

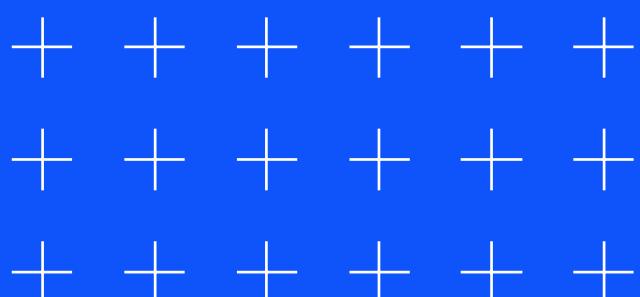


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

Join The Royal
Melbourne
Hospital Team



Position Description

Rheumatology Registrar

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

Position Title:	Rheumatology Registrar
Service:	Medical Services - Rheumatology
Location:	The RMH Parkville
Reports To:	Director of Rheumatology
Enterprise Agreement:	AMA Victoria - Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2022–2026
Classification:	HM25+ - As per EBA
Employment Status:	Full Time – Fixed term – Parental Leave Backfill
Immunisation Risk Category:	Category A
Date of Review:	December 2025

POSITION SUMMARY

The Rheumatology Registrar is an advanced trainee of the Royal Australasian College of Physicians, who is responsible for the management of patients under the care of the Department of Rheumatology. The registrar works under the supervision of Consultants within the Department and other senior medical staff of the hospital. The Registrar is expected to participate in clinical practice, teaching, research and clinical governance activities in accordance with Department objectives and the RACP advanced training program for Rheumatology.

DEPARTMENT DESCRIPTION

The Rheumatology Department at Melbourne Health is one of the major rheumatology services in Australia, acting as a tertiary referral centre for North-Western Melbourne and rural Victoria. The Department deals with the care of complex patients with multi-organ inflammatory and autoimmune disease, as well as more common musculoskeletal diseases. The Department provided outpatient and inpatient care as well as an inpatient consult service at RMH and precinct partners. The Department has active teaching, training and clinical research programs.

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.
- 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.

Position Specific

- Care for Rheumatology inpatients and outpatients, under the supervision and guidance of the Rheumatology SMS. Review of referrals in a timely manner, providing interim advice as appropriate, and then arrange for the patient to be seen by the Consultant during the next ward round, or earlier if required. Compliance with all training accreditation and documentation requirements, including undertaking a research project and compiling required logbooks.
- Engagement with continuing educational activities of the Department, including a key role in our weekly Unit meetings, attendance at other forums within the hospital (eg Grand Rounds) and assistance with undergraduate and post graduate teaching.
- The Registrars provide day to day supervision of junior medical staff in the Unit. Good working relationships are essential and this provides an opportunity to gain further supervisory and teaching experience.
- Working closely with the Rheumatology Nurse and Secretary as part of the team.
- Contribute to the after hours on call and weekend rheumatology roster

Referrals

- The Registrar will be the first point of contact for inpatient referrals to the Department of Rheumatology.
- The Registrar will also communicate with external providers where required to facilitate care for conditions relevant to the Department.

Meetings

- Rheumatology weekly meetings: the Registrar is expected to attend and present regularly.
- Radiology, anatomical pathology meetings and other MDMs as directed.
- The registrar is encouraged to attend the Australian Rheumatology Association (ARA) annual scientific meeting during advanced clinical training.

Training

- The Registrar is expected to undertake the advanced training program of the RACP including setting learning objectives, clinical examination and case-based discussion requirements and meeting with supervisors.

- The Registrar is expected to undertake evidence-based reviews of the literature and acquire skills in the practice of evidence-based medicine whilst in the Department.

Clinical Research

- The Registrar is in a unique position to acquire knowledge and skills in clinical research. The Registrar is expected to participate actively in ongoing Department research projects.
- The Registrar is also expected to undertake a research project whilst in the position in fulfilment of Advanced Training requirements.

Teaching

- Registrars will be responsible for the following teaching activities:
- FRACP Exam candidates
- Weekly clinical tutorials
- Medical students
- Nursing in-services
- Informal teaching and supervision of ward resident

Other Duties

- Other duties as determined from time-to-time by the Head of Department.
- Provide high quality standards of patient care. This includes the assessment, planning, implementation and evaluation for care in collaboration with multidisciplinary team.
- Contribute to the development of junior staff including medical students, interns and residents to the area
- Accept accountability for own actions and seek guidance if situations exceed the defined scope of practice of accredited registrar
- Perform medical interventions and procedures in accordance with Melbourne Health policy and procedures
- Effective leadership skills
- Manage risk and actively work towards implementing risk reduction strategies
- Demonstrate expert practice and leadership through liaison, communication and education of specialist services, community services and patient and carers
- Provide advanced and extended practice that demonstrates a high level of ability in complex care situations
- Acknowledge responsibility and accountability for own actions and seek assistance when necessary
- Liaise with the multi-disciplinary health care team to achieve the desired patient outcomes
- Support integration of undergraduate, graduate and postgraduate medical students within the unit
- Development and implementation of policies and procedures in collaboration with key stakeholders applicable to the strategic direction of Melbourne Health
- Initiate, participate in and/or facilitate research
- Deliver evidence based medical care
- Demonstrate a commitment to ongoing professional development and achievement of the unit and organisational performance indicators
- Participate and/or facilitate continuing education sessions, committees, special projects and relevant professional groups
- Promote patient advocacy, health promotion and teaching
- Promote a friendly, respectful and supportive environment within the unit and organisation
- Participate in staff meetings and forums
- Ensure the vision, purpose and values of the organisation is understood and integrated into daily practice
- Aware of the financial requirements of the unit & demonstrates an awareness of cost effective medical practice
- Actively participate in performance reviews either on an annual or rotation basis.

KEY RELATIONSHIPS

Internal

- Director of Rheumatology
- Other members of Rheumatology Department including SMS, rheumatology nurse and admin
- Rheumatology Advanced trainees, SMR and BPT1
- Ward and outpatient staff

External

- Australian Rheumatology Association
- Royal Australasian College of Physicians

KEY SELECTION CRITERIA

Formal Qualifications:

- General registration with the Medical Board of Australia (AHPRA)
- Appropriate tertiary health qualifications MBBS or equivalent

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Have successfully passed FRACP written and clinical examination
- Clinical experience in rheumatology

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

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.

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.

Employee Signature

Employee Name (please print)

Date