

## POSITION DESCRIPTION

<b>Position Title</b>	Unaccredited Ophthalmology Registrar		
<b>Unit / Branch</b>	Ophthalmology		
<b>Classification</b>	HM25 – HM30	<b>Employment Status</b>	Full Time 43 hours per week, fixed term
<b>Position reports to</b>	Operational: Chief Orthoptist Professional: Director, Ophthalmology		
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville		
<b>Position Contact</b>	Giuseppina Di Gregorio – 03 9345 6347		
<b>Risk Category</b>	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](http://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. Participate in clinical audits and research projects.

### KEY ACCOUNTABILITIES

#### In patients

Day Surgery Patients:

- Inpatient consultation and appropriate care
- Pre-operative assessment.
- Supervise discharge (including completion of all relevant hospital documentation).

#### Emergency Patients:

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

#### Ward Patients

- Assessment and management under supervision of a Fellow or Consultant

#### Outpatients

- See patients under supervision of the appropriate Consultant.
- Record all findings, investigations, and management in the appropriate medical record.
- Clear communication with orthoptists and admin staff regarding any extra urgent cases added to a clinic

#### Administrative tasks

- Discharge summaries: Complete at time of discharge.
- Be part of the on-call roster with the Fellow and Training Registrars.
- Assist the triage team with patient queries.
- Assist the fellow with administrative tasks e.g. support letters for patients

#### Departmental meetings

- Attend review meetings as required and present prepared audits and case studies.

#### Departmental training activities

- Department Clinical Review meetings.
- Orthoptic workshops
- Annual Registrars' seminar.
- Journal Club
- Fortnightly surgical audits

#### Performance Measures

- Clinical interview with supervisor
- Completion of Research project (publication or presentation)

### QUALIFICATIONS AND EXPERIENCE

- Medical Degree
- Completed at least two years of postgraduate training (ophthalmology rotations preferable but not necessary)
- Registration with the Medical Board of Australia

### KEY SELECTION CRITERIA

#### Essential:

- Seeking to obtain a place in RANZCO accredited registrar vocational training programme
- Skills in ophthalmic diagnosis and management appropriate to level of seniority

#### Desirable:

- Well-developed communication, negotiation and presentation skills
- Time management and prioritising skills
- A professional demeanour

### OTHER REQUIREMENTS

- Australian Citizen or Permanent Resident
- 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's Check throughout their employment
- 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:

- 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

August 23

Signature: \_\_\_\_\_

Date: \_\_\_\_\_