



**The Royal
Melbourne
Hospital**

Advancing health for everyone, every day.

Could this be you?

**Join the Royal
Melbourne
Hospital team**



Position Description

**Medical Workforce Advisor – DIT
Operations**

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.

Advancing health for everyone, every day.

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.

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:	Medical Workforce Advisor – DIT Operations Clinical
Service:	Governance and Medical Services
Location:	Royal Melbourne Hospital
Reports To:	Medical Workforce Manager – DIT Operations
Enterprise Agreement:	3. Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Classification:	HS3
Employment Status:	Part time
Immunisation Risk Category:	Category C
Date of Review:	August 2024

POSITION SUMMARY

The Medical Workforce and Education Unit comprises of three teams including the Doctors in Training (DIT) Operations; Recruitment and Contracting and Employee Services. The unit as a whole is responsible for recruitment, credentialing, and ongoing support of medical staff at The Royal Melbourne Hospital. The DIT Ops team has full responsibility for rostering (including vacancy management), rotation allocation and secondments for Interns, Hospital Medical Officers (HMOs) and Basic Physician Trainees (BPTs).

This role will contribute significantly to the rostering of Interns, HMOs and BPTs. It will work closely with the other Advisors within the DIT Ops team, as well as the team Managers. The role also requires participation in the after-hours on call roster, which assists with unplanned vacancy management. Teaching and training will be provided to support the successful applicant.

- Develop and enter shifts into RosterOn (or other similar software)
- Identify inconsistencies in rosters and determine appropriate action
- Answer questions from stakeholders
- Manage and action appropriate shift swaps between DITs
- Liaise with key stakeholders including RMH DITs, secondment sites, HOU and other Senior medical staff
- Completion of all designated tasks in a timely and accurate management
- 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.

Internal

- Medical Workforce and Education Team
- Medical Staff
- Heads of Unit
- Supervisors of Training
- Directors of Clinical Training
- Directors of Physician Education and Deputies
- Medical Workforce Liaisons
- Chief Medical Officer and Deputy
- Payroll and Systems Staff
- People & Culture

- External Secondment sites and relevant medical workforce units
- Accreditation bodies
- Relevant colleges

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Strong communication skills (both verbal and written), including a demonstrated customer service and problem solving approach
- Understanding of complex rostering

- Desirable:

- ## KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- ## AT THE RMH WE:

- ## 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 _____