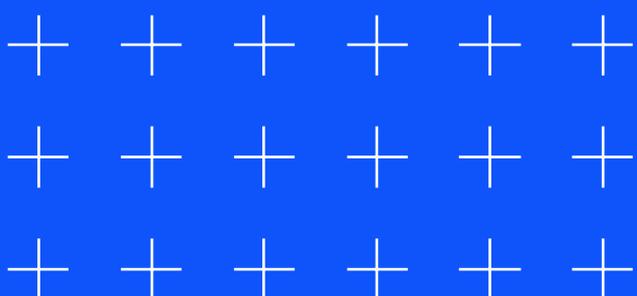




**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

**Join The Royal
Melbourne Hospital
Team**



**Position Description
Occupational Therapist Grade 1**



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 1 Occupational Therapist include:

- Provide at least 85% patient related activities as per the Melbourne Health Allied Health benchmarks
- Prioritisation of caseload and management of competing priorities
- Provide quality patient focused care to patients and their carers through competent clinical assessment, treatment and discharge planning skills in line with evidence based practice
- Involve patients / carers in the decision making of treatment goals and discharge plans
- Ensure documentation of patient care is in accordance with Melbourne Health and Profession specific guidelines and completed within a timely manner
- Participate in clinical supervision program, individual development, work planning and annual discussion
- Maintain high level professional standards and patient care
- Demonstrate effective communication strategies by demonstrating sound verbal, non-verbal and written skills.
- Participate in a coordinated team approach to patient care
- Display sound organisational skills through efficient time management and professional responsibility
- 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
- Participation in continuous quality improvement activities both within the clinical team and department as required
- Participate in the collection and entry of statistics in a timely manner as directed by Senior clinician and/or Occupational Therapy Manager
- Actively engage and provide professional development and model a commitment to lifelong learning
- Exchange knowledge with other professionals through providing both formal and informal learning opportunities as directed
- Participate in the development, implementation and review of Occupational Therapy student education in conjunction with senior staff as required
- Development of resource knowledge and effective use of resources in practice
- Access information as necessary to improve knowledge and skills
- Comply with Quality Management policies, Occupational Health and Safety Legislative obligations, Equal Employment and Opportunity Legislation and Melbourne Health Policies and Procedures
- Participate in research activities, presentations, conferences, workshops and service development initiatives as required
- Demonstrate the ability to assume extra responsibilities as requested by the supervisor or senior clinicians
- Demonstrate knowledge of wider organisational strategy, structure and goals
- Practice and promote the Melbourne Health values
- Demonstrate current knowledge of factors that affect the health system in Victoria



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 Human Services
- Community Culturally Specific Services
- Post-Acute Care Services
- HACC providers
- Community based Aged Care Services
- Diagnosis specific Services

Selection Criteria

Mandatory Qualifications:

- Formal Qualifications: Bachelor of Occupational Therapy (or equivalent)
- Current registration with the Occupational Therapy Board of Australia
- Current Victorian Driver's Licence

Essential Experience for Performance in this Position:

- 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;
- Clinical skills in comprehensive assessment, intervention and discharge planning;
- Competent level of patient assessment, treatment and management in acute and/or sub-acute health;
- Professional behaviour and conduct which reflects self-initiative, confidentiality, self-evaluation and commitment to professional development;
- Ability to manage a demanding workload, and effectively prioritise tasks;
- Emergency and safe working practices in the hospital;
- Time management and prioritisation skills;
- Previous health sector experience;
- Experience with acute discharge planning;
- Demonstrated initiative;
- Developing clinical reasoning;
- Experience in teamwork and conflict resolution;
- Promotes Occupational Therapy / Allied Health;
- Evaluation of own clinical care and patient management;
- Sensitivity / awareness of cultural issues;
- Ability to contribute to service development.
- Computer literacy (including competency using Microsoft Office programs)

Desirable but not essential for Performance in this Position:

- Membership to Occupational Therapy Australia



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

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)