

POSITION DESCRIPTION

Position Title:	Paediatric Allergist
Business Unit/Department:	Paediatrics
Division:	Women's & Children's Services
Award/Agreement:	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
Classification:	HN15 to HN59
Reports To:	Clinical Services Director; Head of Unit; Chief Medical Officer
Direct Reports:	Junior medical employees
Date Prepared/Updated:	21 January 2025

Position Purpose

The role of the Paediatric Allergy Consultant/Specialist is to provide high quality clinical care to Western Health patients, to supervise and train Junior Medical Staff and support Western Health Strategic Priorities. A Paediatric Allergist is required in order to support the general paediatricians of Western Health evaluate and manage children with allergic conditions locally.

Business Unit Overview

Western Health provides inpatient and outpatient paediatric care for children with a wide range of medical and surgical conditions. The Paediatricians regularly liaise with other departments within Western Health as well as with the tertiary centres for Paediatric care in Victoria. Paediatric inpatient and ambulatory services sit within the Division of Women's and Children's Services. The Paediatric service at Western Health operates from several sites at Western Health including Joan Kirner Women's and Children's at Sunshine Hospital (Paediatric Inpatient Unit and Outpatients), Bacchus Marsh Hospital (Special Care Nursery and Paediatric Outpatients), and Melton Health Community Paediatrics (Outpatients). Staff may be asked to work across any of the Western Health sites.

The dedicated Paediatric Emergency sees over 30,000 presentations annually, and this service works closely with the Paediatric Medicine inpatient and outpatient services. There are approximately 5,000 paediatric admissions annually to the Children's Ward, with further admissions to the Day of Surgery Unit. Outpatient paediatric services are provided in General Paediatric Medicine, Neonatal Medicine, Behavioural and Developmental Assessment, and a number of subspecialty services including Cardiology, Endocrinology, Neurology, Allergy, and Dermatology.

Western Health supports medical student education with students from The University of Melbourne.

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Key Responsibilities

The position of Paediatric Allergist has the following responsibilities:

- Undertake a regular paediatric allergy OP clinic at Sunshine Hospital, in conjunction with a General Paediatrician, Allergy Nurse, and general paediatric trainees.
- Evaluation, diagnosis and management of children with allergic and/or immunologic disorders in the outpatient setting.
- Provide clinical supervision to staff attending the clinic.
- Participate in a triaging process that ensures the resources of the Paediatric Allergy clinic are used efficiently and effectively.
- Oversee low-risk oral food challenges (when this service commences)
- Participate in service delivery improvement activities and assist in development of service planning; including liaison with RCH Department of Allergy and Immunology.
- Participate in Women's and Children's Division teaching and quality activities and provide teaching and training for medical students, junior medical and nursing staff.
- Involvement in research and audit projects to inform service enhancement.
- Assume responsibility for quality patient care in accordance with the care model of the unit, ensuring that clinical care is performed in accordance with Western Health policy and procedure
- Accurately reflect the patient's treatment plan, requirements, outcomes or events within prescribed documentation to support ongoing care, communication and to ensure that all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Provide advice to General Paediatricians regarding assessment and management of paediatric allergic conditions.
- Participate in resolving problems in care and to ensure that the Unit/ Department Head is aware of relevant issues and problems
- Ensure continuity of care by communicating appropriately with other practitioners including community general practitioners
- Ensure that the care of all patients is handed over or other suitable arrangements for follow up, including follow up of results is in place when on leave
- Develop and maintain strong relationships with other departments and external partners.
- Participate in the development, implementation and revision of treatment protocols and clinical guidelines to promote and ensure best practice standards
- Actively contribute to Western Health's ongoing development through involvement in hospital wide activities and national and/or international organisations
- Participate in service planning as requested by the Unit/ Department Head and Clinical Service Directors including the development and setting of targets, resource requirements and improvement priorities for the service agreement
- Actively participate in departmental or organisational wide quality and credentialing processes, including clinical work review groups
- Ensure that any dealings with the media are approved and in accordance with policy, procedure and privacy legislation
- Contribute to creating and maintaining a work climate which is conducive to positive morale and employee growth, development and retention
- 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.
- Build networks and participate in benchmarking to seek and share information to assist in developing best practices
- 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.

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- Participate in clinical teaching and professional development of junior medical staff, medical students and students of all health professions and disciplines.
- Maintain personal qualifications in accordance with continuing certification requirements of relevant medical college or other body
- Comply with Western Health financial systems, policies and processes
- Identify business opportunities through available funding streams and develop and prepare business cases to optimise funding opportunities and business development
- Be accountable for waiting list management for outpatient services
- Manage and operate in accordance with Western Health Human Resource policy and practise in all matters relating to recruitment and employment
- Ensure the ability to receive and return organisational relevant information and communication through phone, and/ or voicemail and email within time limits set by the organisation
- Acquire and maintain sufficient relevant computer/technology skills and utilise these to participate in services and communication offered by Western Health
- Undertake other duties and instructions as provided by the Head of Unit

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.

Key Working Relationships

Internal:

- Other Senior Medical Staff
- Nursing and Allied Health Staff
- Patient Support and Administrative Staff
- Medical Workforce Unit Management
- Unit/ Department Heads
- Clinical Services Directors
- Divisional Directors
- Executive Director Medical Services

External:

- GP's
- Community Health Agencies
- Other Senior Medical Staff

Selection Criteria

Essential:

- FRACP specialist medical qualification with accreditation through Immunology and Allergy SAC.
- Relevant clinical experience and clinical competence required for level of position including knowledge and practical experience in the area of paediatric allergy, including food allergy, asthma, eczema, insect allergy and drug allergy.
- Experience in the support and supervision of Junior Medical Staff
- Demonstrated ability to practice collaboratively as part of a multi-disciplinary health care team
- Effective organisational skills, with respect to time management and delegation
- Displays and expresses a high level of ethics in regards to patients, colleagues and the organisation
- Demonstrates ability to make decisions and support rationale, clearly communicate decisions to relevant parties
- Maintains confidentiality of patient, institutional and employee information
- Commitment to professional development
- Analyses own performance in accordance with position expectations. Develops goals and implements a plan to meet those goals. Maintains and own knowledge and skills

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Desirable:

- Demonstrated research skills
- Knowledge of health issues in relation to Western Health's catchments
- Acknowledgement of Western Health strategic themes

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.

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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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