



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Clinical Operations Manager,
Respiratory and Sleep Disorders**



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:

- Be a great place to work and a great place to receive care
- Grow our Home First approach
- Realise the potential of the Melbourne Biomedical Precinct
- Become a digital health service
- Strive for sustainability



KEY ACCOUNTABILITIES

- Provide leadership and management of nursing and operational services within the Respiratory unit to ensure the delivery of safe, timely, effective and person-centred care
- Manage the operational activities and performance of the Respiratory and Sleep Disorders service and contribute to organisation-wide and service initiatives and planning activities
- Lead and support the development and maintenance of appropriate accountability and reporting processes to ensure the service is meeting key activity, budget, mandatory reporting and performance indicators
- Coordinate and provide input to develop and refine the Respiratory Unit quality and service improvement plan, identifying key priorities, timelines, and milestones
- Development, implementation and compliance with clinical care standards and policies, including attainment of all relevant accreditation standards.
- Take reasonable care for your safety and wellbeing and that of others.
- 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
- Speak up for safety, our values and wellbeing.
- Respect that the RMH is a smoke-free environment.
- Develop and implement safer practices and policies for patient care in both the inpatient and outpatient settings. In particular, to ensure that our sleep and lung function laboratories, which provide clinical care outside the ward environment, have robust safety policies in line with the wider hospital.
- Develop and expand models of nurse led care which will be pivotal in expanding our services to meet both an increasing number of patients referred and increasing complexity of therapeutic options.
- Coordinate resources between all staff as an expert leader in respiratory care that extends to teaching and mentoring.
- Ensure direct reports receive regular feedback, participate in annual discussions, and ensure training and professional development needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- 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.
- Optimise administrative components of the Respiratory and Sleep Medicine Department
- Oversight of outpatient service provision including clinics and endoscopy bookings
- Oversight of outpatient and MDM activity ensuing compliance with legislation
- Embed clinical research within current clinical care models. Particularly in the identification of research opportunities, as well as understanding of the resources and processes required and expanding treatment options for our patients
- Coordination with research nursing staff and research assistants
- Provide appropriate line management, guidance, and direction to our expanding team of specialist nurse CNCs and administration team.
- Oversight and monitoring of appropriate human resource allocation, skill mix, roster practices and leave planning within all areas of responsibility.
- Ensure systems and processes are in place to achieve annual professional registration compliance with AHPRA across the Service

KEY RELATIONSHIPS

Internal

External



-
- Head of Unit, Department of Respiratory and Sleep Disorders Medicine
 - Deputy Head of Unit and Head of Sleep and Physiology
 - Medical Services Leadership
 - Head Scientists of Respiratory and Sleep Laboratories
 - Administrative Team
 - Respiratory Clinical Nurse Consultants
 - Nurse Unit Managers of Respiratory Wards and Endoscopy Unit
 - Referring Specialist and General Practitioners
 - Patients
-



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
