

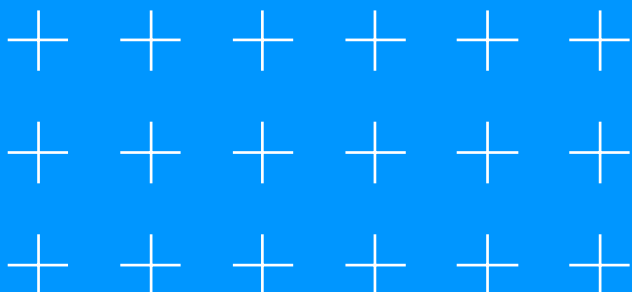


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Occupational Therapist - Grade 2



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:	Occupational Therapist Grade 2
Service:	Allied Health
Location:	The Royal Melbourne Hospital – City & Royal Park Campuses
Reports To:	Manager Occupational Therapy
Enterprise Agreement:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification:	Grade 2 Occupational Therapist VF6 – VF9
Employment Status:	Casual
Immunisation Risk Category:	Category A
Date of Review:	January 2026

POSITION SUMMARY

The Grade 2 Occupational Therapist has established clinical knowledge and skills, and provides clinical leadership and supervision within their designated area. They have an awareness and understanding of wider influences on their clinical area. The Grade 2, through their clinical experience and skill:

- ensures excellence in patient management
- contributes to the development of staff, the Occupational Therapy department and profession and contribute to the Weekend Occupational Therapy service
- may be required across both campuses at Melbourne Health

The grade 2 will provide supervision of junior staff and students and where applicable allied health assistants. They will assist the senior clinicians to work with key stakeholders to develop innovative models of care for a variety of patients and maximise the role of occupational therapy in their designated work area.

The Occupational Therapy department consists of approximately 57 EFT across RMH sites. We provide care to our patients within the acute, sub-acute and community therapy services. The department is supported by the OT manager, OT workforce development manager and OT research leader. The OT department are committed to providing evidence based intervention and has a patient centred focus. Supervision, professional development and quality improvement initiatives are key focuses of Occupational Therapy at RMH

The Allied Health team provides integrated multidisciplinary care across the acute, subacute and community sectors of Melbourne Health (with the exception of North West Mental Health). 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.



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 75% 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
- Provide supervision and demonstrate a mentoring role to grade 1 staff, students and allied health assistants as per professional guidelines
- 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
- Work with senior clinicians and clinical services staff to establish clinical governance framework
- 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
- Contribute to development of clinical guidelines and education programs in direct work area
- Participate in the development, implementation and review of Occupational Therapy related education in conjunction with senior staff as required
- Promote wider understanding and contribute to increasing the profile of occupational therapy profession within the organisation
- 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 senior staff
- 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)
- Aged Care Assessment Service (ACAS)

External

- Department of Human Services
 - Community Culturally Specific Services
 - Post-Acute Care Services
 - HACC providers
 - Community based Aged Care Services
 - 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;
- 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
- Current Working with Children Check and Police Check
- 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
-

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