

Position Description

Position Title	Unaccredited Otolaryngology Registrar		
Unit / Branch	Division of Surgery Department of Paediatric Otolaryngology Head and Neck Surgery		
Classification	HM25 – HM30	Employment Status	Full time, fixed term (12 months)
Position reports to	Head of Department		
Location	The Royal Children's Hospital, 50 Flemington Road, Parkville VIC 3052		
Position Contact	Damien Phillips		

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

- Be involved in full time Paediatric Otolaryngology and Head and Neck Surgery services at the Royal Children's Hospital. The conditions treated and the surgery involved includes the full spectrum of Paediatric Otolaryngology disorders;
- To be involved with the ongoing care of the ward patients and attend both clinics and operating theatres under full supervision of the Consultant Otolaryngologists;
- Assist the Administration and booking clerks with clinical information and bookings for theatre and clinics;
- Conduct research: be actively involved in the current audits and there are opportunities supported through the Murdoch Children's Research Institute (MCRI) for basic science research, as well as clinical research through the Royal Children's Hospital and the Melbourne Children's Clinical Trials Centre;
- This is an unaccredited position and is therefore not part of the ASOHNS training program.

KEY ACCOUNTABILITIES

Direct clinical care

- To assist with delivering high quality clinical care for children and adolescents using the services at the Royal Children's Hospital
- To actively participate in clinical meetings and respect the confidentiality of these meetings
- To ensure that consultations, treatment plans and other aspects of care delivered are rigorously documented to support ongoing care and communication, and to meet medicolegal requirements
- To ensure that suitable arrangements for the care of all patients is in place whenever leaving the Hospital or going 'off call'
- To ensure continuity of care by identifying and communicating promptly with other practitioners including community General Practitioners

Practice improvement, research and service development

- To promote and maintain exemplary standards of clinical practice to ensure the provision of high quality services to the patients
- To participate in the development, implementation and revision of treatment protocols and clinical guidelines to promote and ensure best practice standards
- To work collaboratively with the other Junior Medical Staff and the Consultants to facilitate clinical service improvement through clinical audits and research
- To ensure that consumer input is welcomed and encouraged

Education, training and professional development

- Attend the scheduled training sessions throughout the week
- Participate in clinical teaching of medical students
- Maintain personal qualifications in accordance with continuing certification requirements of the Australian Health Practitioner Regulation Agency

QUALIFICATIONS AND EXPERIENCE

- Medical Degree and Post Graduate qualification recognised in Australia
- Previous experience in Otolaryngology is desirable

KEY SELECTION CRITERIA

- Excellent interpersonal, communication and presentation skills
- Ability to build and maintain working relationships with others within the Hospital
- Ability to work both autonomously and as part of a team
- Highly developed organising and planning skills with the ability to change priorities accordingly

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

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.

Position description last updated

June 2020

Signature _____

Date _____