

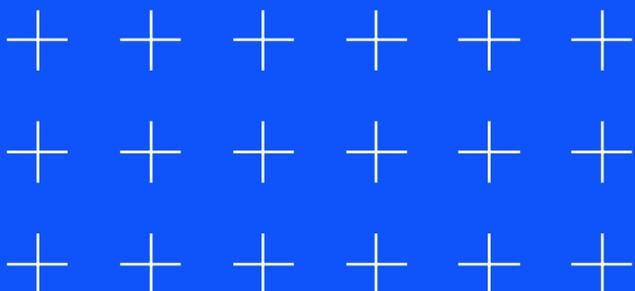
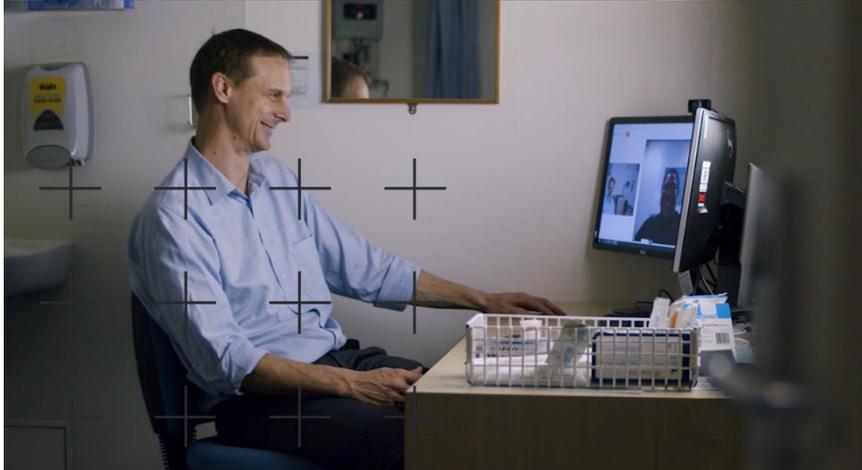


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Hospital Medical Officer (HMO)



THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability



Position Description

Position Title:	Hospital Medical Officer (HMO)
Service:	Various
Location:	The Royal Melbourne Hospital and Affiliated Hospitals
Reports To:	Director of Medical Governance
Enterprise Agreement:	AMA Victoria - Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2022–2026
Classification:	HM13+ (PGY3+)
Employment Status:	Full Time / Ongoing – Full Time / Fixed Term
Immunisation Risk Category:	Category A
Date of Review:	February 2026

POSITION SUMMARY

To coordinate and document the admission, management and discharge planning of patients under the supervision and direction of Registrars and Senior Medical Staff. This will include:

- Ensuring continuity of care for patients, including participation in clinical handover at the beginning and end of each shift.
 - Rotation through various clinical units.
 - Undertaking rostered duties after hours (including weekends), which may require the provision of cover to more than one unit.
 - Participation in an on-call roster and being available for duty as required.
 - Comply with Quality Management policies and procedures and participate in Quality Management activities.
 - Support and participate in the Health Service OH&S Procedures and implement (where appropriate) at unit/service area level.
 - Assist in maintaining a safe work environment by reporting any incidents of unsafe work practices, sites/areas or equipment.
 - Responsible for observing and practicing the principles and obligations of Equal Employment Opportunity, which include:
 - A workplace which is free from harassment.
 - Ensuring that activities and practices will prevent and eliminate unlawful discrimination.
 - Promote Melbourne Health values and fairness in the workplace.
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- Contribute to the successful management of diversity in the workplace.
 - Comply with Health Service and Divisional specific Regulations, Melbourne Health Policy and Procedures and By-laws and policies as apply from time to time
 - Ensuring that current registration with the Medical Board of Australia is maintained at all times during employment at Royal Melbourne Hospital.
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KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Provide high quality standards of patient care. Including the assessment, planning, implementation and evaluation for care in collaboration with multidisciplinary teams.
- Demonstrate knowledge/competency in performance of clinical skills relevant to a level of expertise.
- Promote patient advocacy, health promotion and teaching.
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Promote patient advocacy, health promotion and teaching
- Where appropriate, participate in research activities across Royal Melbourne Hospital and its rotating hospitals.
- Participate in unit and departmental clinical meetings and forums.
- Participate in Royal Melbourne Hospital and unit-based orientation activities.
- Promote a friendly, respectful and supportive environment within the department and organisation.
- Where appropriate, participate in research activities across Royal Melbourne Hospital and its rotating hospitals.



KEY RELATIONSHIPS

Internal

- Director of Clinical Training
- Term Supervisor
- Medical Workforce and Medical Education Unit
- Multi-disciplinary team members
- Senior Consultants, Nursing and administrative staff

External

- Secondment Health Services
 - PMCV
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KEY SELECTION CRITERIA

Formal Qualifications:

- Current General Registration with Medical Board of Australia (AHPRA).
- Current Provisional Registration with the Medical Board of Australia (AHPRA) via the Competent Authority Pathway with General Registration by May 2026.
- Successful completion of Internship at commencement
- Appropriate tertiary qualifications MBBS or equivalent

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Willing to undertake surgical rotation(s) as part of your tenure
- Embraces Teamwork
- Well-developed communication, negotiation and presentation skills
- Proven track record in the pursuit of clinical excellence

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
 - Achievement of portfolio specific KPI targets
 - Participation in and satisfactory feedback through the annual performance review process
 - Ability to maintain a safe working environment and ensure compliance with legislative requirements
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AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

Date
