

POSITION DESCRIPTION

Position Title	Cleft and Craniofacial Fellow		
Unit / Branch	Department of Plastic and Maxillofacial Surgery		
Classification	HM25 – HM30	Employment Status	Full-Time, fixed term
Position reports to	Head of the Department, and all Department Consultants		
Location	The Royal Children's Hospital, Flemington Road, Parkville		
Position Contact	Head of the Department		

The Royal Children's Hospital

The Royal Children's Hospital (RCH) has cared for the children and young people of Victoria since it was founded in 1870. As a tertiary and quaternary centre, the RCH cares for the most critically ill and medically complex paediatric patients in Victoria. In addition to providing a full range of clinical services, the hospital also supports many health promotion and prevention programs. With more than 6,000 staff, 12 wards and 350 beds, the RCH is the major specialist paediatric hospital in Victoria, and also provides care for children and young people from Tasmania, southern New South Wales and other states around Australia and overseas.

We are the state's busiest paediatric Emergency Department, often experiencing more than 300 presentations on any given day. The RCH is committed to working with health services across the state and plays a significant role in many critical state and nationwide services. We work collaboratively with hospitals to deliver the right care, in the right place, at the right time, for the benefit of all Victorian children. The Royal Children's Hospital is committed to the safety and wellbeing of all children and young people. Click here for further information on our Commitment to Child Safety: <http://www.rch.org.au/quality/child-safety/>

In April 2016, the RCH became the first Australian hospital to implement the world-leading 'Epic' electronic medical record (EMR). RCH has a strong focus on supporting the successful delivery of the Parkville Connecting Care program – a shared EMR with the Royal Women's Hospital, The Royal Melbourne Hospital and Peter MacCallum Cancer Centre. The RCH is located within the Melbourne Biomedical Precinct, which is home to more than 45 world-class biomedical organisations, with collectively more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region.

Further information on the RCH including the new RCH Strategic Plan 2019-21 Great Care, Everywhere is available at www.rch.org.au

ROLE PURPOSE

To develop clinical skills in both medical and surgical management of the complete range of paediatric plastic surgery conditions, together with acquisition of management and research skills to enable the fellow to take up a position as a consultant in paediatric plastic surgery on completion of his / her fellowship.

KEY ACCOUNTABILITIES

To improve the health outcomes of children and young people with congenital, acquired or traumatic deformities requiring reconstruction. This is done through innovative clinical care, basic science and outcome research, teaching and training.

- The fellowship is primarily orientated towards Craniomaxillofacial surgery, although a full range of paediatric plastic surgery is covered including hand, microvascular and facial reanimation procedures.

- The fellow will conduct rostered theatre lists, undertake care of inpatients, both elective and non-elective, and assess referrals from the Emergency department and other hospital departments both in hours and after hours. Successful applicants (fellows) have the opportunity and are encouraged to observe and participate in operating theatres and clinics of all disciplines within the department.
- The fellow is also expected to complete a research project during the fellowship. This research project can be clinical, basic science or translational research.

QUALIFICATIONS AND EXPERIENCE

- Post Graduate Plastic Surgeon
- Completion of Plastic Surgery training

KEY SELECTION CRITERIA

- **Inpatients** conduct rostered operating lists under the supervision of a consultant; assume responsibility for the immediate pre-operative assessment and post-operative care of the patient; manage the day-to-day care of all patients admitted under the Plastic Surgery department, and those referred to the department requiring ongoing involvement. Report any untoward outcome to the responsible consultant, and also communicate daily with the responsible consultant regarding the general progress of all patients on a seven day a week basis; assess all emergencies and referrals to the Plastic Surgery Department from other departments, and discuss management with responsible consultant; conduct all of the above in an efficient, cost-effective manner, ensuring that all relevant documentation is completed, and minimise the degree of inconvenience to the patient.
- **Outpatients** Conduct outpatient clinics when required, and where a consultant is not present, communicate with a consultant regarding any major management decisions.
- **Administrative Tasks** Discharge summaries: when required oversee correct completion of discharge summaries by Resident particularly in relation to DRG coding aspects; Other: provide letters and reports as require, communicate directly with hospital and external physicians regarding the care of patients where appropriate, communicate with patients in response to enquiries.
- **Departmental Meetings** weekly ward rounds, radiology meeting, clinic-path conference, ortho-plastic conference, journal club meetings, and other meetings as initiated by consultants or Head of Department.
- **Departmental Training Activities** assisting with and conducting operations; attendance at conferences / seminars / research meetings as directed by consultants or Head of Department; informal sessions based on discussions regarding the care of individual patients.
- **Communication / Lines of Responsibility** the fellow is responsible to the Consultant in charge of the particular patient and to the Head of Department (Head of Department – Department Consultant – Fellow – Registrar – Resident).
- **People Management** the clinical role of the fellow and registrar clearly overlap; however, the fellow should act as an adviser and mentor to the registrar (and also resident); the fellow and registrar are expected to interchange their clinical duties to ensure that both training and patient care is optimal.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

Potential employees will be required to undertake a National Criminal Record Check and a Working With Children Check.

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 actively promote and celebrate our diverse team*
- *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 to others, because I want to make the best decision*

Potential employees will be required to undertake a National Criminal Record Check and a Working With Children Check.

QUALITY, SAFETY AND IMPROVEMENT

RCH Employees are required to:

- Act in accordance and comply with all relevant Safety and Quality policies and procedures
- Participate in and contribute to quality improvement programs and commit to RCH Values
- Comply with the Requirements of the National Safety & Quality Health Service Standards
- Comply with all relevant clinical and/or competency standards
- Comply 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, all members of the LGBTQI community and people with disability.

Date Position Description was last reviewed	February 2020
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Signature: _____

Date: _____