



## Position Description

<b>Position title:</b>	Clinical Genetics Fellow
<b>Salary range:</b>	VCGS Clinical Fellow Salaries – Level 1-3
<b>Reporting manager:</b>	Associate Professor Melody Menzies, General Executive Manager - Clinical
<b>Direct reports:</b>	Professor Tiong Tan, Advanced Trainee Supervisor
<b>Home group:</b>	Clinical Genetics

### Who we are

Victorian Clinical Genetics Services (VCGS) is a not-for-profit subsidiary of the Murdoch Children's Research Institute. We aim to provide and continually improve clinical care, support, genetic screening and diagnostic testing for children, adults and families at risk of, or living with a genetic condition. Our purpose is to deliver exceptional care and service to our patients, and the community, while shaping the future of genetics and genomics care in Australia.

### Our values

People at VCGS follow our values



#### Value people first

People are at the core of our business. We lead with empathy. We display compassion and respect towards each other, our patients and the community.



#### Build trust

We communicate and act with transparency, sincerity, and truthfulness in all aspects of our work.



#### Pursue excellence

We share a commitment to delivering high-quality, sustainable science and services. We acknowledge mistakes and encourage each other to learn and grow.



#### Be innovative

We encourage curiosity, collaboration and critical thinking. We value new ideas, and continuous improvement.

---

## Position Overview

Clinical Genetics Fellows will participate in supervised clinical training accredited by the Royal Australasian College of Physicians (RACP) as part of the Advanced Training Program in Clinical Genetics. This position is designed to develop the trainee's competencies in the assessment, diagnosis, and management of individuals and families with inherited or suspected genetic conditions. Training will follow the RACP Clinical Genetics curriculum and contribute towards Fellowship of the RACP (FRACP).

## Key Accountabilities

- Supports campus efforts related to gender equity, diversity, inclusion and wellbeing through participation, active learning and/or role modelling our values
- 3 sessions/week patient consultation including regional outreach
- Thorough clinic preparation and follow up of results and letters
- Inpatient ward consultations as required
- Participation in duty call and after-hours on-call rosters
- Participation in counselling supervision
- Liaise with diagnostic laboratories, as allocated
- Ensure patients are able to exercise their rights and responsibilities
- Be responsive to patient and family complaints and concerns
- Authorship on 2 publications per year
- Participate in R&D translation plans and outcomes including identification of opportunities
- Provide supervision and support to placement students
- Assists in knowledge sharing, development and support of new starters and peers
- Actively participate in, and help coordinate VCGS ongoing education program
- Attendance and presentation at a national conference
- Exercise initiative and offer suggestions for improving processes
- Involve others in the identification of change initiatives and the implementation process
- Give 2 internal and 2 external talks per year
- Lecture to Master of Genetic Counselling Course Seminar attendance

## Selection Criteria

### Essential

- Medical degree (MBBS, MD or equivalent)
- Completion of RACP Basic Training (Paediatrics & Child Health or Adult Medicine), including the Written and Clinical Exams
- Professional registration number with the Australian Health Practitioner Regulation Agency (AHPRA)
- Excellent communication and interpersonal skills
- Demonstrated commitment to ongoing professional development and medical education.
- Ability to work effectively in a multidisciplinary team.

### Desirable

- Completed or enrolled in a human genomics course (Harvard Medical School HMX Genetics course or equivalent)
- Interest in research, quality improvement, or public health genetics.
- Basic knowledge of genomic technologies and their clinical application.

---

## Conditions of employment

- Keeping children safe is our highest priority. We maintain rigorous safeguarding standards and employ comprehensive screening processes to ensure the safety of the children we work with. This includes mandatory screening processes for all successful candidates, including:
  - Valid Working with Children Check (or equivalent)
  - Satisfactory criminal record check
- The right to reside and work in Australia and meet any applicable visa conditions

## Health, Safety & Wellbeing

- We are committed to providing and maintaining a working environment which protects the health, safety and wellbeing of our people, partners and the community
- Employees conducting duties on behalf of VCGS are expected to meet the environment, health and wellbeing requirements and responsibilities specifically required for the role
- We are committed to supporting children in their right to be safe and adhere to the responsibilities we have to ensure their protection and safety as per the Child Safety Policy
- The Institute is committed to the safety of children and young people, and takes a zero-tolerance approach to all forms of child abuse, exploitation and harm. The Institute prioritises child safety in our decision-making at all levels of the Institute and supports our employees to understand and enact their safeguarding responsibilities
- We are committed to a diverse, inclusive workplace where all staff are supported to reach their full potential, regardless of gender, career status, age, disability, cultural background, religion or sexual orientation
- Specified positions may be subject to medical review to ensure that the inherent requirements of the role can be undertaken safely

---

*As VCGS evolves to meet its changing strategic & operational needs and objectives, so will the roles required of its employees. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. This position description is intended to provide an overall view of the incumbent's role as at the date of this statement.*