Position Description

Position Title:	Paediatric Allergy Specialist
Classification & Salary Range:	At the appropriate classification rate commensurate with level of experience in accordance with Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026 or its successor
Agreement Name:	Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026 or its successor
Position Reports to:	Clinical Director of Paediatrics (and/or relevant Deputies)
Last updated:	26-10-2026

Position purpose

- To provide excellent clinical care for his/her patients.
- To provide leadership for junior medical and other clinical staff.
- To support the Hospital's teaching, research and clinical governance programs.

Major duties and/or responsibilities

Provision of Clinical Services

- Support the provision of paediatric allergy services throughout the Hospital.
- Participate in the following services provided by the Unit where applicable:
    - Paediatric Allergy Outpatient Clinic
    - Ability to perform skin prick testing
    - Availability to provide non urgent allergy advice to clinicians on an ad hoc basis
- Assume clinical responsibility for patients under his/her care.
- The Paediatrician will have FRACP and AHPRA registration and comply with College requirements for ongoing professional development via the CPD scheme.
- Remuneration will be in accordance with the contract provided.
- Clinical responsibilities involve conducting a weekly 100% donation MBS funded allergy clinic and provide non-urgent allergy advice to staff as needed
- The Paediatrician will be responsible for ensuring that patients are seen in a timely manner, that management plans and all documentation is up to date, that results of investigations are followed up and appropriately actioned (as required), and that regular triaging of referrals is undertaken

- The Paediatrician may be supported by a registrar or HMO and/or medical students and will be expected to provide supervision and education in this setting.

Communication and behaviour

- Demonstrate high levels of professionalism and working relationships with all co-workers.
- Ensure effective and respectful communication with patients, relatives and co-workers.
- Ensure that patients/families are given adequate information upon which to base treatment decisions.
- Support multi-disciplinary teamwork.
- Provide respectful and appropriate advice to and liaison with staff from other units as required.
- Professional representation of the department and hospital both internally within Eastern Health and externally in the broader health system.

Quality and Clinical Review Activities

- Participate in quality assurance activities as required, including audit activities, review of adverse events and analysis of relevant clinical and key performance indicators (KPIs).
- Assist in developing protocols and guidelines where required.
- Assist in resolving patient and relative complaints.
- Notify the Clinical Director of Paediatrics and / or the Chief Medical Officer of any sentinel event or serious adverse incident related to the clinic.

Education, Research & Professional development

- Participate in education opportunities.
- Maintain an active interest and participation in research and academic publication.
- Comply with College requirements for ongoing professional education.

Efficiency

- Support the efficient utilisation of resources, including efficient use of appointments
- Work within the budgetary provisions for the delivery of clinical services.

Performance Review

- Participate in Eastern Health Department performance review system.

Key Selection Criteria

Essential Selection criteria:

- Must be a registered medical practitioner in Australia.
- Must have significant clinical experience, with experience and training in Paediatric Allergy.
- Must hold a Fellowship of the Royal Australasian College of Physicians (RACP), or hold equivalent qualifications to enable recognition as a specialist Paediatrician.
- Must be recognised by Medicare as a specialist in Paediatric Allergy.
- Must participate in relevant college continuing education programs particularly related to Paediatric Allergy.

Desirable Selection criteria:

- Demonstrated experience in teaching of medical students, HMOs and registrars.
- Teaching experience of other clinical staff – nursing and allied health.
- Exposure to research practices and principles.
- Familiarity with clinical information systems.

Qualifications

Fellowship of the Royal Australasian College of Physicians (RACP), or hold equivalent qualifications to enable recognition as a specialist Paediatric Allergist.

Eastern Health's promise

Our promise to our communities, patients, consumers and staff is that we will be HEALTHIER TOGETHER. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Read more about Eastern Health's strategic goals here.

Our commitment to Diversity, Equity & Inclusion 

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQA+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please click here.

Aboriginal and Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2026 - 2028 was released in July 2026. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

For support, please contact our Aboriginal Employment Coordinator, Aboriginal.Workforce@easternhealth.org.au

Important Information

All new and existing employees are committed to the following in order to uphold Eastern Health's Promise and Values

- To uphold confidentiality as per the Privacy Act 2000 and the Health Records Act 2001
- To comply with Eastern Health code of conduct and Policy and Procedures
- To comply with Eastern Health performance standards and industry professional standards
- Participate in continuous monitoring an improvement
- Comply with legislation and accreditation standards
- Ensure service and care is consistent with the Eastern Health approach to patient and family centred care
- Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information here

Occupational Health and Safety, Quality and Improvement

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, particularly those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

Eastern Health employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

For more information about Quality and Safety please click here or for Staff Wellbeing please click here.

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. **Child Safety | Eastern Health**

Final note

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Appointment to this position is subject to a satisfactory National Police Check, compliance with mandatory vaccination requirements, including annual influenza vaccination, and evidence of immunity to vaccine-preventable diseases where required.

Application Support

If you require supports or adjustments with submitting your application or throughout the recruitment process, you are welcome to contact the hiring manager or the Talent Acquisition Team on (03) 9955 7555 option 1 (for current employees please select option 2).

Candidate statement:

I _____ have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____ Date: _____