The Royal Melbourne Hospital









# Advancing health for everyone, everyday.

## Could this be you?

## Join The Royal Melbourne Hospital Team

Position Description

Occupational Therapist – Grade 1

The Royal Melbourne Hospital

## 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.

**Together 2035** - Our 10 year ambition positions the organisation to have a meaningful impact. Acknowledging the need for ability, adaptability and failing fast, it is assumed throughout this strategy cycle that nothing will stay stagnant. We will continuously strive fro excellence in health - through data insights, the latest research, responding to community sentiment, and global trends and importantly the views, needs and feedback of patients, consumers, carers and community.

**Strategic Pillars**
**Redesigning Together** - We are redesigning world-class care
**Thriving Together** - We are thriving through inspiration & curiosity
**Innovating Together** - We are leading research excellence for clinical impact

**Strategic Drivers**
Systems Thinking
Digital Intelligence
Performance & Sustainability

The Royal Melbourne Hospital

# Position Description

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|---|---|
| **Position Title:** | Occupational Therapist – Grade 1 |
| **Service:** | Allied Health |
| **Location:** | The RMH Parkville & The RMH Royal Park |
| **Reports To:** | Manager Occupational Therapy |
| **Enterprise Agreement:** | Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021–2026 |
| **Classification:** | Grade 1 Occupational Therapist (VE8-VE9) |
| **Immunisation Risk Category:** | Category A |
| **Date of Review:** | August 2026 |

## POSITION SUMMARY

The Grade 1 Occupational Therapist will work under the guidance and supervision of a grade 2 (or higher) staff member and is required to:

- Provide quality care to clients through competent clinical skills, effective communication and active participation within a multidisciplinary team.
- Comply with Health Service and Divisional specific Regulations, Melbourne Health Policy and Procedures (available on the MH intranet site http://info.mh.org.au), and the By-laws and Policies as apply from time to time.

The Allied Health team provides integrated multidisciplinary care across the acute, subacute and community sectors of The Royal Melbourne Hospital (excluding RMH mental health services). Allied Health professionals and support team work to improve the patient's physical and psychosocial functioning. The Allied Health structure complements a series of new and exciting developments aimed at supporting our workforce and creating innovative solutions in order to provide excellent patient care.

As a Grade 1 rotational Occupational Therapist, working across sites of the Royal Melbourne Hospital, you will provide a key service to the multidisciplinary team and rotate through different clinical areas which may include the weekend service. Through competent skills in patient assessment, intervention and discharge planning the Grade 1 Occupational Therapist will ensure optimal patient care in their designated clinical area of rotation.

## 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 at least 85% patient related activities as per the Melbourne Health Allied Health benchmarks
- Prioritisation of caseload and management of competing priorities
- Provide quality patient focused care to patients and their carers through competent clinical assessment, treatment and discharge planning skills in line with evidence based practice
- Involve patients / carers in the decision making of treatment goals and discharge plans
- Ensure documentation of patient care is in accordance with Melbourne Health and Profession specific guidelines and completed within a timely manner
- Participate in clinical supervision program, individual development, work planning and annual discussion
- Maintain high level professional standards and patient care
- Demonstrate effective communication strategies by demonstrating sound verbal, non-verbal and written skills.
- Participate in a coordinated team approach to patient care
- Display sound organisational skills through efficient time management and professional responsibility
- Manage risk and actively work toward implementing risk reduction strategies
- Display sensitivity and knowledge of ethical and multicultural issues and provide culturally aware practice
- Assist in the review and implementation of policies and procedures specific to the profession and clinical area
- Participation in continuous quality improvement activities both within the clinical team and department as required
- Participate in the collection and entry of statistics in a timely manner as directed by Senior clinician and/or Occupational Therapy Manager
- Actively engage and provide professional development and model a commitment to lifelong learning
- Exchange knowledge with other professionals through providing both formal and informal learning opportunities as directed
- Participate in the development, implementation and review of Occupational Therapy student education in conjunction with senior staff as required
- Development of resource knowledge and effective use of resources in practice
- Access information as necessary to improve knowledge and skills
- Comply with Quality Management policies, Occupational Health and Safety Legislative obligations, Equal Employment and Opportunity Legislation and Melbourne Health Policies and Procedures
- Participate in research activities, presentations, conferences, workshops and service development initiatives as required
- Demonstrate the ability to assume extra responsibilities as requested by the supervisor or senior clinicians
- Demonstrate knowledge of wider organisational strategy, structure and goals
- Demonstrate current knowledge of factors that affect the health system in Victoria

## KEY RELATIONSHIPS

Internal

- RMH Nursing, Medical and Allied Health staff
- Hospital Admission Risk Programs (HARP) team/s including HARP liaison
- Consultation Liaison Rehabilitation and Aged Care (CLRAAC)
- Transition Care Program (TCP)

External

- Department of Human Services
- Community Culturally Specific Services
- Post-Acute Care Services
- Community based HACC, support@home, and NDIS providers
- Diagnosis specific Services

## KEY SELECTION CRITERIA

### Formal Qualifications

- Bachelor of Occupational Therapy (or equivalent)
- Current professional registration with the Australian Health Practitioner Regulation Agency

**Essential:**

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Demonstrated ability to work collaboratively as part of a team and in co-operation with others;
- Demonstrated effective interpersonal and communication skills both written and verbal;
- Clinical skills in comprehensive assessment, intervention and discharge planning;
- Professional behaviour and conduct which reflects self-initiative, confidentiality, self-evaluation and commitment to professional development;
- Ability to manage a demanding workload, and effectively prioritise tasks;
- Emergency and safe working practices in the hospital;
- Demonstrated initiative;
- Developing clinical reasoning;
- Experience in teamwork and conflict resolution;
- Evaluation of own clinical care and patient management;
- Ability to contribute to service development.
- Computer literacy (including competency using Microsoft Office programs)
- Current Victorian Driver's Licence
- Current Working with Children Check, Police Check and Immunization Assessment

**Desirable**:

- Membership to Occupational Therapy Australia

## 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

**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