**Position Description**

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| **Position title** | Allergy & Immunology Fellow/Registrar |
| **Department / Division** | Allergy & Immunology, Division of Medicine |
| **Classification** | As per: AMA – Victoria – Victorian Public Health Sector – Doctors in Training Enterprise Agreement (2022 - 2026) |
| **Employment Status** | Full-time |
| **Position reports to** | Dr Joanne Smart, Director |
| **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. |

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| **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](http://www.rch.org.au) |

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| **ROLE CONTEXT** |
| The Department of Allergy and Immunology delivers the highest quality clinical care to children and families with allergic and immune disorders and plays a vital role in increasing awareness, understanding and knowledge of allergic and immune disorders in the community and health professionals through education, teaching and training. We play a leadership role in the development and improvement of health care policies and guidelines related to allergic and immune disorders, and also actively identify and pursue research priorities to prevent and improve management of these conditions. |

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| **ROLE PURPOSE** |
| The Allergy and Immunology Registrar/Fellow provides inpatient, outpatient, and day medical care of children with allergic and immunological disorders, under the supervision of Senior Specialists within our Department.   * **Inpatient** care involves day to day care of patients admitted to RCH under Allergy and Immunology and consultation of patients admitted under other medical/surgical units. * **Outpatient** care involves care of patients referred to Allergy and Immunology Specialist Clinics and clinical liaison with patients, families, and caregivers in the community. * **Day Medical** care involves performing and/or supervising Allergy and Immunology medical procedures. * **Participate** in the On-Call roster as required. |

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| **KEY ACCOUNTABILITIES** | |
| **Major activities** | **Performance measures** |
| **Clinical duties**   * Allergy-Immunology Outpatient clinics (2 - 3 clinics per week). * Undertake clinical assessment, investigation and management of patients referred to Allergy & Immunology * Perform and interpret skin prick tests and interpret immune function tests as required, under consultant supervision. * Day procedures * Oversee challenges (eg food, drug) and immunotherapy/desensitisation, under consultant supervision. * Perform and interpret intradermal tests as required, under consultant supervision. * Clinical review of Allergy-Immunology patients in the Day Medical Unit as required, including patients receiving Intravenous Immunoglobulin Infusions * Day-to-day clinical care of Allergy-Immunology ward inpatients, under consultant supervision. * Perform consultations, under consultant supervision, on ward and Emergency Department patients referred to the Department of Allergy & Immunology. * Participation in the 'on call' Allergy/Immunology roster may be required * May be required to participate in the Hospital at night medical lead roster (3-5 nights –1-2 times per year) | * Consultant assessment (including FRACP supervisor assessments) and feedback * Audit of outpatient clinic letters, challenge reports, inpatient discharge summaries and intradermal tests performed * Feedback from patients/families and staff |
| **Multidisciplinary Meetings**   * Attend, participate and present at Multidisciplinary Clinics and Meetings with other departments as required including: * Bone marrow transplant * Respiratory * Gastroenterology * Rheumatology * Adolescent transition | * Attendance and contribution * Feedback from staff |
| **Departmental and Educational Meetings**   * Attend, participate and present at departmental and educational meetings as required | * Attendance and contribution * Consultant assessment (including FRACP supervisor assessments) and feedback |
| **Teaching and Research**   * Participate in Departmental audit activities. * Assist with Departmental teaching as required e.g. teaching medical students, junior medical staff and nurses. * Perform a research project under the supervision of an Allergy-Immunology department consultant. | * Successful completion of Departmental audit and research projects * Feedback from medical students and staff |

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| **QUALIFICATIONS AND EXPERIENCE** |
| * Eligible for medical registration in Australia * At least 3 years’ experience in a formal paediatric training program * Successful completion of the FRACP examinations or equivalent |

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| **KEY SELECTION CRITERIA** |
| The post requires efficient multitasking, excellent organisation skills and effective liaison between many different healthcare workers. The successful candidate must remain committed to learning, quality, patient care and improving outcomes, despite competing demands. |

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| **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. |

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| **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.** |

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| **Position description last updated** | **April 2025** |