

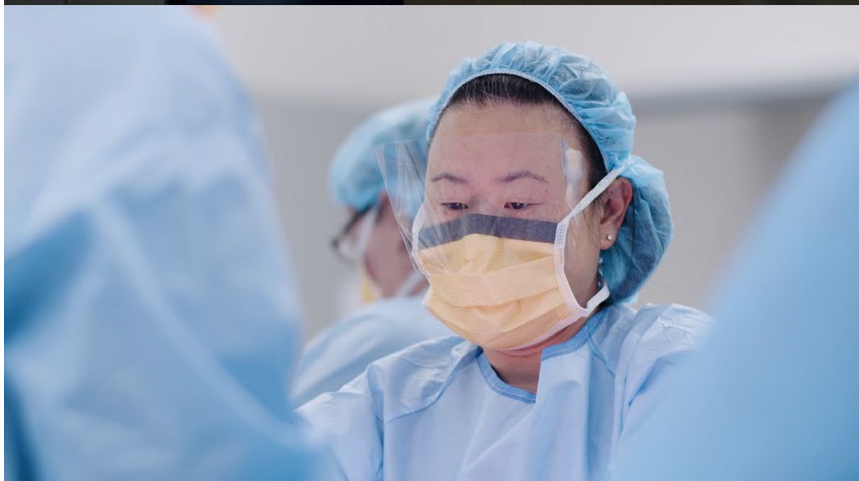


The Royal
Melbourne
Hospital

**Advancing
health
for everyone,
everyday.**

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Director of Allergy & Immunology

Director Allergy & Immunology April 2024

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:	Director of Allergy & Immunology
Service:	Medical Services
Location:	Royal Melbourne Hospital
Reports To:	Medical Director Medical Services
Enterprise Agreement:	AMA Victoria - Victorian Public Health Sector – Medical Specialists Enterprise Agreement 2022–2026
Classification:	As per EBA
Employment Status:	Full Time / Fractional
Immunisation Risk Category:	Category A
Date of Review:	May 2024

POSITION SUMMARY

The Director of Allergy & Immunology will provide exceptional leadership in the delivery of patient-focused care within the Clinical Immunology Unit and will demonstrate a commitment to clinical excellence, innovation, quality improvement, research and education.

The Director of Allergy & Immunology will promote professional, productive and collaborative relationships between key stakeholders in partnership with the Medical Director of Medical Services. Through this role the Head of Unit is responsible and accountable for the delivery of high-quality, cost-effective, clinical services, education and research for the service. They are responsible for optimizing patient access and ensuring integrated high quality multidisciplinary health care is delivered across their unit.

The Director of Allergy & Immunology will work in partnership with the Medical Director of Medical Services to deliver Safe, Timely, Equitable and Person Centred care. As senior leaders, they contribute to the overall leadership and management of The Royal Melbourne Hospital, demonstrating the values of the Melbourne Way and Speaking up for Safety to ensure a safe working environment for all staff.

KEY ACCOUNTABILITIES

Overarching leadership responsibilities

- Provision of exceptional clinical leadership to the Clinical immunology and Allergy Unit
- Active leadership, advocacy and representation of the Clinical immunology and Allergy Unit interests at relevant committees, forums and meetings including Heads of Unit Meetings.
- Provide a safe working environment within your area of responsibility and ensure compliance with OH&W, anti-discrimination, equal opportunity & other legislative requirements.
- Provision of effective administrative leadership to the Clinical immunology and Allergy Unit – including, but not limited to, rostering, recruitment, leave management, workforce planning and service planning.
- Work directly with senior and junior medical staff to ensure the Clinical immunology and Allergy Unit is an effective multidisciplinary team fostering safe, inclusive and collaborative working relationships and professional behaviors.

Quality and Safety

- Provision and promotion of a unit culture that values and consistently delivers high-quality, patient-centred, multidisciplinary clinical care, with effective multidisciplinary team leadership.
- Timely provision of senior oversight, leadership and accountability for safety, consumer liaison and quality improvement issues and responses including mortality and morbidity audits, coding queries, consumer complaint handling, RiskMan and critical incident analyses.
- Ensure the delivery of health care within Clinical immunology and Allergy Unit which meets quality outcome standards as defined by The Royal Melbourne Hospital.
- Demonstrate commitment to development, maintenance and audit of clinical guidelines and pathways.
- Ensure consumers receive high quality service and continuity of care and that agreed clinical standards, clinical outcomes, risk management approaches and accreditation requirements are achieved.
- Where relevant work closely with precinct partners to deliver safe and effective health care.

Research, Training and Partnerships

- Leadership and coordination of unit and departmental educational activities, meetings, and audits.
- Development, coordination and delivery of teaching and learning activities for Clinical immunology and Allergy Unit medical staff.
- Coordination and contribution to research, quality improvement and educational activities that promotes the structure and function of the medical and multidisciplinary care teams.
- Provision of effective clinical supervision, performance feedback, mentorship, pastoral care and support for medical and multidisciplinary staff, including medical staff in difficulty.
- Support and drive research that leads to measurable academic output.
- Establish and maintain an environment that supports the education and training of all staff, and that meets regulatory and accreditation requirements of relevant authorities including AHPRA, PMCV and Specialist Medical Colleges.

Finance and Operations

- Ensure that Clinical immunology and Allergy Unit operates within budget and meets agreed performance and activity targets and KPIs.
- Work collaboratively and professionally with, Nursing staff, Bed Management staff, fellow Heads of Unit, Executive and other providers and stakeholders to effectively manage demand and resources.
- Demonstrate consideration and commitment to sustainability and the rational utilisation of healthcare resources.

Workforce Management, Strategy and Planning

- Coordination of a consultant roster including leave applications and leave cover – including appropriate cover for long term leave such as sabbatical and long service leave.
- Delivery of effective performance evaluation and management programs, encompassing junior and senior medical staff, including interim and annual performance reviews.
- Work with Medical Workforce Unit to ensure rostering, overtime and oncall /recall payments are compliant with relevant Agreements.



The Royal
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KEY RELATIONSHIPS

- Patients and Consumers
- Medical Directors
- Heads of Units
- Medical Workforce & Education Unit
- General Managers
- Relevant People and Culture and Finance Managers
- Directors of Nursing and Operations
- Doctors in training
- Nursing staff
- Allied health staff
- The University of Melbourne
- Relevant colleges and accreditation bodies
- Parkville precinct Biomedical research institutes
- Other healthcare services
- Primary care providers

KEY SELECTION CRITERIA

Mandatory Qualifications:

- MBBS or Equivalent
- Must hold or be eligible for registration with the Medical Board of Australia
- AHPRA Specialist Registration with Specialty Field Immunology and Allergy

Essential Experience for Performance in this Position:

- Experience in a clinical leadership or managerial role.
- Advanced communication skills
- Demonstrated ability to work professionally and collaboratively.

Desirable but not essential for Performance in this Position:

- A research track record
- A relevant higher academic or further administrative qualification

KEY PERFORMANCE INDICATORS

RMH employees are measured through successful:

- Demonstration of RMH values and behaviours, being a role model for living the values.
- Completion of mandatory training activities including training related to the National Standards.
- Participation in the specific business planning process (if required);
- Achievement of RMH and portfolio specific KPI targets as they apply to areas of responsibility.
- Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure direct reports have individual development plans including an annual review.
- Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity.
- Ability to operate within allocated budget (if required).
- Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure all your direct reports have individual development and work plan including an annual review.
- Ability to take accountabilities for all reasonable care to provide a safe working environment within your area of responsibility and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity.

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.
- Delivery Safe, Timely, Equitable, 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

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