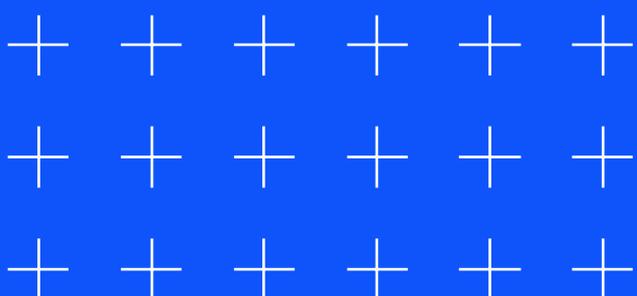




**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

**Join The Royal
Melbourne Hospital
Team**



**Position Description
Grade 2 Occupational
Therapist**



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



Key Accountabilities

Position Specific

Key responsibilities of a Grade 2 Occupational Therapist include:

- Work at least 75% patient related activities as per the Melbourne Health Allied Health benchmarks
- Provide evidenced based assessment and management of a wide variety of patients
- Contribute to providing high quality patient information
- Maintain high level professional standards and patient care
- Demonstrate effective communication strategies within a multi-disciplinary team
- Practice person-centred care and contribute to decision making with patients and carers'
- Participate in clinical supervision program
- Provide supervision to grade 1 staff, students and allied health assistants as per professional guidelines
- Demonstrate a mentoring role for grade 1 staff and students
- Build relationships with patients, relatives, staff and relevant services in order to provide appropriate services and information
- Demonstrate commitment to ongoing education and learning through internal and external continuing education
- Exchange knowledge with other professionals by providing both formal and informal learning opportunities
- Contribute to development of clinical guidelines and education programs in direct work area
- Participate in the development, implementation and review of Occupational Therapy student education in conjunction with senior staff
- Utilise time and resources effectively
- Display an understanding of quality improvement principles and actively participate in quality improvement activities
- Manage risk and actively work toward implementing risk reduction strategies
- Work with senior clinicians and clinical services staff to establish clinical governance framework
- Comply with and implement Health Service and Clinical Service specific regulations
- Promote wider understanding and contribute to increasing the profile of occupational therapy profession within the organisation
- Assist in maximising opportunities to further expand the role of Occupational Therapists within the organisation
- Assist with development of policies, procedures and guidelines in line with strategic directions for the department, allied health team and wider organisation
- Participate in research activities as directed and apply evidence based practice
- Demonstrate knowledge of wider organisation strategy, structure and goals
- Demonstrate current knowledge of factors influencing the health system regionally
- Demonstrate an awareness of organisational policy frameworks
- Demonstrate ethical practice, cultural competence and work in a culturally sensitive manner
- Disseminate findings of service evaluation through the organisation as required
- Initiate and support quality activities in line with the organisational business and values
- Assist with ongoing evaluation of the occupational therapy service as required



Key Relationships

Internal

- RMH Nursing, Medical and Allied Health Staff
- HARP team(s) including HARP liaison
- RMH Aboriginal Service Development Worker
- CLRAAC
- TCP
- ACAS

External

- Department of Health and Human Services
- Community Culturally Specific Services
- Post-acute Care Services
- HACC providers
- Community based Aged Services
- Diagnosis specific services
- Community Services

Selection Criteria

Mandatory Qualifications:

- Bachelor of Occupational Therapy (or equivalent)
- Registration with Occupational Therapy Board of Australia

Essential Experience for Performance in this Position:

- Eligibility for membership of the Australia Association of Occupational Therapists
- A current Victorian driver's license
- Minimum of two years clinical experience
- Demonstrated effective interpersonal and communication skills both written and verbal (including conflict resolution and negotiation)
- Demonstrated clinical competence in specified area. Competent level of patient assessment, treatment and management in acute and/or sub-acute health
- Emergency and safe working practices in the hospital
- Time management and prioritisation skills
- Professional standards of behaviour and presentation
- Demonstrated ability to work as part of a team and modelling of interdisciplinary practice
- Ability to impart knowledge to staff at all levels as well as members of the wider community
- Previous participation in program development
- High level organisational skills
- Established skills in literature review
- Computer literacy
- Understanding of health structures

Desirable but not essential for Performance in this Position:

- Membership to Occupational Therapy Australia – Victoria
- Previous experience in supervision of staff and students
- Supervision training
- Developing skills in research



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	Consolidation
Communicating effectively	Consolidation
Building relationships	Consolidation
Patient and consumer care	Consolidation
Working safely	Mastery
Utilising resources effectively	Consolidation
Innovation, continuous improvement and patient safety	Consolidation
Adaptability and resilience	Consolidation
Integrity and ethics	Mastery
Delivering results	Consolidation
Analysis and judgement	Consolidation
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.

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 IN CAPITALS)

Date (day/month/year)