

Position Description

Position title	Consultant – Medical Informatics
Department / Division	Digital & Allied Health
Classification	As per the Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022–2026, Specialist Year 1-9
Position reports to	Chief Medical Information Officer (CMIO)
No. of direct & indirect reports	1 indirect
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

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 CONTEXT

The DI & EMR team sits in the Digital Portfolio within the Digital and Allied Health Division. The Digital and Allied Health Division leads the hospital's digital transformation agenda, and is responsible for the implementation, optimisation and governance of digital health technologies, including the Electronic Medical Record, artificial the RCH Patient Portal, intelligence clinical solutions and virtual care platforms.

RCH has made significant investments in digital health capability, including the implementation and ongoing optimisation of the Epic Electronic Medical Record (EMR) shared across the Parkville precinct, expansion of virtual and digitally enabled models of care, maturation of enterprise data and analytics platforms, and the emerging adoption of artificial intelligence (AI) in clinical and operational settings.

The Consultant – Medical Informatics works within the medical informatics team led by the Chief Medical Information Officer (CMIO). The team works with RCH leadership, clinical departments and the Parkville EMR service to improve the EMR's contribution to great care – spanning EMR build innovation and improvement, onboarding and optimisation education for the medical workforce, consultation on medical EMR workflows, and the growing use of data, analytics and AI in clinical practice.

The role operates at a delivery and departmental level, and works collaboratively with the clinical informatics team, the DI & EMR team, the broader Digital Health division and campus partners (Murdoch Children's Research Institute and The University of Melbourne) as well as the Parkville precinct EMR program.

ROLE PURPOSE

The Consultant – Medical Informatics leads the engagement of the medical workforce in the safe and effective use of digital technology, the EMR, data, analytics and AI to deliver interoperable, patient and family-centred, user-friendly and evidence-based care.

Under the professional leadership of the CMIO, the role delivers medical EMR optimisation, designs and delivers informatics education for the medical workforce, provides expert clinical input to EMR build and workflow design, supports the clinically meaningful use of data and AI, and mentors junior medical staff in informatics roles. The role contributes to the creation and delivery of the medical digital health and EMR optimisation plans and deputises for the CMIO when required.

KEY ACCOUNTABILITIES

EMR Optimisation and Clinical Systems

- Work collaboratively with the CMIO and EMR leadership group to develop and deliver the medical EMR optimisation plan.
- Provide governance of medical workflows and build for RCH, and input to Parkville EMR medical workflows.
- Respond to medical and surgical EMR workflow and build issues with innovative solutions, providing informed, expert advice to analysts on medical workflows and Epic tools to inform build.
- Identify opportunities to optimise clinical workflows, documentation, order sets and clinical decision support, and work with clinical departments to improve usability, safety and efficiency, with attention to paediatric-specific requirements.
- Participate in collaborative review of improvement suggestions from RCH users to evaluate, prioritise and support improved build and implementation, including scoping and implementing new Epic functionality.
- Lead and contribute to the user experience improvement program and support clinicians in adopting new EMR features, including upgrades and new build.
- Support the use of My RCH Portal and other consumer-facing digital tools to enable patient and family-centred, connected care.
- Participate in EMR and digital clinical governance committees, and support incident review and system improvement where digital systems contribute to clinical risk.

Education and Capability

- Act as curriculum owner for junior medical staff (JMS) and consultant onboarding, personalisation and optimisation education.
- Work with the DI&EMR team to support JMS cohort education delivery, including preparing Medical Informatics Fellows to deliver high-quality education, with ongoing evaluation and continuous improvement of the program.
- Lead integration of informatics education with learning opportunities across the organisation, such as JRMO teaching, ward rounds and departmental meetings.
- Use data from a variety of sources (e.g. Epic signal/efficiency data, focus groups) to underpin the content of new starter and optimisation programs.
- Identify and respond to learning, development and training needs of medical staff related to the EMR, reporting, analytics, AI literacy and clinical informatics.
- Develop collaborative relationships with Parkville health services, university partners and other hospitals to enhance learning and promote excellence in informatics, education and digital capability.

Data, Analytics and AI

- Understand and use data, including EMR data, to drive and evaluate improvements in services and daily operations.
- Engage with data and analytics teams to design, develop, pilot and implement data evaluation, analysis and visualisation initiatives that are clinically meaningful and actionable.
- Provide clinical expertise and context for healthcare challenges and proposed digital, data and AI solutions, particularly in relation to data-driven quality improvement.
- Support the clinical evaluation, validation and monitoring of AI-enabled tools and predictive analytics, contributing to their safe, ethical and effective adoption under the CMIO's clinical governance framework.
- Support and undertake medical and clinical research in the use of digital technology, data and AI, in partnership with MCRI and The University of Melbourne.

Mentorship and Supervision

- Onboard, supervise and develop the skills of JMS Informatics Fellows, Registrars and Residents, including supervision of their performance in these roles.
- Mentor JMS informatics projects and support colleagues across the organisation to develop their informatics capabilities.

Engagement and Other Responsibilities

- Provide consultation to RCH staff, departments and the EMR team on medical EMR workflows, and provide opportunities for feedback from a range of medical staff, including on quality and safety.
- Lead and contribute to EMR optimisation and innovation projects that leverage technology (e.g. build optimisation, Choosing Wisely), and contribute informatics knowledge to organisational improvement projects.
- Deputise for the Chief Medical Information Officer when required.
- Assist in the evaluation of RCH digital capabilities and gaps, including horizon scanning for best practice in clinical informatics, digital health, data and AI.
- Provide leadership and representation of medical informatics at relevant RCH and Parkville governance groups as delegated by the CMIO.
- Engage with key stakeholders including the Centre for Health Analytics, Parkville informatics teams, and The University of Melbourne Centre for the Digital Transformation of Health.

QUALIFICATIONS AND EXPERIENCE

Essential

- MBBS or equivalent
- Current Specialist Medical Registration with AHPRA
- Epic Physician Builder course or equivalent (or willingness to complete within an agreed timeframe)
- Expert EMR user with experience supporting medical workflows

Desirable

- Fellowship (FRACP or equivalent)
- Adjunct Senior Medical Staff (SMS) clinical appointment at The Royal Children's Hospital
- Certification in health informatics (e.g. FAIDH, CHIA) or postgraduate qualifications in health informatics, digital health, data science, clinical education or related fields
- Epic certification (eg. physician builder program)
- Experience with health data, analytics platforms and data-driven quality improvement
- Experience in the evaluation or use of AI and predictive analytics in healthcare

KEY SELECTION CRITERIA

- Expert EMR user with Physician Builder capabilities and advanced skills in workflow review, design and evaluation.
- Commitment to, and demonstrated ability in, medical education and teaching, and a proven commitment to developing informatics capability in staff and teams.
- Understanding of the use of data, analytics and AI in clinical practice, including data-driven quality improvement and the considerations for safe adoption of AI in healthcare.
- Ability to present technical concepts in simple and understandable terms so that both technical and non-technical audiences gain an understanding.
- Proven leadership capability, strong stakeholder management skills and strategic thinking, including experience managing complex work environments with competing and conflicting stakeholder interests.
- Highly developed analytical and innovative problem-solving skills, with well-developed project evaluation skills and knowledge.
- Strong interpersonal skills, excellent oral and written communication skills, and demonstrated experience in making a positive contribution to effective teamwork.

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

July 2026