

## Position Description

<b>Position Title</b>	Fellow in Paediatric Otolaryngology		
<b>Unit / Branch</b>	Otolaryngology		
<b>Classification</b>	HM25 – HM30	<b>Employment Status</b>	Full time, Fixed term
<b>Position reports to</b>	Head of Department		
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville		
<b>Position Contact</b>	Ramanan Daniel		
<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.

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### ROLE PURPOSE

The Royal Children's Hospital Melbourne, is a teaching Hospital for the University of Melbourne, and has all general and specialty paediatric services including the major paediatric intensive care unit for the state of Victoria. The Paediatric Otolaryngology Fellow will have both clinical and surgical responsibilities including the supervision of junior medical staff

Other Locations at which the Fellow may Practice:

- The Royal Women's Hospital, Melbourne
- The Royal Victorian Eye and Ear Hospital Melbourne

## KEY ACCOUNTABILITIES

The Otolaryngology Fellow will work at the Royal Children's Hospital. For individual newborn babies at the Royal Women's Hospital the Fellow may accompany the Consultant Otolaryngologist to the Hospital, especially if there is to be intervention in the delivery suite.

The Fellow may also accompany the Otolaryngologists who work at the Cochlear Implant Programme at the Royal Victorian Eye and Ear Hospital. This is as an observer in clinic and meetings, and the Fellow will not have any clinical responsibility. The Fellow will be working under the Codes of Conduct for each of these hospitals.

- Provide tertiary Paediatric Otolaryngology medical and surgical care to both inpatients and outpatients.
- Conduct rostered outpatient and operating theatre lists in both a teaching and trainee role, depending on the complexity of the case and the Fellow's level of experience with the procedure and the condition.
- Attend general Paediatric Otolaryngology clinics and the sub-specialty clinics. These clinics include, Otology, Care of Hearing Impaired Children, Microtia, Laryngology, Voice, Cleft palate, Upper Airway/OSA, Care of children with tracheostomies. A Consultant Otolaryngologist supervises all of these.
- Perform supervised surgery in all of the aspects of Otolaryngology, including airway assessment and reconstruction, tracheostomies, endoscopic sinus surgery, excision of head and neck masses, complex middle ear and mastoid surgery, bone anchored hearing aids and cochlear implants. There is also a considerable volume of routine paediatric otolaryngology surgeries such as tonsillectomies, adenoidectomies and insertion of middle ear ventilation tubes in patients with underlying medical or other conditions adding to the complexity of their care and thus requiring a tertiary level paediatric hospital care.
- Supervise the Otolaryngology trainees/registrar/resident for the day-to-day care of the patients, and assist them with ward work and assessment of referrals from the Emergency Department and ward referrals. The Fellow will also ensure that there is discussion of management with the responsible Consultant.
- Report any untoward outcome to the responsible Consultant.
- Participate in weekly multi-disciplinary quality control meetings for patients with complex airway problems.
- Collection of data for the morbidity and mortality audit every four weeks for the Otolaryngology section meeting and collection of data for the surgical audit. Have a detailed knowledge of 6 monthly clinical activity and morbidity and mortality audit meeting presentations (presentation prepared and presented by local training registrars) and be able to respond to any questions in this meeting.
- Participate in any other projects allocated by the Department Director or direct supervisor.
- The Fellow is rostered for half a day free of clinical duty per week for the pursuit of academic interests and responsibilities.
- There are opportunities for research, both clinical and laboratory, and the Fellow is encouraged to do research to advance the knowledge of Paediatric Otolaryngology, and to write papers and attend conferences.
- Selection and presentation of discussion of articles for the Otolaryngology Unit journal club along with local training registrars.
- Coordinate and organise the fortnightly Complex Airway meeting, together with the Paediatric Respiratory fellow/team.
- Coordinate the on-call roster for the junior medical staff. The Fellow takes call on weekdays, nights and weekends, shared one in four with the trainees/registrars.
- Conduct these duties in an efficient, cost-effective manner, ensuring that all relevant documentation is completed, and minimising the degree of inconvenience to the patient.
- Maintain a personal Surgical Log Book that is assessed every three months.
- Participate in an interview with supervisors every six months or as needed.

## QUALIFICATIONS AND EXPERIENCE

- Completion of Otolaryngology training and eligibility to sit the final examinations.
- The Fellow may come from Australia or from a country of comparable standard in Otolaryngology training.
- If completion of Otolaryngology training is completed outside Australia or New Zealand, the applicant requires demonstrating equivalence of training to a standard required by Royal Australasian College of Surgeons to allow recognition as a Fellow of RACS Otolaryngology, Head & Neck Surgery. Correspondence confirming equivalence of

training will be sought.

- Detailed logbook of Surgical cases and letters of recommendation, including independence of basic Paediatric Otolaryngology practice will be sought during the selection process

#### KEY SELECTION CRITERIA

- Intent to practice as a Paediatric Otolaryngologist.
- Previous experience in general Otolaryngology is essential.

#### 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

February 2025