

Position Description

Position title	Senior Occupational Therapist – Clinical Standards and Education Lead
Department / Division	Occupational Therapy / Ambulatory Services
Classification	Grade 4 Year 1 – Grade 4 Year 4 (VG14-VG17)
Position reports to	Operational Report: Manager, Occupational Therapy Services Professional report: Manager, Occupational Therapy Services
No. of direct & indirect reports	Up to 10 direct reports
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
<p>The Royal Children's Hospital's (RCH) vision is <i>"A world where all kids thrive"</i>.</p> <p>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.</p> <p>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.</p> <p>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/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>

ROLE CONTEXT
<p>Occupational Therapy (OT) is within the Allied Health Directorate, in the Division of Ambulatory Services, and comprises of over 20 occupational therapists, who provide assessment and intervention across 3 distinct clinical streams. Led by the OT senior leadership team, the streams cover inpatient trauma, neurodevelopmental disabilities, and hand therapy; providing evidence-based care to inpatient and outpatient infants, children, adolescents, and their families. 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.</p>
ROLE PURPOSE
<p>The role of the Senior Occupational Therapist is to ensure the provision of high quality, evidence-based care to paediatric patients and their families. The role oversees clinical governance and promotes compliance with clinical standards. Representation on committees, consultation with other clinical programs, and fostering relationships with other internal and external stakeholders will be required.</p> <p>Together with the Occupational Therapy Manager and the Senior Occupational Therapist – Research and Quality Lead, this role provides strategic and operational direction to the OT Senior Leadership team and the broader Occupational Therapy team. The role provides clinical leadership and supervision across specified Occupational Therapy teams and includes undertaking managerial support duties as delegated by the Manager of Occupational Therapy.</p>
KEY ACCOUNTABILITIES
<p>Provision of Care</p> <ul style="list-style-type: none"> • Deliver excellent evidence-based Occupational Therapy practice within the area of clinical expertise • Provide high-level specialised leadership across Occupational Therapy • Create and foster an environment of continuous improvement • Lead team member participation to ensure ongoing excellence in service delivery and teamwork • Lead ongoing development, review and maintenance of administrative processes, communication mechanisms and service delivery consistent with the principles of continuous improvement • Contribute to the clinical education agenda within area of clinical expertise • Deliver education and training at networks, forums, hospital, statewide and/ or international level • Plan for and effectively manage, contingencies that may affect the performance of healthcare activities • Empower staff to identify, analyse, report and manage risks, and support staff who raise concerns about risk or patient safety • Ensure timely provision of discipline services through appropriate prioritisation of stream and departmental caseload, patient needs, and organisational priorities • Lead high-performing clinical teams, and provide expert, authoritative judgement and advice on clinical issues • Act to ensure formal processes exist for evaluating whether treatment and care is evidence-based and meeting the needs of patient and families as well as the healthcare system • Delegate healthcare activity according to staff competency and scope of practice to ensure appropriate workload management and prioritisation across the department ensuring others can self-manage and regulate their workload <p>Lifelong Learning</p> <ul style="list-style-type: none"> • 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 and career goals

- 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.
- Promote a culture in which clinical supervision is treated as part of core business of contemporary professional practice
- Contribute to the teaching and training programs/courses run by the Occupational Therapy Department and the wider RCH.
- Develop and foster a lifelong learning culture across the department, and support others to develop and accomplish their professional goals and objectives

Collaborative practice

- Lead collaboration across multidisciplinary teams and programs
- Demonstrate initiative, autonomy and lead others in the pursuit of team goals
- Lead people and programs at operational level, within accountability for financial and people management functions
- Lead and motivate staff to strive for and achieve interprofessional team goals and shared responsibility for the provision of care
- Build and maintain relationships with RCH and external stakeholders, to ensure patient, departmental and service needs are addressed and facilitate opportunities for improvement.

Communication

- Demonstrate excellent verbal communication and interpersonal skills with the ability to interact with and influence a variety of stakeholders, achieving mutual understanding and agreed outcomes
- Anticipate and identify conflict, and constructively address issues through respectful and influential communication
- Facilitate open and effective communication across all levels of the Occupational therapy Department and more broadly across the organisation
- Ensure systems are in place for coordinating and performing appropriate clinical handover, and arrange follow-up to ensure patient care is maintained

Continuous Improvement

- Identify areas for continuous improvement within clinical service area, and initiate, plan and evaluate relevant service improvement activities
- Ensure that service initiatives and research evidence are integrated into professional clinical practices, departmental work unit guidelines and service protocols as appropriate
- Develop, review and contribute to policies, protocols and guidelines within clinical area
- Build support for change at a local level, using influence to positively support team to embrace and adjust to change
- Apply change management principles and strategies when implementing service improvements and project outcomes
- Empower the team to identify, analyse, report and manage risks
- Manage local risks and escalate appropriately to line manager and relevant stakeholders
- Generate healthcare strategies and innovations at a team and clinical level that improve delivery of healthcare

Supervision, Leadership and People Management

- Provide clinical supervision to Grade 2 and 3 occupational therapists 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 expert, evidence based clinical mentoring, education, training, consultation and supervision to staff and students

- Operate with a high degree of autonomy
- Hold responsibilities for people management and administration
- Promote and develop a dynamic, flexible, resilient and skilled multidisciplinary workforce through effective staff management, professional development opportunities and the coordination of the recruitment of new staff
- Engage staff and provide guidance and performance feedback to the team
- Develop and implement operational service plans and ensure staff participation in the planning process
- Support and implement change initiatives as directed
- Ensure timely and relevant reporting to internal stakeholders and external regulatory bodies
- Contribute to strategic planning of the Department, aligned with organisational values and strategic plan
- Provide technical leadership in area of expertise
- Report on key performance indicators
- Demonstrate emotional intelligence and self-awareness, particularly in stressful situations, to manage the impact of own assumptions, values, attitudes and behaviours on others

Organisation and Planning

- Demonstrate excellent organisational and planning skills with ability to prioritise workload and competing demands
- Plan operating budgets and resource requirements
- Monitor budget performance within area of responsibility
- Develop systems and processes to improve the provision of efficient Occupational Therapy services in the inpatient and outpatient setting.
- Support and assist the Occupational Therapy Manager in undertaking processes to ensure service targets are met and financial accountability and sustainability for care and service delivery is demonstrated.
- Review service structure and resource allocation, in collaboration with the Occupational Therapy Manager to meet service delivery outcomes and demands.

Research

- Identify research gaps or opportunities within area of clinical expertise
- Operationalise research in area of clinical expertise
- Translate evidence into practice for service, department or area of clinical expertise
- Embed and share information on current best practice for area of clinical expertise or service
- Appropriately share research through a variety of methods including conference abstracts or journal publications
- Promote internal and external research collaborations for area of clinical expertise
- In collaboration with Senior Occupational Therapy – Research and Quality Lead, align local research plan with the research strategy of the organisation and the strategic focus of Occupational Therapy
- Establish or support research partnerships within area of clinical expertise

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 graduate qualification relevant to role at Master or PhD level (or significant completion towards)
- Experience in managing, developing and enhancing services and staff in a complex, busy environment
- Relevant experience specific to hospital occupational therapy practice.

Desirable:

- Experience in leading others, mentoring and training
- Publication experience in peer reviewed journals and at relevant conferences
- Minimum 10 years' experience in health or related field

KEY SELECTION CRITERIA

- Experienced and skilled clinician with consolidated clinical assessment, formulation, and clinical reasoning abilities
- Demonstrated ability to lead clinical and operational teams, promoting excellence in service delivery, continuous improvement, clinical governance, education and research
- Demonstrated experience in workload and team management, and the ability to prioritise needs and service delivery across a team as well as the broader department and organisation
- Ability and initiative to support and assist the Occupational Therapy Manager in delegated managerial tasks as requested
- Exceptional professional, interpersonal and self-reflection skills to enable effective work with people of different personalities and backgrounds
- 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.
- Highly developed communication, supervision and education skills of a level suitable for supervision of students, Grade 1, 2 and 3 staff and Allied Health Assistants
- Advanced skills in stakeholder engagement, including influencing multidisciplinary teams to achieve shared goals
- The ability to engage 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 LGBTIQI community and people with disability.

Position description last updated

September 2025