

Position Description

Position title	Dental Fellow
Department / Division	Dental Department
Classification	HM25-HM30
Position reports to	Director of Dentistry
No. of direct & indirect reports	Full Time, Fixed Term (February 2026 onwards) 1 FTE
Location	The Royal Children's Hospital, Flemington Road, Parkville
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

Each Fellow's program is individually designed, taking previous experience, duration of the proposed appointment and personal aspirations into account. All Fellows are encouraged to actively participate in Department inservice week 1 Mondays, clinical case presentations (Wednesday evening) and research

group meetings (ad hoc). The Fellow's initial position is for a twelve month term but there may be opportunities for this appointment to be extended for a second / third twelve month period.

The Fellow will undertake a substantial clinical audit/research project. He / she will also be responsible for patient care related to the research project. It is anticipated that the Fellow will spend approximately 40% of his /her time in research and 60% in clinical activities.

KEY ACCOUNTABILITIES

1. Research Project (Full time only)

- Undertake a research project, clinical trial or audit in the field of hospital paediatric dentistry
- This research project will be for a minimum of 12 months duration and will be jointly developed and supervised by the Director and dental consultants within the Department of Dentistry
- Develop and maintain an electronic data base for the purpose of the research project, clinical trial or audit, which will remain the intellectual property of the Department of Dentistry
- Fellows are expected to prepare the research project findings for scientific publication in a peer reviewed international journal prior to leaving the Department
- Fellows are expected to present their research findings (oral or poster abstract) at a national or international paediatric dentistry meeting, where possible
- Contribute to other research activities within the department, as directed.

2. Clinical Care

- To provide appropriate and timely clinical care to children referred to the Department of Dentistry within their defined scope of practice
- To provide first on call for the afterhours paediatric dental emergency service. This responsibility may involve attending the hospital out of hours. This duty will be shared with other dental registrars and postgraduate dental officers
- To be prepared to see any additional inpatients referred at short notice from within the hospital, as directed, and to provide timely dental care, as directed
- To take responsibility for being fully informed as to the nature of each patient's medical condition and the implications for oral and systemic health and care
- To communicate promptly and effectively with referring medical and dental practitioners
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions.

3. Management

- To take responsibility for the provision of appropriate electronic patient recordkeeping within Department of Dentistry and The Royal Children's Hospital before leaving the hospital each day
- To work effectively and efficiently within the hospital environment to ensure an appropriate interdepartmental communication and record keeping
- To provide clinical leadership and mentorship to postgraduate dental officers, dental auxiliaries and administrative staff within the Department of Dentistry.

4. Organisational duties

- To take responsibility for co-ordination of those patients under direct care and to communicate appropriately with colleagues, peers and other medical specialists
- To take responsibility for organizing, planning and prioritizing patients on the Dental GA waitlist from a clinical perspective and work well with the clinic coordinator to provide care for these patients.
- Encourage communication to foster and develop an effective and cohesive team of staff members, focussing on the provision of a high standard of clinical service delivery
- Maintain total confidentiality, inside and outside, the hospital for all matters relating to hospital work, hospital staff and patients
- To take an active role in the ongoing development of the Department of Dentistry by participating in Departmental activities e.g. staff meetings, quality improvement projects etc.

5. Workplace Health and Safety

Staff are responsible for observing safety rules and maintaining safe conduct in the performance of their work to preserve the safety, health and welfare of themselves and fellow staff members.

In particular all staff are to:

- Wear RCH ID badges at all times.
- Correct where possible and report to their immediate supervisor, any unsafe situation immediately, including "near miss" accidents
- Be familiar with and observe all safety standards, statutory rules and emergency procedures for the hospitals
- Co-operate with, and participate in, all programmes in order to make the work environment safer and healthier
- Wear and/or use, in the proper manner, protective clothing and equipment appropriate to the job, and use all personal protective devices specified for that job
- To ensure that all personal vaccinations are up to date at all times.

6. Teaching and education

- To take part in paediatric postgraduate clinical and didactic seminars, where possible, at RCH.
- To be prepared to present lectures or seminars within and external to the hospital as directed.

7. Advocacy and leadership

Given the seniority of this position the post holder is expected to take on additional responsibilities in the profession and specialty pertaining to patient advocacy and clinical leadership.

QUALIFICATIONS AND EXPERIENCE

MDSc Paediatric Dentistry or ADC recognised international equivalent, part 1 FRACDS General Stream or completed FRACDS general Stream is desirable

- Interest and commitment to the field of hospital based paediatric dentistry
- Interest in clinical research and the importance of evidence based clinical practice
- Preference will be given to a trainee wishing to undertake a higher degree within the Department (e.g. RACDS Special Stream Fellowship).

KEY SELECTION CRITERIA

- Demonstrated clinical skills in paediatric dentistry
- Well developed interpersonal and communication skills
- Good time management skills
- A flexible approach to working hours, including after hours on call as per clinic roster
- Ability to relate to children with complex medical conditions and their families
- Ability to work in multidisciplinary teams, respecting the input of others.

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