

1. General Information

Position Title:	Allergy and Immunology Registrar
Division/Department:	Academic and Medical Services
Position Reports to:	Manager Academic and Medical Workforce
Enterprise/Individual Agreement:	Individual Agreement
Classification/Grade:	As per training year
Location:	Epworth Hospital 89 Bridge Road Richmond Royal Children's Hospital, 50 Flemington Road, Parkville
Employment Status:	12 months Fixed Term Full time
Key Relationships - internal and external	Internal relationships include but are not limited to: Clinical Supervisor: Dr Joanne Smart, Director, Allergy and Immunology Department (Epworth Hospital and Royal Children's Hospital) Supervisor: Dr Sam Mehr, Paediatric Allergist, Immunologist and Immunopathologist Senior Medical Staff Nursing staff Divisional Medical Directors

2. Overview of Epworth HealthCare

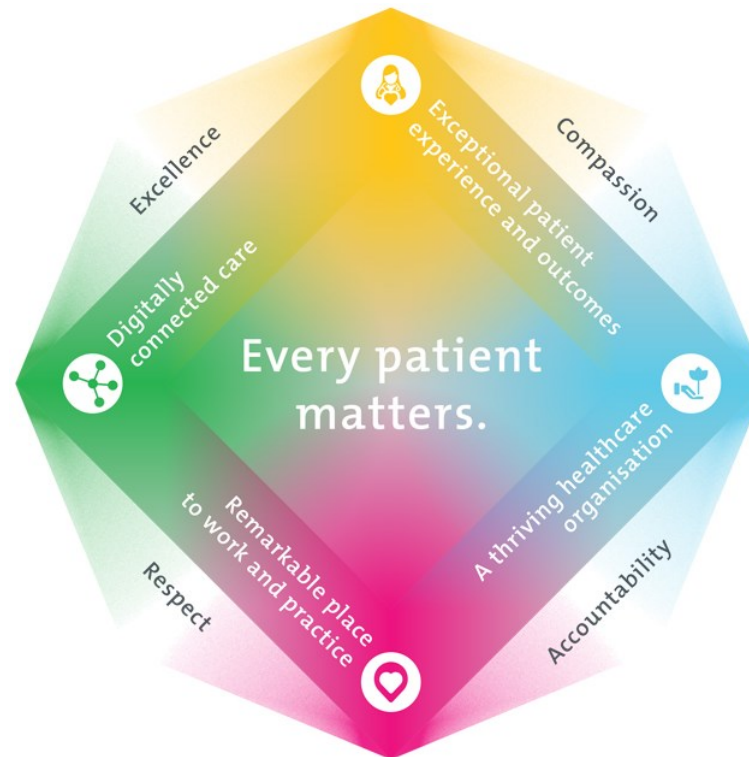
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.

Exceptional patient experience and outcomes - To empower our patients and deliver compassionate, expert and coordinated care.

A thriving healthcare organisation - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.

Remarkable place to work and practice - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.

Digitally connected care - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

4. Purpose of the Position

Epworth HealthCare is Victoria's largest not-for-profit private hospital group. Epworth Allergy Specialists has been providing clinical care since 2010 for children primarily with allergic disorders through outpatient clinics and inpatient food/immunotherapy challenges. The Epworth Allergy Specialists cares for patients in Richmond, but also has satellite clinics in Geelong. A joint accredited position between Epworth Hospital (three days a week) and Royal Children's Hospital (RCH) (two days a week) has been created in order for candidates to receive training in both allergic and immunological disorders.

The Allergy and Immunology Registrar provides outpatient and day medical care of children with allergic and immunological disorders, under the supervision of Senior Specialists within our Department.

- Outpatient care involves care of patients referred to Epworth Allergy Specialists or RCH Allergy and Immunology Specialist Clinics and clinical liaison with patients, families and caregivers in the community.
- Day Medical care involves performing and/or supervising Allergy and Immunology medical procedures at both Epworth and RCH

5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
<i>Leadership and culture</i>	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
<i>Consumer Partnerships</i>	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
<i>Effective Workforce</i>	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
<i>Clinical Safety and Effectiveness</i>	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
<i>Risk Management</i>	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<p>Clinical duties</p> <ul style="list-style-type: none"> • Allergy Immunology Outpatients (4-5 clinics per week). 3 days will be spent at Epworth and 2 days at RCH. <ul style="list-style-type: none"> ○ Undertake clinical assessment, investigation and management of patients referred to Allergy Immunology both at Epworth Hospital and Royal Children's Hospitals ○ Clinics will include primary immunodeficiency (RCH) and Allergy (RCH/Epworth) ○ Cross-cover may be required if RCH Fellow(s) are unavailable (which may include inpatient/outpatient RCH clinic cover, and consults on the ward) ○ Perform and interpret skin prick tests and interpret immune function tests as required, under consultant supervision. • Day Medical Unit (DMU) procedures at both Epworth/RCH <ul style="list-style-type: none"> ○ Oversee challenges (e.g., food, drug) and the administration of immunotherapy, under consultant supervision. Perform and interpret intradermal tests as required, under consultant supervision. ○ Clinical review of Allergy Immunology DMU patients as required, including patients receiving Intravenous Immunoglobulin Infusions 	<ul style="list-style-type: none"> • Consultant assessment (including FRACP supervisor assessments) and feedback. • Audit of outpatient clinic letters, challenge reports, inpatient discharge summaries and intradermal tests performed. <p>Feedback from patients/families and staff</p>

<p>Multidisciplinary Meetings</p> <ul style="list-style-type: none"> Attend, participate and present at Multidisciplinary Clinics and Meetings as required that may include: <ul style="list-style-type: none"> Bone marrow transplant meeting Adolescent transition meeting EOE meeting 	<ul style="list-style-type: none"> Attendance and contribution Feedback from staff
<p>Departmental and Educational Meetings</p> <p>Attend, participate and present at departmental and educational meetings as required</p>	<ul style="list-style-type: none"> Attendance and contribution Consultant assessment (including FRACP supervisor assessments) and feedback
<p>Teaching and Research</p> <ul style="list-style-type: none"> Participate in Departmental research and audit activities. Assist with Departmental teaching as required e.g. teaching medical students, junior medical staff and nurses. Perform a research project each year under the supervision of an Allergy-Immunology Department consultant. 	<ul style="list-style-type: none"> Successful completion of Departmental audit and research projects Feedback from medical students and staff
<p>Customer Service</p> <p>Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers.</p> <p>Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.</p> <ul style="list-style-type: none"> Provide excellent, helpful service to patients, visitors and staff Communicate with clear and unambiguous language in all interactions, tailored to the audience 	<ul style="list-style-type: none"> Patient and customer service satisfaction surveys within agreed targets Use AIDET principles in all interactions Issues are escalated to the manager and resolved in a timely manner

Position Description



<ul style="list-style-type: none"> • Build customer relationships and greet customers and patients promptly and courteously • Actively seek to understand patients' and their family's (customers) expectations and issues 	
<p>Safety and Wellbeing</p> <p>Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace</p> <p>Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan</p>	<ul style="list-style-type: none"> • Adhere to infection control/personal hygiene precautions • Implement and adhere to Epworth OHS policies, protocols and safe work procedures • Mandatory training completed at agreed frequency

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<ul style="list-style-type: none"> • Eligible for medical registration in Australia • At least three years' experience in a formal Paediatric training program <p>Successful completion of the FRACP Part 1 and clinical examinations or equivalent</p> <p>Previous experience in Paediatric Allergy/Immunology preferred (but not mandatory)</p>
Required Knowledge & Skills	<ul style="list-style-type: none"> • This post requires efficient multitasking, excellent organizational skills and effective liaison between many different health care professionals. • The successful candidate must remain committed to patient care and improving outcomes, despite competing demands.
<p>Personal Attributes & Values</p> <p>All employees are expected to consistently work in</p>	<p>The incumbent will undertake the role in a manner that demonstrates commitment to the positive leadership behaviours of Epworth HealthCare, to the principles of working together and to Epworth HealthCare's Values and Behaviours.</p>

Position Description



accordance with Epworth's values and behaviours <ul style="list-style-type: none">• Compassion• Accountability• Respect• Excellence	Compassion: To show empathy and support to patients Accountability: Take responsibility for own decisions Excellence: Show commitment to maintaining the highest standard of work Respect: Treat all customers, patients and staff with courtesy and respect
--	---

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
14 July 2023	June 2024	Dr Joanne Smart

8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____

Date: _____