



The Royal  
Melbourne  
Hospital

# Advancing health for everyone, everyday.

Could this be you?

Join The Royal  
Melbourne  
Hospital Team



Plastics and Reconstructive  
Surgery- Advanced Microsurgical  
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>	Plastics and Reconstructive Surgery- Advanced Microsurgical Fellow
<b>Service:</b>	Plastics and Reconstructive Surgery
<b>Location:</b>	The Royal Melbourne Hospital, City Campus
<b>Reports To:</b>	Head of Unit – Plastics and Reconstructive Surgery
<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>	Fixed Term / Full Time
<b>Immunisation Risk Category:</b>	Category A
<b>Date of Review:</b>	May 2025

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## POSITION SUMMARY

Plastics and Reconstructive Surgery Fellow (12 Month Full Time, Fixed Term Position)  
The purpose of this role is to provide plastic and reconstructive surgical care to all patients

- The Fellow is responsible for the day to day running of the Plastic Surgery Unit with local accredited registrars, in consultation with faculty members.
- Ensuring all theatre lists/ clinics have appropriate cover, across all sites where Royal Melbourne Hospital provides plastic & reconstructive surgery services, including the Royal Women's Hospital.
- Ensuring equity in terms of daily workload and in particular clinical caseload between registrars, fellow and unaccredited registrar to maintain levels of training.
- Attend and manage 2-3 outpatient clinics per week. This includes hand & wound clinics, consultant clinic, complex wound clinic, multidisciplinary head & neck clinic.
- Participation in on-call roster on occasion to fill-in or cover for registrars on conference or annual leave.
- Ensuring surgical audits are up to date and comprehensive.
- Supervision and teaching of registrars, residents and medical students.
- Research is encouraged, ideally submit abstract for presentation at annual Australasian or international plastic surgery meeting.

## DEPARTMENT DESCRIPTION

The Plastic & Reconstructive Surgery Unit at the Royal Melbourne Hospital is offering a fellowship in advanced microsurgery reconstruction. The position is open to qualified Plastic Surgeons holding medical registration in Victoria. Appointments are for 12 months from August through September the following year.

The RMH Plastic & Reconstructive Surgery Unit has 16 attending Plastic Surgeons, 3 local Accredited Registrars, 3 local Unaccredited Registrar, 1 Breast Fellow and 6 Residents. The Unit specializes in microsurgical reconstruction for breast, head & neck cancer and lower limb trauma. The Unit also manages a large number of general plastic surgery cases, including elective and post-traumatic hand surgery, bony facial trauma, brachial plexus injuries, melanoma and provides a broad reconstructive service to all specialties.

The Royal Melbourne Hospital is one of Victoria's leading tertiary referral hospitals. It is a major trauma centre and provides all specialist medical and surgical services. The Hospital is a privileged member of Melbourne's world-leading Parkville Precinct and enjoys strong relationships with many of the city's major universities and research institutes.

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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.
- Participate in Plastics & Reconstructive Surgery Unit and the Royal Melbourne Hospital clinical and administrative audit and quality improvement activities.
- Participate in the Australian Council of Healthcare Service Standards Accreditation and EQUiP programs.
- 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.
- Ensure appropriate plans are developed for the Division, ongoing staff training and development.
- Support and facilitate education and research within Plastics & Reconstructive Surgery Unit.
- Facilitate consultations across the remainder of the hospital for Plastics & Reconstructive Surgery Unit in a timely and efficient manner.

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## KEY RELATIONSHIPS

### Internal

- Consultants
- Registrars / residents
- Nursing & Administrative Staff
- Allied Health Staff
- Ward Clerks & Clinical Assistants
- Administrative Staff

### External

- Patients
- General Practitioners
- Other Specialist Consultants

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## KEY SELECTION CRITERIA

### Formal Qualifications:

- Registration with the Medical Board of Australia (AHPRA) or eligible for registration with the Medical Board of Australia (for international Medical Graduates)
- Completed specialist training in accredited Plastic & Reconstructive Surgery program including exit exams.
- Appropriate health professional tertiary qualification/s.

### Essential:

- MBBS or equivalent
- Completed specialist plastic surgical training in accredited Plastic & Surgery program including exit exams in home country

### Desirable:

- Prior experience in reconstructive microsurgery.
- Ability to work in a Team
- Strong leadership and organizational skills.
- Demonstrated clinical practice at a high standard.
- Strategic thinking and planning abilities.
- Well-developed communication and presentation skills.
- Experience in clinical research desirable.

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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, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- 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.

**ACCEPTANCE**

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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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