

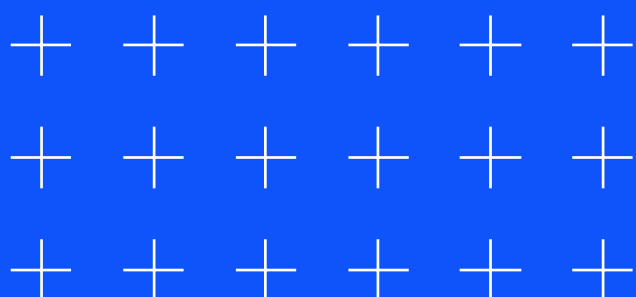


**The Royal  
Melbourne  
Hospital**

**Advancing  
health  
for everyone,  
everyday.**

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Allergy & Immunology Clinical  
Registrar**



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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>	Allergy & Immunology Clinical Registrar
<b>Service:</b>	Allergy & Immunology
<b>Location:</b>	The Royal Melbourne Hospital – City Campus
<b>Reports To:</b>	Head of Unit – Allergy & Immunology
<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>	May 2027

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## POSITION SUMMARY

### Clinical Immunology and Allergy Registrar

The purpose of this role is to participate in clinical practice, teaching, research and clinical governance activities in accordance with Department objectives and the RACP advanced training program for Clinical Immunology and Allergy and acquire skills to complete advanced physician training.

## POSITION SPECIFIC

### Outpatient responsibilities

- The Registrar will attend 3-4 outpatient clinics per week with exposure to primary immunodeficiencies allergic diseases, including asthma, and systemic autoimmune diseases.
- Additional weekly clinics are available where experience in a further aspect of Immunology and Allergic disease may be gained in accordance with an agreed learning plan.

### Inpatient Responsibilities

- Approximately 30-40 patients/week are booked for day procedures that include infusions, (intravenous immunoglobulin, therapeutic monoclonal antibodies, cytotoxic/immunosuppressive drugs), skin testing, challenge testing (drug allergy testing and challenge, food allergy testing and challenge) and includes venom immunotherapy. The Registrar is the first point of contact for day medical centre admissions under Clinical Immunology & Allergy.
  - The Registrar will conduct allergy testing and desensitization procedures, and other tests, in conjunction with nursing and consultant staff in accordance with agreed procedural guidelines.
  - Inpatients - Most inpatients have complications of allergic and immunological disorders.
  - Referrals - The Registrar will be the first point of contact for all inpatient referrals to the Department of Immunology and Allergy in working hours.
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- Communicate with external providers where required to facilitate care for clinical conditions relevant to the Department.

### **DEPARTMENT DESCRIPTION**

The Department of Immunology and Allergy in the Royal Melbourne Hospital is a leading department in Victoria providing services in the specialty of Clinical and Laboratory Immunology and Allergy. The Department aims to provide excellence in the care of patients with auto-immune, allergic and immunodeficiency disorders through evidence-based clinical practice benchmarked by published research and active participation in teaching and clinical governance facilitated by links with the University of Melbourne and the Walter and Eliza Hall Institute.

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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.
- Attend outpatient clinics.
- Inpatient referrals to the Department of Immunology & Allergy.
- 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.
- Communicate with external providers relevant to the Department.
- Undertake Advanced Training with RACP.
- Attend external meetings with Victorian Immunology Trainee & Victorian ASCIA.
- Attend internal weekly unit meetings.

### KEY RELATIONSHIPS

#### Internal

- Head of Unit, Senior Clinicians, Junior Medical Staff.
- Departments of Rheumatology, Dermatology, Gastroenterology, Respiratory Medicine, Nephrology & VIDS.
- Other departments and administrative staff
- Immunopathology laboratory

#### External

- Walter and Eliza Hall Institute
- University of Melbourne, Department of Medicine
- Doherty Institute
- The Royal Children’s Hospital
- VCCC



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## KEY SELECTION CRITERIA

### Formal Qualifications:

- Current registration with The Medical Board of Australia (AHPRA)
- Appropriate health professional tertiary qualifications – MBBS or equivalent

### Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Completion of Part 1 FRACP and planning to complete Advanced Training in Clinical Immunology and Allergy (or dual training with Immunopathology)
- Successful completion of Basic Physicians Training

### Desirable:

- Experience in Clinical research
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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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The Royal  
Melbourne  
Hospital



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Date

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