

Position Description

Position Title	Fellow		
Unit / Branch	Ophthalmology		
Classification	HM25 – HM30	Employment Status	Fixed term, Full-time - 43 hours per week
Position reports to	Director – Troy Lim Joon		
Location	The Royal Children's Hospital, Flemington Road, Parkville		
Position Contact	Giuseppina Di Gregorio – 03 9345 6347		

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

The purpose of this position is to:

1. Gain specialised knowledge and skills in the provision of paediatric ophthalmic care under the supervision of the consultant staff of the Royal Children's Hospital
2. Gain experience in teaching and supervision of junior staff
3. Become involved in clinical audits and research projects.

KEY ACCOUNTABILITIES

In patients

Day Patients:

- Pre-operative assessment.
- Surgical care (under direction of consultant)
- Supervise discharge (including completion of all relevant hospital documentation).

Emergency Patients:

- Assessment at admission.
- Surgical care (as directed).
- Daily review and discussion with responsible consultant.
- Supervise discharge process (as above).
- Coordinate inpatient consultation service and liaise with consultant staff

Outpatients

- Fellow's outpatient practice is more independent than the registrar's. Regular discussion of patients seen with the appropriate Consultant is expected to occur.

Administrative tasks

- Discharge summaries: Complete at time of discharge.
- On call roster for Fellow and Registrars
- Manage theatre lists and theatre waitlist

Departmental meetings

- Attend monthly review meetings and present prepared audits and case studies.

Departmental training activities

- Direct supervision of registrars.
- Department Clinical Review meetings.
- Annual Registrars' seminar.
- Journal Club
- Evening Tutorials

Communication / line of responsibility

- Registrar→Fellow→Consultant→Department Head.

People management

- Considerable role for registrar and resident supervision and mentoring. Other staff relationships are more of a cooperative nature rather than supervisory roles.
- General hospital responsibilities
- Clear and timely communication
- Provision of out of hours on-call service and roster

Performance Measures

- Surgical Log Book
- Clinical interview with supervisor
- Clinical reports from supervising consultants
- Surgical Audit
- Completion of Research Project (publication or presentation)

QUALIFICATIONS AND EXPERIENCE

- MBBS
- Completed 4 years of accredited training and passed RANZCO Part II (or equivalent). On occasions an exception may be made.
- Completed basic ophthalmology resident/registrar training.

KEY SELECTION CRITERIA

- Balance competing demands and conflicting priorities
- Time management and prioritising skills
- A professional demeanour

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*

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 Centered 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	March 2021
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Signature: _____

Date: _____