

# Position Description

<b>Title</b>	<b>RHINOLOGY FELLOW</b>	<b>Position Reports to</b>	Head of Unit (Clinical) Executive Director Ambulatory and Medical Services (Administrative)
<b>Classification</b>	<i>To be determined</i>	<b>Employment Status</b>	Full Time Fixed Term
<b>Enterprise Agreement</b>	<i>AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026 ("DiT Agreement")</i>		

As Australia’s only specialist eye, ear, nose and throat hospital, The Royal Victorian Eye and Ear Hospital’s (the Eye and Ear) has been providing care for the senses for 150 years. The Eye and Ear has over 50 different outpatient clinics for the diagnosis, monitoring and treatment of vision and hearing loss and provides a 24 hour emergency eye and ear, nose, and throat service. The Eye and Ear provides care annually for around 250,000 patients, with over 200,000 outpatients, nearly 40,000 emergency patients and over 14,000 inpatients.

## Vision Mission And Values

The Eye and Ear is a world leader providing exceptional care. We aspire to be the world’s leading eye and ear health service through; outstanding patient experience; exemplary leadership; inspiring our people and building a platform for the future. Our values of **Integrity, Care, Excellence** and **Innovation** are at the core of everything we do.

**•INTEGRITY**

We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect

**•CARE**

We treat patients with respect, are compassionate, thoughtful and responsive to their needs and sensitive to diversity

**•TEAMWORK**

We communicate openly, respect diversity of views and skills and work effectively with partners and in multi-disciplinary teams to deliver the best outcomes for patients

**•EXCELLENCE**

We give our personal best at all times, deliver exemplary customer service, monitor performance and seek leading edge ways to improve it

Please read our full Strategic Plan here:

[https://www.eyear.org.au/page/About\\_Us/Our\\_Publications\\_and\\_DVDs/](https://www.eyear.org.au/page/About_Us/Our_Publications_and_DVDs/)

The Eye and Ear is an equal opportunity employer and is committed to providing a work environment that is free from harassment or discrimination and promotes inclusion, equity, diversity and cultural awareness in the workplace. The Eye and Ear is a smoke free environment.

## Role Purpose:

To provide high quality patient services whilst obtaining advanced graduate training in the area of Rhinology.

The position encompasses training in the full range of rhinologic procedures, with an emphasis on endoscopic surgery and rhinoplasty.

The position will include a number of operating sessions, outpatient clinics, Emergency Department as well as on-call out of hours.

## Key Responsibilities / Performance Outcomes:

- Provide high quality standards of patient care - Initial assessment and acute management of patients attending the Emergency Department, in consultation with the ENT and Ophthalmology registrars as clinically indicated.
- Work within an Ethically and Legally Sound framework - Ensure the delivery of clinical services within the Department is in line with best evidence based practice and the National Safety and Quality Health Service Standards (NSQHSS).
- Management and ongoing care of Otolaryngology patients.
- The registrar will assist with liaison and transfer of such patients to other hospitals as required.
- Attendance at Emergency Department, Outpatient Clinics and Operating Theatre, including Spokes as rostered by Medical Services.
- Management of hospital inpatients, including ward rounds.
- Night duty and weekend work as rostered.
- Participation in the sick leave on call roster
- Additional duties as requested from time to time by Medical Services.
- Provision of on call service as rostered or patients of the ENT Service and its consultants.
- Participate in educational and audit activities and programs developed by the Director of Clinical Training or the Heads of Unit. Access to other available training programs is also provided within roster constraints.
- Successfully completing all RVEEH internal clinical assessments.
- The effective teaching and supervision of junior medical staff in both the Outpatient/Emergency Department and Operating Theatre setting as mutually agreeable with Medical Services and The Head of Rhinology.

## Quality, Patient Safety And Risk Management

Ensure utilisation of systems designed to support quality, safety & risk management. This involves:

- Providing care that is patient and family-centred and delivered in partnership with the patient and their carer.
- Developing and maintaining your skills and competencies relevant to your clinical scope of practice.

- Having an understanding of working within your role and responsibilities outlined in the Eye and Ear Quality Clinical Governance Framework to deliver safe high quality and person-centred experience and care.
- Participating in reporting and analysis of safety and quality data including risks or hazards.
- Participating in improvement activities.
- Participating in the reporting and analysis of quality initiatives, adverse events and risk identification.
- Participating in appropriate professional development activities and other quality and safety training.
- Participating in health service activities required for accreditation.
- Ensuring appropriate use of hospital resources.
- Demonstrate awareness of the financial requirements of the department and demonstrate an awareness of cost effective practice.
- Actively participate in the annual performance development cycle.
- Is compliant with the Eye and Ear Data Accountability Framework ([link](#)).

## Occupational Health And Safety

The Eye and Ear endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Perform their work with due regard for their own safety and health and for the safety and health of other people who may be affected by their acts or omissions.
- Actively promote and demonstrate the organisational values of integrity, care, excellence and teamwork.
- Participate in wellness@work initiatives.
- Report any hazards, near miss and incidents (regardless of whether an injury occurred or not) via the Victorian Health Incident Management System (VHIMS) Riskman.
- Understand and adhere to emergency procedures.
- Actively discourage and where possible call out inappropriate behaviour that may pose a safety risk to others.
- Participate actively in return to work programs if injured, and supporting injured colleagues in their return to work.

All clinical practitioners involved in medication management have an obligation to practice within legislation, the Poisons Control Plan, hospital policy and procedures.

The requirement for Advance Life Support training will be determined for medical staff working in specific departments based on acuity.

## Selection Criteria: Qualifications, Experience And Competencies

	Essential	Desirable
<b>Qualifications</b>	MBBS or equivalent degree enabling registration with the Australian Health Practitioners Regulation Agency (AHPRA)	
<b>Experience</b>	Completion of residency in Otolaryngology. Successful completion of the Royal Australasian College of Surgeons (RACS) Fellowship examinations or equivalent..	
<b>Competencies</b>		Basic Life Support (BLS) certification

## Reporting Lines/ Key Working Relationships

### Internal

Executive Director, Medical Services  
 Director Medical Services  
 Director of Emergency Department  
 Head of Rhinology Unit  
 Manager Medical Workforce  
 Junior Medical Staff Coordinator  
 Heads of Unit  
 Medical Staff  
 Nursing Staff  
 Service departments, including Theatres, Clinics, Emergency, Surgical Bookings Unit, Pharmacy and Health Information Services.

### External

Referring Doctors  
 General Practitioners  
 Observers and Medical Students  
 RACs

*All staff are required to have a satisfactory National Criminal Record Check. Direct patient care/clinical employees are required to have a valid Working With Children Check.*

## Author of Position Description or Manager of Position:

Executive Director Medical Services: Dr Birinder Singh Giddey

Date: April 2025

The Eye and Ear reserves the right to modify this position description as required. The employee will be consulted when this occurs. Statements included in this position description are intended to reflect the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

### Agreement

I have read, understood and agree to comply with the position description.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_