

Position Description

Position title	Director of Dermatology
Department / Division	Dermatology – Division of Medicine
Classification	In accordance with the AMA Victorian Public Health Sector Medical Specialist Enterprise Agreement 2022-2026
Position reports to	Operational: General Manager – General Medical Unit Professional: Chief of Medicine
No. of direct & indirect reports	35
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	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

ROLE CONTEXT

The Department of Dermatology comprises of a multidisciplinary team that provides clinical care for skin conditions affecting children and adolescents both an inpatient and outpatient environment. The clinics cater for common skin disorders including a vascular laser service is provided to treat birth marks affecting all ages, especially young children. Additionally, eczema workshops given by expert dermatology nurse practitioners and consultants, provide extended education, practical demonstration and home management plans for children with eczema and their parents/carers. We focus on the integration of Dermatology within General Paediatrics as well as other Paediatric sub-specialties and encourage 'shared care' of patients with other hospital units. We emphasise joined care management with Paediatricians in the community, particularly for those patients who live far from Melbourne, to ensure quick assessment and therapeutic intervention and to minimise morbidity.

ROLE PURPOSE

The purpose of this role is to provide leadership for the Department of Dermatology in the Division of Medicine in line with RCH wide vision and strategy. The Director of Dermatology is responsible to the Chief of Medicine and for the overall leadership, strategic and operational performance of the department and its services. This is determined by agreed key performance indicators both local and hospital wide as well as the Chief of Medicine for Quality and Patient Safety related activities. This involves ensuring the department consistently provides the highest quality care, education and research, whilst maintaining a sound and sustainable financial position, strong staff engagement and support, as well as effective relationships with the community and consumers of care.

KEY ACCOUNTABILITIES

Leadership

- Effectively lead a high-performance multidisciplinary team that includes subspecialist consultants, junior medical, nursing, allied health and administrative support staff.
- Provide strategic direction for Dermatology Department that aligns with the RCH strategic goals.
- Develop and maintain positive and collaborative relationships with internal and external stakeholders
- Develop and optimise workforce capability through professional support, mentoring and creation of staff education and training opportunities.
- Ensure enactment of excellent clinical and operational governance
- Actively contribute to the divisional leadership meetings

Operational Excellence

- Manage a multidisciplinary team, ensuring that RCH policies and procedures are appropriately adhered to.
- Achieve agreed targets and KPIs for the operational excellence domains inclusive of patient access and flow, workforce, quality and safety and financial sustainability.
- Develop initiatives and promote an environment of collaboration for continual improvement.
- Develop, document, and clearly communicate team and staff key performance indicators for staff.
- Seek opportunities for efficiency gains and reduced waste.
- Develop, implement, and monitor quality measures as well as actively ensuring compliance with hospital wide initiatives and accreditation procedures.
- Identify, build and maintain strong working relationships with internal and external stakeholders, in particular the campus partners; Murdoch Children's Research Institute and University of Melbourne.
- Represent the Dermatology department at key hospital and Divisional meetings.

Education and Research

- Promote and facilitate high quality original research in the Department, including building and supporting relevant internal and external research collaborations.
- Set and provide the direction of the department in clinical care, education, research and quality in line with the hospital's strategic direction and priorities.
- Lead, develop and contribute to the educational activities of the department to facilitate a positive learning environment
- Develop, implement, and maintain a competency-based education program for staff.
- Achieve full compliance with mandatory training requirements for the department

Clinical

- Achieve optimal clinical outcomes for patients and families through the delivery of evidenced based best practice
- Identify, build, and maintain strong working relationships with internal and external stakeholders, in particular the campus partners Murdoch Children's Research Institute and University of Melbourne.
- Work closely with consumer groups to actively listen and develop new initiatives to meet the evolving needs of patients

- Participate in the in-service, on call and on-call roster for the department.

Human Resources and Financial Management:

- Partner with the People and Culture team to foster a high-performance culture, productive and engaged workforce, which aligns to the RCH Compact and values.
- Drive the acquisition of new talent to the department in accordance with RCH policies, procedures, and delegations.
- Provide mentoring and regularly monitor and assess performance of direct reports that will include annual performance development plans (PDAPs) to provide constructive feedback and highlight developmental needs.
- Assist in ensuring excellent financial performance and budget management
- Develop and manage the departmental budget and establishment EFT to ensure department's activity is within budget.
- Promote and ensure adherence of the Royal Children's Hospital Values by all department staff.
- Effectively manage rosters, leave, performance management, overtime and recall.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Eligible for full registration with the Australian Health Practitioners Regulation Agency
- Fellowship with relevant college
- Extensive experience in a major paediatric public teaching hospital, preferably at department/director level or demonstrated experience leading a department and or large group of professionals.
- Formal Medical leadership and management experience in a complex organisational environment
- Excellent communication skills, and evidence of achievement in service and/or program development

Desirable:

- A higher degree such as MD or PhD
- A qualification in health services management

KEY SELECTION CRITERIA

- Demonstrated experience in managing people and programs at a strategic and operational level with accountability for financial and human resource functions.
- Demonstrated ability and experience with the implementation of organisational-wide change initiatives, including transformation of work practices and service delivery models;
- Well developed 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 organisation's values including integrity, honesty and reliability in dealing with people;
- 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.

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 2024