



**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Hospital Medical Officer – Orthopaedic
Surgery - PRE SET**

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.

Advancing health for everyone, every day.

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.

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

This position provides prized surgical experience and patient management opportunities, ideal for candidates attempting to enter the surgical training program. Here is a bulleted item

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:

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- ## DEPARTMENT DESCRIPTION

The Orthopaedic Department is the busiest Department in the Hospital and an integral part of a Level 1 Trauma Centre. There are daily outpatient clinic, theatre lists and ward rounds. There is a weekly academic meeting involving case presentations and discussion topics. This is followed by a radiology review meeting. The Orthopaedic Department is situated on the 7th Floor, with access to modern computers and the Internet. A full departmental library is also provided with access to all current journals.

- 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. This includes the assessment, planning, implementation and evaluation for care in collaboration with multidisciplinary team
- Demonstrate knowledge/competency in performance of clinical skills relevant to level of expertise
- Promote patient advocacy, health promotion and teaching
- Where appropriate, participate in research activities across Royal Melbourne Hospital and its rotating hospitals
- 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.
- Working closely with patients and their carers to provide safe, excellent and respectful care
- Liaising with patients' General Practitioners upon discharge to ensure appropriate transition of care
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- Liaising with patients' General Practitioners upon discharge to ensure appropriate transition of care
- Ensure the vision, purpose and values of the organisation is understood and integrated into daily practice

Internal

- Head of Unit, Head of Trauma Orthopaedic Surgery
- Consultants & Junior Medical Staff
- Nursing, Allied Health and Administrative Staff
- Medical Workforce and Medical Education Unit
- Multi-disciplinary team members

- Primary & secondary care institutions
- General Practitioners and other hospitals

Formal Qualifications:

- Current Registration with the Medical Board of Australia (AHPRA)
- Appropriate tertiary health qualifications – MBBS or equivalent
 - Essential:
- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- PGY 3+
- Strong Leadership skills
- Embraces Teamwork
- Well-developed communication, negotiation and presentation skills
- Proven track record in the pursuit of clinical excellence

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

- 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 _____