



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Administration Assistant – Virtual Ward

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.

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indicated. More cohorts may be evaluated during the trial

functions for the Virtual Ward. This may include revision of current administrative workflows or development of new ones. The role includes data analysis, report creation and requires an expert knowledge in computer

- 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.
- Oversee equipment management for the department.
- Ensure accurate patient registration information captured – may include supporting patient registration and education on healthcare applications.
- Participate in MDT Meetings including minutes.
- Data analysis and report creation
- Patient movement such as ward admissions and transfers
- Fleet car management including but not limited to organising servicing and booking of replacement vehicles. (Including when needed to drive cars to service providers)
- Manage patient Transport management as required
- Stock level monitoring and ordering
- The upkeep and management of spreadsheets
- External provider invoice processing and ensuring accurate and timely payment
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Seek feedback on your work including participation in annual performance discussion
- Support patients with device education and troubleshooting
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.

Internal	External
• Nurse Unit Manager • Virtual Ward team • RMH@Home Acute team • Administration and Medical Records • Outpatients • All wards/units within The Royal Melbourne Hospital • Fleet Management Department and RMH Carpark	• Consumers • Families and Carers of Consumers • External Health Care Providers • Community Health Care Providers • Residential care facilities • External supply and service providers

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment
- Proficient across the Microsoft Office suite and competent with office-based technologies, i.e. Microsoft word/Excel/PowerPoint
- Demonstrated organisational skills
- Excellent interpersonal and communication skills both written and verbal

- Experience with health informatics and/or data collection
- Experience in health care sector
- Prior experience with Electronic Medical Records (EMR), at RMH we use EPIC and iPM
- Prior experience with Office 365

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.

- 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.

- 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.

- 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.

- 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.

- Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

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.

Date _____