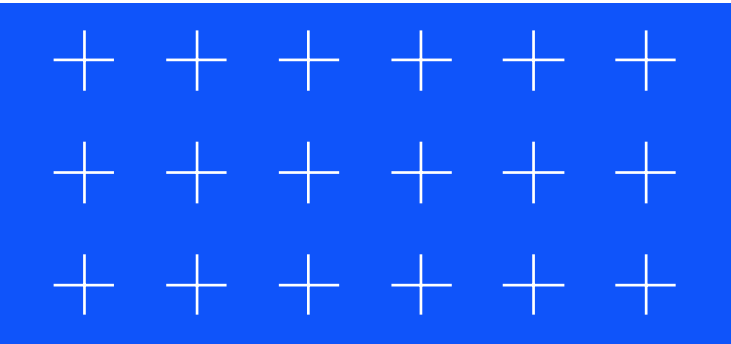




**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

**Join The Royal
Melbourne Hospital
Team**



**Position Description
Health Assistant in Nursing**



About The Royal Melbourne Hospital

As one of Victoria largest public health services, the Royal Melbourne Hospital (RMH) provides a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs. We are a designated state-wide provider for services including trauma, and we lead centres of excellence for tertiary services in several key specialties including neurosciences, nephrology, oncology, cardiology and virtual health.

We are surrounded by a Parkville Precinct of brilliant thinkers, and we are constantly collaborating to set new benchmarks in health excellence - benchmarks that impact across the globe. While the work we do takes us in inspiring new directions; caring for each other, our patients and consumers is as essential to who we are, as any scientific breakthrough we make.

Our people of more than 10,000 strong, embody who we are and what we stand for. We're here for when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing and for delivering excellence together, always.

Our Vision

Advancing health for everyone, everyday.

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



- To enhance recovery by assisting with patient positioning, transfers, ambulation and other delegated care activities as outline in the HAN core activity list within the care environment
- Visual observation and reporting of patients considered at risk of harm to self/others
- Maintain a safe environment and report incident immediately to supervising registered nurse and other members of the health care team
- Provide assistance with other patient related services (assist with various duties pertaining to the immediate patient area, clean relevant patient equipment and ensure relevant stock levels are maintained on the ward)
- Practice respectful patient centered care of patients and their families through the death and dying process.
- Participate in and contribute to a well-functioning multidisciplinary team
- Demonstrate competency in all care tasks as outline in HAN duty list.
- Foster a high standard of care based upon a patient centered and collaborative approach with other members of the health care team
- Participate in the MH annual discussion process
- Attend ward/unit based meetings and education sessions as requested by the NUM/ RN
- Accept accountability and responsibility for own actions, and ensure that work is within the capability and boundaries of the HAN at all times. Provide a high standard of patient care at all times
- Maintain a clean and safe work environment for patients, visitors and staff
- Comply with relevant infection control policies at all times
- Build and maintain good working relationships with the NUM, RN and other staff within MH
- Provide clear and concise communication with ward staff in the process of performing duties
- Inform the Nurse in Charge when going off the ward for breaks, meetings, end of shift.
- Maintain knowledge of changes in local policies and procedures
- Demonstrate knowledge and skills utilizing the “No Lift” policy, in accordance with the hospital “No Lift” policy
- Participate in the orientation of new staff members
- Maintains a courteous, and helpful approach when dealing with staff, patients and visitors

Key Relationships

Internal

- Nurse Unit Manager ward/unit
- Other Associate Nurse Unit Managers of ward/unit
- Nurse Educators
- Clinical Nurse Specialists of ward/unit
- Registered Nurses
- Medical staff in ward/unit
- Multidisciplinary staff
- Ward/unit support staff

External

- Consumers
- Families of consumers
- Carers of consumers

Selection Criteria

Mandatory Qualifications:

- Formal Qualifications - Certificate III in Health Services Assistance

Essential Experience for Performance in this Position:

- Essential: - Previous experience working in the healthcare setting - Well-developed interpersonal skills, including the ability to communicate effectively with other staff, patients and their families



Desirable but not essential for Performance in this Position:

- Desirable: - Units for assisting in nursing work in the acute care environment (HLTAIN301C and HLTAIN302C)

Required Capabilities

The Capability Development Framework applies to all The RMH employees and describes the capabilities that are needed to meet our strategic goals. Below is a list of capabilities and the attainment level required in this position.

Capability Name	Attainment Level
Organisational savvy	Foundation
Communicating effectively	Mastery
Building relationships	Consolidation
Patient and consumer care	Consolidation
Working safely	Mastery
Utilising resources effectively	Foundation
Innovation, continuous improvement and patient safety	Foundation
Adaptability and resilience	Consolidation
Integrity and ethics	Consolidation
Delivering results	Foundation
Analysis and judgement	Foundation
Developing and managing skills and knowledge	Consolidation

Health, Safety and Wellbeing

The RMH aims 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 to the RMH.

RMH employees have a responsibility to:

- Maintain an understanding of individual responsibility for patient safety, quality and risk and contribute to organisational quality and safety initiatives;
- Take reasonable care for their own safety and wellbeing and that of anyone else that could be affected by their actions;
- Speak up for the safety and wellbeing of patients, consumers, colleagues and visitors and escalate



any concerns that have or could impact safety;

- Accept responsibility for ensuring the implementation of health and safety policies and procedures and cooperate with the RMH in any action it considers necessary to maintain a safe working environment which is safe and without risk.

RMH Employees in supervisory/management roles have, in addition to the above, responsibility to:

- Ensure all health, safety and wellbeing procedures are in place and maintained in their work areas;
- Ensure risk management activities are undertaken and effective risk controls are in place;
- Make sure that training needs for all employees are identified and undertaken as required;
- Ensure incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.

The RMH Key Performance Indicators

RMH employees are measured through successful:

- Demonstration of RMH values and behaviours, being a role model for living the values;
- Completion of mandatory training activities including training related to the National Standards;
- Participation in the RMH and Division/Service specific business planning process (if required);
- Achievement of RMH and portfolio specific KPI targets as they apply to areas of responsibility;
- Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure direct reports have individual development plans including an annual review;
- Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Ability to operate within allocated budget (if required).

Clinical Governance Framework

RMH employees have a responsibility to deliver Safe, Timely, Effective, Person-Centred Care (STEP) by:

- Fulfilling roles and responsibilities as outlined in the Clinical Governance Framework;
- Acting in accordance with all safety, quality and improvement policies and procedures;
- Identifying and reporting risks in a proactive way in order to minimise and mitigate risk across the organisation;
- Working in partnership with consumers and patients and where applicable their carers and families;
- Complying with all relevant standards and legislative requirements;
- Complying with all clinical and/or competency standards and requirements and ensuring you operate within your scope of practice and seek help when needed.

Equal Opportunity Employer

The RMH is an equal opportunity employer. We are proud to be a workplace that champions diversity; we are committed to creating an inclusive environment for all people. Our goal is for our people to feel safe, included and supported so that they can be at their best every single day.



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