

POSITION DESCRIPTION

Position Title:	Paediatric Emergency Medicine Fellow
Business Unit/Department:	Paediatric Emergency Medicine
Division:	Medical Services; Emergency Medicine & Intensive Care Services
Award/Agreement:	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
Classification:	HM25 to HM30
Reports To:	Chief Medical Officer Medical Services Clinical Department Head
Direct Reports:	Interns and HMOs in Department
Date Prepared/Updated:	April 2026

Position Purpose

To provide high quality clinical care to the paediatric patients and their families presenting to Western Health services, to supervise and train Junior Medical Staff and support Western Health Strategic themes.

The foci of this position are:

- **Clinical care** of paediatric patients within the Emergency Department (ED)
- **Leadership** including incorporation of evidence and best practice into ED work practices.
- **Supervision** of more junior staff including HMOs and interns.
- **Teaching** of medical students, other junior medical staff and nurses.
- **Commitment** to delivery of high-quality care and development of ED quality improvement initiatives.

The Registrar in Paediatric Emergency Medicine is a leader within the ED, and should role-model professional behaviours and the Western Health values at all times. The role of the Registrar is to provide clinical leadership and management of patients and undertake clinical and designated academic and quality assurance duties for the Unit under the supervision and direction of the Department Head of Unit or Consultant.

Business Unit Overview

The Western Health (WH) Division of Emergency Medicine and Intensive Care (EMIC) is responsible for emergency departments at Footscray, Sunshine, Williamstown and Bacchus Marsh Hospitals and urgent care centres at Melton, Sunbury and Point Cook. Sunshine Hospital Emergency Department comprises Adult and Paediatric (aged under 18 years) streams.

Our Vision

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The WH Division of EMIC is committed to innovation and the development of services and treatment of groups across Western Health to ensure Best Care for the community of Western Melbourne.

The Divisional Director (DD) and the Clinical Services Director (CSD) function in partnership to provide leadership and clinical, operational, and financial governance to the WH Division of EMIC to ensure the efficient and effective delivery of Best Care within allocated resources.

Sunshine Hospital Children's Emergency Department manages approximately 30 000 paediatric (up to 17 years of age inclusive) presentations per year. The ED educates basic and advanced trainees of both the Royal Australasian College of Physicians (RACP) and the Australasian College of Emergency Medicine (ACEM) in addition to General Practice trainees and hospital medical officers. The Children's ED has an active role in collaborative education and research with other hospitals and research networks.

Key Responsibilities

- Participate in on-going assessment of competencies via college assessment forms
- Work under the supervision and support of the Head of Unit or Receiving Consultant to further develop clinical and decision-making skills
- Perform unit duties as delegated by the Unit Head or Receiving Consultant in accordance with Western Health policies and procedures and relevant legislation
- Ensure notification to the appropriate consultant of patients referred to the Department, and provision of initial assessment of referred patients
- Ensure quality patient care via clinical assessment, admissions and development of management plans
- Assume responsibility for patient care in accordance with the care model of the ward/unit, ensuring that required clinical procedures are performed with appropriate training and supervision
- Initiate and provide interpretation of clinical investigations
- Accurately reflect the patient's requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Participate in the development of discharge plans that reflects the needs of patients and their significant others and demonstrates understanding of the role of community providers. Assume responsibility for communication with community providers
- Provide supervision for the clinical activities of the junior medical staff on the unit, according to the level of experience of the individual
- Facilitate effective clinical handovers within the Paediatric ED and to external units and providers
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance
- Work collaboratively and respectfully with multi-disciplinary team members to achieve desired outcomes for patients through effective communication and attendance and participation in unit and site clinical meetings
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.
- Demonstrate a caring and empathetic approach towards patients at all times
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in clinical practice
- Undertake ongoing self-directed learning by participation in continuing education activities and attendance at clinical meetings, including any mandatory training programs
- Assist in collection of data for audit purposes, and participate in research activities undertaken within the unit where required
- Coordinate and participate in the teaching of junior doctors and medical students

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

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Key Working Relationships

Internal:

- Director of Paediatric Emergency Medicine
- Paediatric Emergency Physicians and Paediatricians
- Duty Emergency Physicians
- Other junior medical staff
- Inpatient paediatric unit staff
- Nursing shift leaders – ANUM, PCN and Nurse Practitioner
- Allied health staff – Paediatric Social Work, Physiotherapy Practitioners
- Administrative Assistant
- Medical Workforce Unit
- Medical Education Unit

External:

- Local general practitioners for referrals in to the ED and for providing feedback
- Tertiary paediatric services via PIPER and in direct communication with specialist units

Selection Criteria

Essential:

- Medical practitioner registration with AHPRA
- Ability to work as part of a team
- Commitment to professional development

Desirable:

- Registered trainee of RACP and/or ACEM
- Completion of Advanced Paediatric Life Support (APLS) course
- Completion of the RACP written and clinical examination or the ACEM Primary examination **RACP**

Trainees:

- Minimum of one year paediatrics
- Six months of neonatology

ACEM Trainees:

- Minimum of one year emergency medicine

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health

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- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services and sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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