

Position Description

Position title	Registrar- Medical Education
Department / Division	Medical Education
Classification	HM25 - HM30
Position reports to	Director, Medical Education
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 Medical Education team develop and oversee organisational orientation arrangements and targeted educational opportunities for all junior medical staff (JMS). Formalised orientation sessions ensure that all JMS have the necessary training and support to safely and effectively commence work at the RCH, with the two largest cohorts being February and August each year. Ongoing JMS education programs are conducted throughout the clinical training year, including weekly teaching for junior resident medical officers (JRMOS), a podcast series for registrars, skills training and clinical simulation.

ROLE PURPOSE
The Medical Education Registrar works under the guidance of the Director, Medical Education and alongside the Medical Education Lead and Medical Education Officer. The Registrar has an important role in reviewing, planning and developing teaching curriculum for JMS, as well as contributing to orientation (including EMR training) and skills teaching. Support and engagement with JMS are a key focus of the role, particularly in the context of new training requirements aligned to the AMC National Framework for Prevocational Training.
KEY ACCOUNTABILITIES
Education & Training - Assist the Medical Education team in the planning, review and evaluation of JMS curricula and teaching initiatives. - Support the delivery of targeted educational initiatives specific to JMS, utilising innovative teaching strategies. - Assist in the development of the Advanced Trainee podcast series - Paediatric Pearls. - Demonstrate an awareness of the various training pathways applicable to JMS at the RCH. - Ensure compliance with the requirements of the AMC National Framework for Prevocational Training, RACP basic paediatric training requirements, other specialist medical college training requirements and organisational accreditation standards specific to education/training. - Contribute to the supervision and assessment of prevocational trainees as per the requirements of the AMC National Framework for Prevocational Training. Teamwork & Collaboration - Work effectively and collaboratively as part of the Medical Education team. - Ensure effective and timely communication with other staff Health values - Respect gender and cultural diversity, and recognise that the values, customs and beliefs of others may differ from your own. - Challenge personal and team cultural assumptions, demonstrating culturally safe and sensitive practice. Professional, Ethical and Legal Approach - Contribute to a positive and professional work culture and lead by example via all communications, actions and behaviours. - Uphold the values outlined in the RCH Compact and other RCH policies, procedures and guideline documents (as relevant). - Be aware of the ethical and legal requirements of the role, including complexities related to medical practice, and adhere to the Medical Board of Australia's code of professional conduct, ethics and guidelines. - Adhere to agreed document management and cyber-security practices (including aligned regulatory/legislative requirements). - Prioritise workload appropriately and complete tasks in a self-directed manner. - Participate in team meetings and provide assistance to other team members when able or when requested. - Maintain a positive image and uphold the reputation of RCH at all times. Lifelong Learning - Identify professional development needs, and plan and implement strategies for achieving them. - Regularly seek and participate in two-way feedback of own performance. - Achieve and maintain competency in relevant skills in line with organisational requirements relevant to the role, including all mandatory training requirements.

Continuous quality improvement

- Demonstrate a solid understanding of systems-approaches to continuous quality improvement, including the role of organisation-wide accreditation via the Australian Commission of Safety and Quality in Health Care's (AHSQHC) - National Safety and Quality Health Service (NSQHS) Standards.

Other

- Adhere to all occupational health and safety requirement of the role and workplace, including if/when working remotely.
- Complete other duties as directed consistent with the individual's skill level and classification.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Recognised undergraduate or graduate entry qualification in medicine and surgery
- Enrolment in a specialty medical training program
- Eligibility for general registration as a medical practitioner with the Australian Health Practitioners Regulation Agency (AHPRA) at the commencement of clinical training year
- Previous experience in clinical paediatrics
- Concurrent employment in an RCH clinical role

Desirable:

- Experience in medical education design and delivery
- Formal qualifications in medical education

KEY SELECTION CRITERIA

- Eligibility for general registration as a medical practitioner with the Australian Health Practitioners Regulation Agency (AHPRA) at the commencement of clinical training year
- Well-developed communication and interpersonal skills with demonstrated ability to work in a team environment
- Well-developed self-management and organisational skills, and evidence of personal resilience
- High level professional and ethical behaviour
- Demonstrated interest in clinical teaching and the development of medical trainees

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

October 2025