

POSITION DESCRIPTION

Position Title	Chief of Surgery		
Division	Surgery and Executive		
Classification	In accordance with AMA Victoria – Victorian Public Health Sector Medical Specialists Agreement 2022-2026	Employment Status	Fixed term 3-year appointment Full time – inclusive of clinical commitments (to be negotiated)
Position reports to	Chief Executive officer		
Direct Reports to position	14 (comprising Directors of Surgical departments and Director Clinical Operations Surgery)		
Team size	~950 FTE (1500 staff within the Division of Surgery)		
Location	The Royal Children's Hospital, Flemington Road, Parkville		

The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is "A world where all kids thrive", we believe that all children and young people should have the same opportunity to realise their potential.

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 in excess of 400,000 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/>.

Further information on RCH is available at www.rch.org.au

ROLE PURPOSE

The purpose of this role is to provide leadership for the surgical staff of the Division of Surgery in line with RCH wide vision and strategy. The Chief of Surgery is responsible to the Chief Executive Officer and is a member of the RCH Executive. The role works closely alongside the Director Clinical Operations Surgery and the Executive Director Medical Services and Clinical Governance and Chief Medical Officer.

The primary focus of the role is to ensure the Division of Surgery and the departments within it demonstrably and consistently provide the highest quality, effective and safe patient centered care whilst maintaining a sound and sustainable financial position. A key aspect will be to maintain high quality education and research, strong staff engagement, and to support Directors to work effectively within and across the surgical units, the other Divisions and departments across the RCH (including Medicine, Critical care, Nursing and Allied Health and non clinical units). The role will support continuing education of the surgical teams as well as appropriate training and supervision of surgical trainees, and promote and foster the importance of clinical research in improving outcomes of children with surgical conditions.

The role will be responsible for driving innovation, service redesign and identifying new models of care to enhance patient centred care, efficiency and clinical access in line with the RCH strategic plan.

The day-to-day operations of the Surgical Division, including access and flow, is the responsibility of the Director Clinical Operations for the Division of Surgery, a position that works very closely alongside the Chief of Surgery and the Chief Operating Officer.

KEY ACCOUNTABILITIES

Leadership and strategy

- Active membership of the RCH Executive team
- Lead and work within a multidisciplinary team environment that includes senior medical, junior medical, nursing, allied health professionals, and administrative support staff - ensuring that the team are aware of, understand and adhere to RCH policies and procedures
- Foster and develop working relationships within and across surgical units to ensure high quality and patient focused teamwork
- In partnership with the Director Clinical Operations for the Division of Surgery and the Chief Operating Officer, provide surgical leadership to ensure a high standard of care is delivered and surgical care is timely and appropriate
- Actively contribute to and engage staff in the delivery of the RCH strategic plan 2023-26
- Identify, build and maintain strong working relationships with internal and external stakeholders with a key focus on clinician engagement
- Represent the Division of Surgery at key hospital meetings.
- Support and model the RCH Compact and the RCH Values

Innovation and Process Improvement

- Actively promote a culture of continuous improvement across the Division of Surgery through the development of new models of care, service redesign and performance monitoring
- In collaboration with the Executive team, lead the quality agenda for the Division of Surgery
- Work to support the Executive Director Strategy, Performance and Planning in promoting knowledge of the RCH operational excellence framework and how this aligns to the Division of Surgery
- Through the development of relationships and review of processes, actively support the management of patients requiring acute surgical care and elective surgical care
- Actively support Departmental Directors to manage their waitlists for specialist clinics appointments
- Lead risk management processes across the Division of Surgery and support and encourage Departmental Directors to contribute to identification, recording and management of risks within their units
- Promote the use of data to drive clinical improvement and seek ways to collaborate with the Centre for Health Analytics in improving surgical care
- Look for opportunities to collaborate with outer metro and regional partners in delivering surgical care in line with the RCH strategic plan

Clinical

- Actively participate in clinical delivery of services within the Division of Surgery at RCH including participation in on-call and recall rosters

Operations and Financial Management

- Working with the Divisional management accountant, support Departmental Directors and NUMs in the setting of staff establishments, budgetary allocation and targets to monitor performance and achievement of budget
- Ensure that business practices are observed, and systems and procedures meet safety, quality, legal, industry and hospital requirements
- Work with Director Clinical Operations Surgery and Director Access and Wards in facilitating admission for children from all over Australia to access specialised surgical care that can only be done at the RCH
- Working in close collaboration with the Chief Operating Officer and Director Clinical Operations Surgery, drive a focus on access and patient flow across the Division of Surgery including active participation in Department of Health performance meetings where required

Education/Research/Mentoring

- Promote and facilitate high quality original research across the Division, including building and supporting relevant internal and external research collaborations
- Provide mentoring and regularly monitor and assess performance of direct reports that will include annual performance development plans to provide constructive feedback and highlight developmental needs
- Seek to develop the leadership capability of surgical leaders at RCH
- Collaboratively develop and contribute to the educational activities of individual department to facilitate a learning environment
- Ensure all staff within the Division of Surgery have completed all mandatory and required for role training
- Identify, build and maintain strong working relationships with our campus partners: Murdoch Children's Research Institute, RCH Foundation and University of Melbourne

Human Resources Management

- Partner with the People and Culture team to foster a high performance culture, to enhance productivity and engagement, in line with the RCH Compact with a key focus on staff wellbeing
- Ensure Division of Surgery staff are working within their agreed scope of clinical practice
- Ensure Credentialling processes are up to date for all relevant clinical staff within the Division of Surgery
- Drive the acquisition of new talent to the department in accordance with RCH policies, procedures and delegations
- Ensure the taking of staff leave, within the surgical departments, is in line with RCH policies, procedures, in particular ensuring it occurs with sufficient lead time to allow for arrangement of cover where appropriate and managing leave liability

The successful applicant may be eligible for Honorary appointments with the Murdoch Children's Research Institute and the University of Melbourne Department of Paediatrics.

QUALIFICATIONS AND EXPERIENCE**Essential**

Eligible for general registration with the Medical Practitioners Board of Australia and or specialist registration with AHPRA

- Fellowship with the Royal Australian College of Surgeons or equivalent
- Experience in a major public teaching hospital, preferably at department/director level or demonstrated experience leading a department and or large group of professionals

Desirable

- A higher degree such as MD or PhD
- Understanding of industrial, legislative and regulatory requirements in a healthcare setting

KEY SELECTION CRITERIA

- Demonstrated experience in managing people and programs within a clinical/surgical setting at a strategic and operational level
- Demonstrated ability to develop a culture of continuous improvement and innovation
- Demonstrated ability and experience with the implementation of organisational-wide clinical change initiatives, including redesign of work practices and service delivery models
- Highly evolved interpersonal and communication skills, including the ability to educate internal and external clients to achieve mutual understanding and agreed outcomes
- Effective stakeholder management with proven ability to build and maintain strong relationships
- Demonstrated ability to form links with all areas of the business to support the achievement of objectives and goals
- Demonstrated ability to operate in a manner that is consistent with an organisational wide Compact
- Demonstrated skills to effectively organise and plan in line with frameworks and methodologies that monitor achievement of objectives
- Demonstrated ability to investigate issues and develop appropriate, stakeholder focussed solutions
- Qualifications and experience consistent with holding an honorary appointment at an academic center of excellence

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:

- 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 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	March 2023
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