



**The Royal  
Melbourne  
Hospital**

**Advancing  
health  
for everyone,  
everyday.**

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Addiction Medicine – Advanced  
Trainee (Community)**



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## THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

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## OUR VISION

# Advancing health for everyone, every day.

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## THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

### People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

### Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

### Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

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## OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability



# Position Description

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<b>Position Title:</b>	Addiction Medicine – Advanced Trainee (Community)
<b>Service:</b>	Medical Services and Community Care
<b>Location:</b>	The Royal Melbourne Hospital, City Campus
<b>Reports To:</b>	Head of Service – Addiction Medicine
<b>Enterprise Agreement:</b>	AMA Victoria - Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2022–2026
<b>Classification:</b>	HM25+ - As per EBA
<b>Employment Status:</b>	Full Time / Fixed Term
<b>Immunisation Risk Category:</b>	Category A
<b>Date of Review:</b>	March 2026

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## POSITION SUMMARY

This role is suitable for medical practitioners with 4 or more years' experience enrolled in (or eligible for) training in Addiction Medicine or Addiction Psychiatry. The registrar would be supervised by an addiction medicine physician (and psychiatrist for Addiction Psychiatry trainees). The role/supervisors are accredited for both Addiction Medicine (RACP) and Addiction Psychiatry (RANZCP).

The role of the registrar would be to provide, as part of the team, addiction medicine services including an addiction medicine consultation/ liaison service to the emergency department and inpatient units (including mental health wards), an outpatient service, and potential outreach service to CBD.

The registrar would be expected to assess people with a substance use disorder, provide opioid pharmacotherapy for people with opioid dependence, treat substance withdrawal, and provide relapse prevention/follow-up treatment for alcohol and other substance use disorders, often in consultation with the patients' General Practitioner and other people involved in their care.

## DEPARTMENT DESCRIPTION

The addiction medicine service provides consultation/liaison support to the emergency department and inpatient units at RMH, NWMH, and has an outpatient/telehealth service. In addition to the registrar, the addiction medicine team consists of nursing staff, a nurse practitioner, addiction medicine physicians, and an addiction psychiatrist.

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## KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- To provide specialist Addiction Medicine services to Melbourne Health patients as directed by the Head of Addiction Medicine, and in collaboration with junior medical staff, addiction medicine nursing and nurse practitioner staff, and staff of other hospital units.
- Provide supervision for the clinical activities of the junior medical staff on the unit, according to the level of experience of the individual.
- To liaise with patients' general Practitioners to ensure patients' ongoing medical care is optimal. Availability during business hours to answer specific queries or provide advice to medical staff.
- Provide clinical input for Addiction medicine review and multidisciplinary clinics
- Demonstrate a caring and empathetic approach towards patients at all times
- Part-take in development and presentation of Monthly clinical audits and teaching sessions (hospital wide)
- Contribute to non-clinical development of guidelines and pathways in addiction medicine
- Take part in acute and chronic pain medicine rounds
- Prescribe pharmacotherapy and understand the nuisances of opioid prescribing in the community and it the hospital
- Attend outpatient clinic and ensure follow-up and accurate documentation of processes
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- To participate in ongoing assessment and competencies via college assessment forms ii. To ensure the maintenance of adequate clinical records that document significant patient management decisions.
- To ensure referrals from other units and the Emergency Department are handled in a timely manner.
- Work collaboratively and respectfully with multi-disciplinary team members to achieve desired outcomes for patients through effective communication and attendance and participation in unit and site clinical meetings
- Exchange and share information from participation in seminars and conferences with colleagues via in services, presentations, education forums, team meetings, etc.
- Participate in the development of discharge plans that reflects the needs of patients and their significant others and demonstrates understanding of the role of community providers. Assume responsibility for communication with community providers.



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## KEY RELATIONSHIPS

### Internal

- Melbourne Health Executive
- Consultants within Addiction Medicine
- Other medical and nursing staff within Royal
- Melbourne Hospital / North Western Mental Health

### External

- Referring practitioners, nursing and allied health staff
  - Referring consultants from Addiction Medicine, North Richmond Community Health
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## KEY SELECTION CRITERIA

### Formal Qualifications:

- General Registration with the Medical Board of Australia - AHPRA
- Appropriate Health professional tertiary qualifications – MBBS or equivalent
- Enrolled in a specialist program relevant to Addiction medicine training pathways

### Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Currently enrolled in (or eligible for and planning to enrol in) training in Addiction Medicine or Addiction Psychiatry
- High motivation and willingness to learn
- High level of professionalism, maturity, reliability and integrity
- Strong leadership and organisational skills
- Well-developed communication and presentation skills
- Completion of the opioid pharmacotherapy prescribing course prior to starting training

### Desirable:

- Strategic thinking and planning abilities
- Proven track record in pursuit of clinical and research excellence
- Currently or applying to be an advanced trainee in addiction medicine

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## KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
  - Achievement of portfolio specific KPI targets
  - Participation in and satisfactory feedback through the annual performance review process
  - Ability to maintain a safe working environment and ensure compliance with legislative requirements
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### AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

### OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
  - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
  - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
  - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
  - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
  - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

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### ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

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Employee Signature

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Employee Name (please print)

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Date

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