

Position Description



Position Title	Registrar in Paediatric Dentistry		
Unit / Branch	Department of Dentistry		
Classification	HM25 - HM30	Employment Status	Full time, Fixed term
Position reports to	Director of Dentistry		
Location	The Royal Children's Hospital, Flemington Road, Parkville		
Position Contact	Director of Dentistry		
Risk Category	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.		

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

ROLE PURPOSE

The Department of Dentistry provides clinical care that optimises the oral health outcome of children and enhances knowledge and understanding of the medically and physically compromised child through research, teaching and collaboration with other health care professionals. The department comprises dental specialists in paediatric dentistry, orthodontics, periodontics and prosthodontics and auxiliary staff including dental therapists and nurses.

This registrar position provides the unique opportunity to be involved in the specialist clinical care of in-patient and out-patient children with complex medical and developmental conditions and special needs. Regular duties will include attendance to designated hospital ward rounds and specialist medical units, teaching post graduate students from The University of Melbourne School of Dentistry in the outpatient clinics. The position would suit someone wishing to complete their advanced clinical training requirement for eligibility to sit the Royal Australasian College of Dental Surgeons Special Stream Fellowship examination. The opportunity to focus on a particular client group exists (upon discussion/agreement with the Director of the department).

Purpose:

- To provide ongoing specialist clinical dental care to children with complex medical, developmental and other special health care needs. This includes dental care in an outpatient/ inpatient setting and under general anaesthesia.
- To provide clinical management of acute dento-alveolar trauma as part of an on-call emergency commitment

KEY ACCOUNTABILITIES

Responsibilities:

- To provide a high level of specialist clinical care to children with complex medical, intellectual, physical or craniofacial disabilities;
- In the absence of a consultant, to take responsibility for clinical decision making;
- To be fully informed as to the nature of each patient's medical condition and the implication on oral health and general healthcare;
- To attend the emergency department as required within 60 minutes of being called and keep the on-call consultant fully informed;
- To communicate promptly and effectively with referring practitioners. All new patient referrals should be responded to in writing. In-patient referrals should be followed up by phone or on the in-patient referral forms;
- To be responsible for word processing the professional content of all letters. The departmental secretary may assist in the final formatting and despatching which must be within one week of seeing the patient.

Other responsibilities

- Be aware of and work in accordance with Hospital policies and procedures, including Occupational Health and Safety, Equal Employment Opportunity and Confidentiality;
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach to all interactions;
- Encouraging communication, fostering and developing an effective and cohesive team of staff members, focusing on the provision of a high standard of clinical service;
- Maintaining total confidentiality, inside and outside the hospital for all matters relating to hospital work, hospital staff and patients;
- Taking an active role in the ongoing development of the Department of Dentistry,

participating in departmental activities, e.g. staff meetings, quality improvement projects and other activities as directed by the head of department.

Teaching and Research

- To contribute, on discussion with the Director, to the teaching and training activities in the department, including participation in postgraduate seminars at various times throughout the year.
- To be prepared to give lectures to internal and external stakeholders at the request of the Director.
- To proactively seek opportunities to present clinical and/or research work undertaken within the Department of Dentistry.
- To take an active role in the state and national paediatric dental society activity.

QUALIFICATIONS AND EXPERIENCE

- Degree in Dental Science or international equivalent that is a least provisionally recognisable by the Dental Practice Board of Australia.
- Successfully completed a three-year Masters or Clinical Doctorate programme in Paediatric Dentistry or international equivalent. Such a training programme is expected to conform to the European or American Academy of Paediatric Dentistry Guidelines.
- To have extensive experience in treating young children with complex medical conditions under LA, nitrous oxide sedation and GA
- To have experience in hospital dentistry including the management of medically compromised children and emergency management of acute dento-alveolar trauma.
- Previous experience of clinical teaching would be desirable.

KEY SELECTION CRITERIA

- An interest in the management of children
- To have efficient management skills
- Evidence of previous team leadership experience
- To have excellent interpersonal skills

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	October 2025
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