

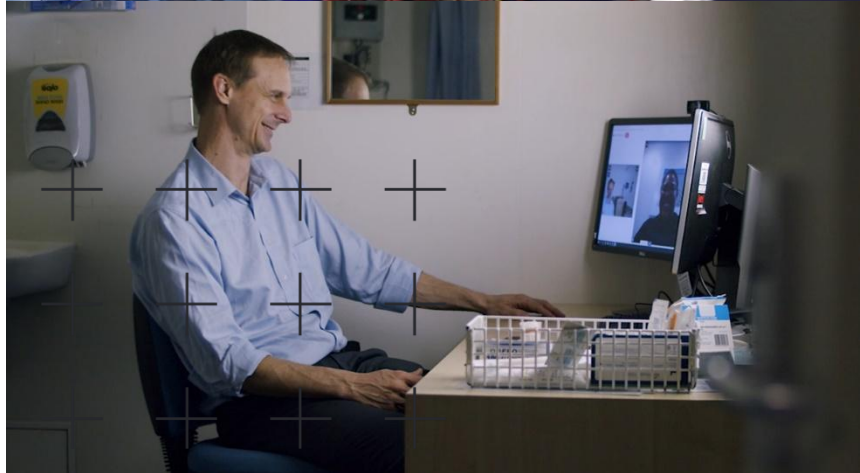


**The Royal  
Melbourne  
Hospital**

**Advancing  
health  
for everyone,  
everyday.**

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Inflammatory Bowel Disease (IBD) -  
Fellow**



## 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.

## OUR VISION

# Advancing health for everyone, every day.

## 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.

## 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>	Inflammatory Bowel Disease (IBD) - Fellow
<b>Service:</b>	Gastroenterology
<b>Location:</b>	The Royal Melbourne Hospital – City Campus
<b>Reports To:</b>	HOU-Gastroenterology Department
<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>	Part Time / Fixed Term
<b>Immunisation Risk Category:</b>	Category A
<b>Date of Review:</b>	April 2026

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## POSITION SUMMARY

The Advanced Inflammatory Bowel Disease (IBD) fellowship training program will expose fellows to rigorous outpatient and inpatient clinical training, as well as the opportunity to engage in basic, translational, and clinical research projects. The IBD fellowship is a one- or two- year program which allows fellows to interact with faculty mentors in both clinical and research capacities.

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## UNIT DESCRIPTION

The IBD unit is part of the gastroenterology department at RMH. It sees over 2000 IBD patients every year and is one of the largest in Australia. It has sub-specialty services of pregnancy and IBD, intestinal ultrasound and a transition service with The Royal Children's Hospital. The gastroenterology department at RMH encompasses a multidisciplinary team providing expert clinical care to patients in all areas of gastroenterology. This includes but is not limited to inflammatory bowel diseases, malignancies, hepatology, and endoscopy services. The team works closely with nutritional services, and colorectal surgical services.

Inpatient services are delivered for patients admitted under a gastroenterology bed card and there are dedicated IBD rounds.

The IBD department is active in clinical research, with studies ranging from quality audits to investigator-initiated studies and large multisite externally funded clinical trials.

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Clinical activities will involve both outpatient and inpatient experiences.

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- The trainee will be expected to review IBD inpatients and then liaise with the IBD consultants, pharmacy and nurses regarding ongoing IBD management.
- In addition, they will attend 2-3 IBD clinics a week where they will see patients under the supervision of a consultant. They will be expected to maintain follow-up of patients they encounter.
- Facilitate communication of patient's issues between the surgeons and IBD consultants: Fellows may be required to review IBD patients during the colorectal clinic and help develop the IBD-surgical clinic with increasing collaborative management between medical and surgical staff.
- Trainees will attend 1-2 endoscopy lists a week that will expose the trainee to chromoendoscopy, colonic surveillance, IBD assessment and pouch assessment. More advanced endoscopic techniques like EMR and colonic dilatation training can be undertaken if the trainee wishes.
- The trainee will attend the IBD-pregnancy clinic where they will work alongside the IBD consultant, nurse and a high-risk obstetrician to help with the counselling and management of IBD pregnancy patients.
- The trainee will facilitate transition of patients between The Royal Children's Hospital and The Royal Melbourne Hospital.
- The trainee will have the opportunity to commence training in intestinal ultrasound, attending 1-3 lists per week.

Quality control and audit activities:

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- The trainee will be expected to manage the IBD MDM and help the residents with the preparation and conclusions of these meetings. The trainee will be expected to attend these meetings every fortnight and present the patients to the IBD team including the surgeons, gastroenterologists, radiologists and histopathologists.
- The trainee will prepare and attend the weekly virtual biologics clinics where patients on biologics, particularly compassionate dosing, will be discussed regarding their ongoing management.

Research activities

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- Trainees will be expected to identify a research project early.
  - It will be expected that fellows will take ownership of at least one high-quality project under appropriate mentorship in clinical, translation or basic research.
  - Fellows will be strongly encouraged to submit their research to a national or international meeting and submit a manuscript for publication to a high-quality journal.
  - Fellows will review clinical trials patients.
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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.
- 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.

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## KEY RELATIONSHIPS

### Internal

- Director, Gastroenterology and Hepatology
- HOU - IBD Service
- Operations Manager, Gastroenterology
- Gastroenterology Nursing and Admin Staff
- Gastroenterology/Hepatology Medical Staff
- Radiology, Pathology, Allied Health staff
- Ward, Day Medical and Endoscopy Nursing Staff

### External

- Peter MacCallum Hospital
- Royal Women's Hospital
- Royal Children's Hospital



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## KEY SELECTION CRITERIA

### Formal Qualifications:

- General registration with the Medical Board of Australia (AHPRA) or eligible for registration with the Medical Board of Australia (for International Medical Graduates)
- Appropriate tertiary health professional qualifications – MBBS or equivalent
- FRACP in Gastroenterology

### Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Demonstrated ability to work as a team with Administrative, Clerical and Nursing staff

### Desirable:

- Understanding of Digital Health and EHR Function

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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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