

Position Description

Position title	Grade 2 Occupational Therapist
Department / Division	Occupational Therapy Department / Division of Allied health
Classification	Grade 2 Year 1 – Grade 2 Year 4 [VF6-VF9]
Position reports to	Operationally: Occupational Therapy Manager Professionally: Director, Victorian Paediatric Palliative Care Program
No. of direct & indirect reports	NA
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

The Royal Children's Hospital
The Royal Children's Hospital's (RCH) vision is <i>"A world where all kids thrive"</i>. RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts. RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries. We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/. RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact. Further information on RCH is available at www.rch.org.au

ROLE CONTEXT
Occupational Therapy (OT) is within the Allied Health Directorate, in the Division of Allied and Digital Health, and comprises of over 35 occupational therapists, who provide assessment and intervention across 7 distinct clinical streams. Led by the OT senior leadership team, the streams cover

1. Acute Neurosciences and Musculoskeletal
2. Neurodevelopmental, Ambulatory and Medical Specialities
3. Hand therapy, burns and limb difference
4. Pain services
5. Rehabilitation
6. ISAID (Improving Supports for Autism and Intellectual Disability) and
7. Palliative Care

As part of a tertiary hospital, the RCH occupational therapy team collaborates with community services, universities, and other external agencies to optimise occupational outcomes and quality of life for all children; providing evidence-based care to inpatient and outpatient infants, children, adolescents, and their families.

Caseloads may include inpatient and outpatient services in line with varying service demands, as well other non-clinical duties as delegated by the Manager, Occupational Therapy Service. To ensure the occupational therapy needs are met, this role may be required to work afterhours.

ROLE PURPOSE

This role provides occupational therapy assessment and intervention services to inpatient and/ or outpatient infants, children and adolescents, to maximise participation in daily activities and quality of life and facilitate appropriate discharge. Areas of inpatient service delivery may be mixed across orthopaedic, general medicine, neuroscience or specialist units including gastroenterology, cardiology, oncology and respiratory. Services to outpatient areas may include specialist assessment clinics (autism and developmental) and/or specialist tertiary clinics for management of neurological/neurodevelopmental and/or musculoskeletal conditions. The role may also deliver specialist clinical care to children and families across the Hospital in the Home (HITH), Post-Acute Care (PAC) and/or Complex Care service programs.

KEY ACCOUNTABILITIES

Provision of Care

- Deliver excellent evidence-based practice occupational therapy assessments and interventions, specific to neurological/neuro-developmental and/or musculoskeletal conditions and functional needs.
- Maintain clinical documentation, records and data as per discipline specific guidelines and RCH procedures
- Provide clinical handover to required standard
- Actively contribute to continuous improvement
- Support Occupational Therapy Colleagues in their patient management and clinical reasoning with complex patients
- Ensure timely provision of Occupational Therapy services through appropriate prioritisation of own caseload, that of junior staff as well as patient needs
- Develop and update treatment protocols for areas of own clinical practice.

Lifelong Learning

- Participate in professional development activities to ensure that best clinical practice is maintained; in line with requirements for maintenance of AHPRA registration status.
- Identify personal and professional development needs, and plan and implement strategies for achieving them
- Support others to review, reflect on and evaluate their own practice
- Achieve and maintain competency in relevant skills in line with departmental requirements specific to OT role.

- Regularly seek and participate in two-way feedback of own performance through informal and formal supervision and performance reviews and evaluate feedback systematically, acting to improve performance as appropriate.

Collaborative practice

- Provide child centred, family focused care through partnership with parents/ families
- Work in collaboration with multidisciplinary teams
- Actively participate as part of a team to ensure ongoing excellence in service delivery and contribute to continuous improvement
- Educate RCH staff, students and members of the community about occupational therapy services

Communication

- Well-developed verbal communication and interpersonal skills and attention to detail with the ability to interact with a variety of stakeholders
- Communicate effectively with patients and families to ensure their understanding and that their needs and views are included in plans and actions
- Act to remove personal barriers to effective communication
- Take collective ownership of problems
- Consider different points of view and compromise, where necessary and appropriate, to reach consensus

Continuous Improvement

- Actively contributes, as an individual and as a member of a team, to the continuous improvement of health care quality and patient safety
- Acts to reduce error and sources of risk in own practice
- Escalates risk appropriately within the healthcare team
- Achieve and maintain competency in relevant skills in line with departmental requirements relevant to the role

Supervision, Leadership and People Management

- Participate in clinical supervision in accordance with local standard operating procedures and/or the RCH Allied Health Clinical Supervision Guideline which are based on the DHHS Allied Health Clinical Supervision Framework
- Provide clinical supervision to Grade 1 staff, Allied Health Assistants and students

Organisation and Planning

- Well-developed organisation and planning skills

Research

- Understands the principles of evidence-based practice
- Evaluates current practice with respect to the evidence
- Finds, critically reviews, evaluates & interprets literature and applies to current role/service
- Supports research agenda for team or work unit
- Develops methods to keep up to date with evidence related to area of clinical interest or current role
- Shares evidence with colleagues within own team and wider service eg special interest groups, journal clubs, department in-services, inter-professional education sessions

QUALIFICATIONS AND EXPERIENCE

Essential:

- Hold an OT degree qualification or equivalent from an accredited course / university.
- Be registered with AHPRA and as such have satisfied the requirements of continuing professional development and recency of practice.
- Uphold the Code of Ethics, OT Australia.

- Post qualifying clinical experience
- Demonstrated commitment to work and contribute as part of a team
- Demonstrated/embedded clinical practice and experience beyond entry-level

Desirable:

- An understanding of the healthcare sector and / or child development
- Demonstrated experience working in an acute tertiary hospital environment.
- Demonstrated experience working in an acute paediatric setting.
- Demonstrated experience in the supervision and training of undergraduate students.
- 3+ years' experience in health or related field

KEY SELECTION CRITERIA

- Experienced and skilled clinician with consolidated clinical assessment and intervention skills, and clinical reasoning abilities.
- Well-developed discharge planning skills, including risk assessment, equipment prescription, education provision and community referral/documentation.
- Commitment to evidence-based practice and demonstrated integration of principles to occupational therapy clinical practice
- Excellent professional, interpersonal and self-reflection skills to enable effective work with people of different personalities and backgrounds
- Autonomous behaviour, independence of thought, awareness of own effectiveness and internalised responsibility
- Ability to work flexibly in a fast-paced clinical environment, managing competing demands according to departmental and organisational requirements
- Capacity for effective negotiation, conflict resolution and wide consultation at all levels, to maintain and foster key interpersonal relationships.
- Demonstrated commitment to building professional skills and capacity
- Communication, supervision and education skills of a level suitable for supervision of students, junior staff and Allied Health Assistants
- Demonstrated capacity to work constructively and collaboratively with a range of disciplines towards common goals
- The ability to motivate children of different ages and abilities, and to advocate for patients and their families
- Excellent computer literacy skills

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

October 2026