

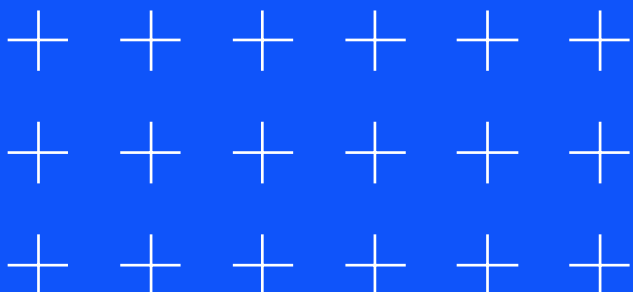


**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, everyday.

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Occupational Therapist – Grade 2**



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## 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.

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## OUR VISION

# Advancing health for everyone, every day.

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## 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.

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## 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






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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. Involve patients and carers in treatment goals and discharge planning decisions.
- Work collaboratively with colleagues across all RMH teams.
- Actively engage in professional development including mandatory training, and model lifelong learning.
- Seek feedback on your work including participation in clinical supervision and 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.
- Manage risk and implement strategies to reduce clinical and organisational risks.
- Display sensitivity to ethical and multicultural issues and provide culturally aware practice.
- Contribute to clinical governance by working with senior clinicians and assisting in policy and procedure review and implementation.
- Provide high-quality, patient-focused care through competent assessment, treatment, and discharge planning based on evidence-based practice.
- Maintain high professional standards and demonstrate effective verbal, non-verbal, and written communication.
- Work collaboratively within a coordinated team approach to patient care.
- Deliver at least 75% patient-related activities in line with Melbourne Health Allied Health benchmarks.
- Maintain accurate and timely documentation in accordance with Melbourne Health and professional guidelines. Collect and enter statistics accurately and on time as directed.
- Demonstrate strong organisational skills through effective time management and professional responsibility, prioritise caseload and manage competing demands effectively
- Provide supervision, mentoring, and knowledge sharing with Grade 1 staff, students, and allied health assistants.
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Create a psychologically safe work environment where everyone feels safe to speak up.
- Participate in continuous quality improvement activities within the team and department.
- Contribute to clinical guidelines, education programs, and research activities as required.
- Promote understanding and raise the profile of occupational therapy within the organisation.
- Comply with Quality Management, Occupational Health and Safety, Equal Employment Opportunity legislation, and Melbourne Health policies.
- Assume additional responsibilities as requested by senior staff and maintain awareness of organisational strategy and health system factors.

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## 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



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## 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
- Minimum of two years clinical experience
- Clinical skills in comprehensive assessment, intervention and discharge planning
- Competent level of patient assessment, treatment, management and clinical reasoning in acute and/or sub-acute health
- Professional behaviour and conduct which reflects self-initiative, confidentiality, self-evaluation and commitment to professional development
- High level organisational skills, including the ability to manage a demanding workload, and effectively prioritise tasks
- Ability to impart knowledge to staff at all levels as well as members of the wider community
- Previous participation in program development
- Established skills in literature review
- Computer literacy (including competency using Microsoft Office programs)
- Current Victorian Driver's Licence
- A current Working with Children Check, Police Check and valid Immunization Assessment
- Eligibility for membership to Occupational Therapy Australia

### Desirable

- Previous public health sector experience, including emergency and safe working practices in a hospital environment
- Membership to Occupational Therapy Australia
- Previous experience in supervision of staff and students
- Supervision training
- Developing skills in research

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## 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.

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**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.

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Employee Signature

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Employee Name (please print)

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Date

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