

Position Description

Position title	Fellow – Clinical Practice Guidelines (CPG Fellow)
Department / Division	General Medicine
Classification	HM25-30
Position reports to	A/Prof Mike Starr and Dr Kate Harding
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 <i>a world where all kids thrive</i>. 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 RCH Clinical Practice Guideline (CPG) Development Group develops and maintains CPGs on behalf of the Paediatric Improvement Collaborative (PIC). The PIC is a national collaborative whose aim is to improve care and to reduce unwarranted variation in clinical care for children. This is supported via the development, endorsement, publication, and promotion of evidence-based paediatric CPGs that outline best practice clinical management of high volume and/or high risk paediatric clinical conditions. They are developed by a multidisciplinary team of practising clinicians, based on the available evidence and consensus, to assist clinicians with decisions about appropriate healthcare for children and young people. The role of the CPG Fellow is to work with the CPG Development Group, and to be directly involved in the development, review and maintenance of CPGs. This includes assisting CPG authorship teams and preparing, leading and documenting CPG Committee meetings. The Fellow will work independently and as part of the group. There is a strong focus on engaging with stakeholders, and reviewing the literature and existing guidelines, to develop and revise CPGs.

ROLE PURPOSE
The role of the CPG Fellow is to work with the CPG Development Group, and to be directly involved in the development, review and maintenance of CPGs. This includes assisting CPG authorship teams and preparing, leading and documenting CPG Committee meetings. The Fellow will work independently and as part of the group. There is a strong focus on engaging with stakeholders, and reviewing the literature and existing guidelines, to develop and revise CPGs.
KEY ACCOUNTABILITIES
Directly report to CPG Consultants and: • Attend/lead twice monthly CPG Committee meetings (held on 1st Thursday and 3rd Wednesday - afternoons) • Attend/lead fortnightly CPG Team meetings (Thursdays) • Assist in audits and projects to improve adherence to CPGs • Assist in engagement with local clinicians and networks to support CPG development • Assist in providing regular reports to the RCH and PIC • Work collaboratively with the RCH CPG Development Group Clinical Practice Guidelines: • Oversee the development of CPGs on behalf of the CPG Development Group, including providing oversight and guidance to CPG authors • Write, revise and edit CPGs • Liaise with relevant subspecialists and other stakeholders to ensure that CPGs are developed based on current best practice and with reference to available published evidence • Ensure CPGs are developed using the approved CPG Development Group process and timelines • Direct involvement with preparing, leading and documenting CPG Committee meetings • Provide medical/technical advice regarding publication of CPGs • Maintain CPG reports and documentation, in relation to the allocation of CPGs, status of reviews, checklists and references
QUALIFICATIONS AND EXPERIENCE
Essential • MBBS or equivalent, and participating in a speciality training program • Prior experience in clinical paediatrics and/or paediatric emergency medicine • Must be eligible for registration with Australian Health Practitioner Regulation Agency (AHPRA) Desirable • Experience in clinical guideline development • Experience in audits and/or systematic reviews of evidence • Prior involvement in RCH/PIC CPG processes
KEY SELECTION CRITERIA
Successful applicants will demonstrate: • Potential to develop as an author and editor of clinical practice guidelines • Highly developed analytical skills • Ability to work independently and with multidisciplinary teams • Excellent professionalism and work ethic

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	September 2025