

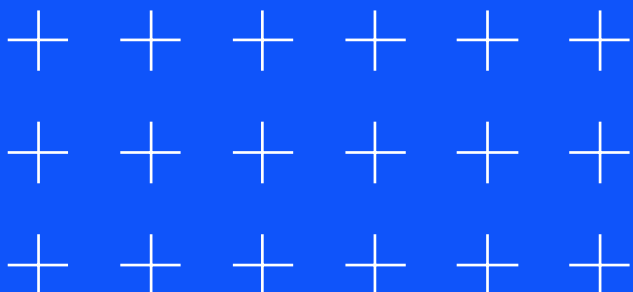


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Occupational Therapist – Grade 3



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



KEY ACCOUNTABILITIES

- 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.
- Ensure documentation of patient care is in accordance with Melbourne Health and Profession specific guidelines and completed within a timely manner
- Maintain high level professional standards and patient care
- Display highly effective communication by demonstrating sound verbal, non-verbal and written skills
- Display advanced organisational skills through efficient time management, professional responsibility and accountability
- Provide quality patient focused care through competent, evidence-based clinical skills relating to assessment, treatment and discharge planning
- Prioritisation of caseload and management of competing priorities including delegation where appropriate
- Initiate and drive a co-ordinated team approach to patient care
- Develop and ensure effective use of resources in practice
- Audit their teams documentation of patient care to ensure it is in accordance with The Royal Melbourne Hospital and discipline specific guidelines
- Facilitate positive team dynamics and workplace culture
- 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
- Actively engage in and provide professional development and model a commitment to lifelong learning
- Actively participate in supervision from manager / clinical leader senior staff member and in Individual Development, Work Planning & Annual Discussions
- Lead Individual Development, Work Planning and Annual Discussions with staff as required
- Provide clinical supervision to grade 2 staff as per discipline guidelines
- Support students and student programs including supervision of students and teaching undergraduates and/or post graduate students
- Participate in the development, implementation and review of Occupational Therapy student education in conjunction with senior staff
- Contribute to succession planning for Occupational Therapy within the department in conjunction with the manager and leadership team.
- Demonstrate ability to assume extra responsibilities as requested by the manager
- Initiate and lead continuous quality improvement activities and projects both within the clinical team and department as required
- Demonstrate current knowledge of factors influencing the health system both regionally and nationally
- Contribute to raising awareness and profile of the Occupational Therapy and Allied Health role within the organization
- Lead research activities, presentations, conferences, workshops and service development initiatives as required



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

- RMH Nursing, Medical and Allied Health staff
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 - Transition Care Program (TCP)
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KEY SELECTION CRITERIA

Formal Qualifications

- Bachelor of Occupational Therapy (or equivalent)
- Additional relevant qualifications or progression toward these, with a commitment to completion

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Current professional registration with the Australian Health Practitioner Regulation Agency
- 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 seven years clinical and leadership experience
- Demonstrated high level of clinical competence and expertise in specified area
- Demonstrated high level interpersonal and communication skills with both written and verbal (including conflict resolution and negotiation)
- Demonstrated ability to impart knowledge to staff at all levels and across services, as well as members of the wider community
- Demonstrated leadership skills
- Demonstrated skills in research and innovation
- Demonstrated skills in program development and evaluation
- High level organisational skills
- Understanding of health structures
- Demonstrated ability to manage a demanding workload, and effectively prioritise tasks
- A current Victorian driver's licence
- A current Working with Children Check and Police Check

Desirable:

- Membership to Occupational Therapy Australia
- Research skills comparable to Masters Level

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.

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
