



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Clinical Assistant – Intensive Care Unit

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

Position Description

Position Title:	Clinical Assistant – Intensive Care Unit
Service:	Intensive Care, Critical Care & Investigative Services
Location:	Royal Melbourne Hospital – City Campus
Reports To:	Nurse Unit Manager, ICU
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021–2025
Classification:	Pat Serv Ass Lv2 (PS25) with above award allowance
Employment Status:	Part and Full Time
Immunisation Risk Category:	Category A
Date of Review:	October 2025

POSITION SUMMARY

The Intensive Care Unit (ICU) Clinical Assistant (CA) is a member of the ICU multidisciplinary team who works in a collaborative partnership with the ICU Equipment and Clinical Assistant Manager, the ICU Deputy Equipment Coordinator, the ICU Equipment Technicians and the CA team. The CA reports to and is managed by the ICU Equipment and Clinical Assistant Manager and ICU Nurse Unit Manager.

The CA role is to assist with patient pressure area care and other tasks associated with patient care, restocking of consumables, assembling and safe storage of equipment and instruments within the ICU and maintain a safe and clean working environment for patients, visitors and staff within the ICU.

The Royal Melbourne Hospital ICU has 42 physical bed spaces and currently admits over 3000 patients every year and is equipped to provide physiological monitoring and life supporting therapies, accepting both high dependency and intensive care patients.

- Assist with 3 hourly patient repositioning rounds to aid in patient pressure area care.
- Responsible for restocking consumables i.e. bedside trolleys, consumable basket areas and fluid storage area.
- Responsible for cleaning the clinical areas of ICU i.e. discharge and daily room cleans, equipment room and pan rooms as per the daily cleaning schedule.
- Assists with transporting patients to CT, MRI theatre and RMH wards.
- Assisting the bedside nurse to ensure timely discharge of patients and safe set up for new patients.
- Cleaning equipment and setting up of equipment in the 'clean room'
- Responsible for the transport of medical devices such as airway devices- collecting & delivering bronchoscopes & CMacs
- Disassembling & cleaning ventilators, haemofilters, modules, cables and other equipment. EST of ventilators.
- Keeps up to date with the latest techniques, work practices/skills, to ensure standards are maintained at the highest level.
- Attends yearly KPI mandatory training and demonstrates manual handling principles and policies
- Cooperates and works with and supports other team members in order to achieve quality patient outcomes.
- Ensure patient confidentiality at all times.
- Provide a high standard of patient care at all times.
- Consults with appropriate personnel for guidance on any issues of concern (i.e. Nurse Unit Manager, Clinical Nurse Manager, Equipment and Clinical Assistant Manager, Deputy Equipment Coordinator, Equipment technician and Associate Nurse Unit Manager).
- Participate in and contribute to a well-functioning multidisciplinary team.
- Attend ward / departmental / clinical assistant meetings/huddles as required foster a high standard of service delivery based upon a collaborative approach with other hospital staff.
- Respond promptly to calls for service, and/or negotiate a mutually convenient time for completion of tasks based on workload and urgency of requests.
- Observe and practice the principles and obligations of Equal Employment Opportunity, which includes: A Workplace which is free from harassment; ensuring that activities and practices will prevent and eliminate unlawful Discrimination; and contribute to the successful management of diversity in the workplace.
- 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.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.

Internal

- Nurse Unit Manager
- Clinical Nurse Unit Managers
- Associate Nurse Unit Mangers
- Nursing Staff
- Equipment and Clinical Assistant Manager
- Deputy Equipment Coordinator
- Equipment Technicians
- Clinical Assistants
- Environmental Services
- Biomedical Engineering Department
- Biochemistry Department
- Procurement Department
- Central Sterilisation Service Department
- Operating Theatre Department

External

- Company representatives (in-service)

Formal Qualifications

- Holds a qualification in Certificate III in Health Services Assistance

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Enthusiastic and organised approach to work independently and within multi-disciplinary teams.
- Good communication and interpersonal skills.
- Ability to accept direction.
- Initiative in prioritising workload.
- Demonstrated provision of high-quality patient centered care.

Desirable:

- At least 2 years clinical assistant experience in an intensive care unit

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 _____