.
- Adhere to the professional code of conduct as a medical fellow.

#### **Education and training**

- Contribute to junior medical staff education through on the job teaching, informal feedback and debriefing.
- Assist with the medical student teaching programme for students from the University of Melbourne including the Hands on HEADSS program.
- Contribute to the review of clinical guidelines in consultation with medical and other health staff.
- Organise and host weekly clinical education meetings.

#### **Leadership**

Provide supervision of Junior Medical staff as part of inpatients and outpatients duties and provide more extensive supervision to specific Fellow or junior medical staff member as negotiated with team.

### **QUALIFICATIONS AND EXPERIENCE**

This position is usually filled by a senior Advanced Trainee in Paediatrics. It is an ideal position as a bridge from a trainee paediatric position to consultant paediatric practice. Preference is given to applicants who have completed their advanced training

- Medical degree (registrable in Victoria)
- Advanced trainee (FRACP) having passed both the written and clinical exams
- Experience in adolescent and/or outpatient health services highly desirable

### **KEY SELECTION CRITERIA**

#### **Clinical services**

- Demonstrated knowledge of adolescent development and practicing from a developmental perspective.
- High level clinical medical skills relevant to adolescent medicine.
- Ability to apply principals of evidence based medicine
- Able to work independently, as part of a multi-disciplinary team and in collaboration with other teams.
- Ability to engage young people and their families in processes that promote positive health outcomes.
- Experience in working with vulnerable young people who may engage in high risk and anti-social behaviours

- Management of medical emergencies.

#### **Compliance and governance**

- Understanding of the concept of clinical governance
- Thorough understanding of the accountabilities of advanced trainee medical staff in acute and community settings

#### **Information & Data Management**

- Moderate to High level computer skills in word processing packages and data entry systems including Microsoft Office program suite (Word, Excel, Power Point Presentation and Outlook).

#### **Quality and safety management**

- Knowledge of risk management and quality improvement in relationship to child and adolescent healthcare, patient safety, clinical governance.
- Ability to work in alignment with organisational policy and procedures.
- Demonstrated understanding of financial planning and management and employee relations.

#### **Education and training**

- Experience in supervision of junior medical staff
- Demonstrated commitment to continuing professional development.
- Commitment to promoting adolescent medicine as a career path

#### **Leadership**

- Able to motivate, support and assist colleagues towards accomplishing goals and tasks.
- Good communication (interpersonal and written) skills.

#### **Desirable**

- Knowledge of psycho-pathology, disruptive behaviour and forensic presentations.
- Research training and experience in undertaking clinical research.

#### **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

May 2023