

Position Description

Position title	Senior Occupational Therapist – Stream Leader, Neurodevelopment, Ambulatory Services & Medical Specialties
Department / Division	Occupational Therapy/ Allied and Digital Health
Classification	Grade 3 Year 1 – Grade 3 Year 4 (VG3-VG6)
Position reports to	Manager, Occupational Therapy
No. of direct & indirect reports	Up to 9
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 clinical leadership and coordination, as well as holding a clinical caseload specific to the stream of Neurodevelopment, Ambulatory Services & Medical Specialties. The aims of occupational therapy in this practice setting are to provide occupational therapy assessment and intervention services to infants and children that maximises participation in daily routines and quality of life and enhances safety and appropriate discharge.

Areas of clinical leadership and expertise may include a mix of inpatient and outpatient service areas. Inpatient services may be a combination of specialist units including gastroenterology, cardiology, oncology, neonatology and respiratory. Outpatient services may include specialist assessment clinics (autism and developmental), specialist tertiary clinics for management of neurological/ neurodevelopmental conditions.

Clinical leadership and service delivery across other clinical programs and units may be required in line with varying service demands, as well other non-clinical duties as delegated by the Manager, Occupational Therapy.

KEY ACCOUNTABILITIES

Provision of Care

- Deliver excellent evidence-based practice occupational therapy assessments and interventions for infants/ children and their families
- Manage a complex and varied clinical caseload within the specific stream
- Provide high level of clinical expertise with independent decision making
- Maintain clinical documentation, records and data as per discipline specific guidelines and RCH procedures
- Lead the ongoing development, review and maintenance of administrative processes and improved communication mechanisms
- Actively participate in, provide and contribute to continuous improvement and continuing education opportunities
- Plan for, and effectively manage, contingencies that may affect the performance of healthcare activities
- Act to reduce error and sources of risk in own practice, as well as the broader discipline/ department and healthcare setting
- Ensure timely provision of occupational therapy services through appropriate prioritisation of caseload and patient needs

- Be a source of clinical expertise, advocacy and guidance within the clinical stream, across the department and within the broader multidisciplinary team
- Delegate healthcare activity to others according to their competency and scope of practice to ensure appropriate workload management and prioritisation across occupational therapy

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.
- Promote a culture in which clinical supervision is treated as part of core business of contemporary professional practice
- Foster a culture in which feedback is used as a positive strategy to enhance goals, awareness, and learning
- Model a commitment to continuing professional development and support junior staff in developing and accomplishing professional goals and objectives
- Actively promote an environment of lifelong learning
- Participate in teaching (internal and external)

Collaborative practice

- Provide child centred, family focused care through partnership with parents/ families
- Work in collaboration with the multidisciplinary team
- Work with initiative and autonomy while leading others in the pursuit of team goals
- Promote and develop partnerships with healthcare and community providers, academia and other external agencies.
- Utilise a flexible and adaptable approach to teamwork that enhances the team performance and ensures ongoing excellence in service delivery
- Lead and motivate staff to strive for and achieve interprofessional team goals and shared responsibility for the provision of care

Communication

- Apply a highly developed verbal communication, interpersonal skills and attention to detail with the ability to interact with a variety of stakeholders
- Recognise issues that may lead to conflict, and constructively address issues as they arise
- Communicate effectively with patients and families to ensure their understanding and that their needs and views are included in plans and actions
- Facilitate open and effective communication across all levels of the individual 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

- Develop effective time management skills to balance clinical requirements and to contribute to continuous improvement activities
- Balance priorities between clinical load and contribution to quality improvement activities
- Lead and contribute to improvements in departmental management and function
- Complete quality activities in a timely manner
- Act to reduce error and sources of risk in own practice
- Contribute positively to change processes, by demonstrating flexibility and openness to change
- Develop awareness of governance requirements, including safety and quality clinical practice guidelines, procedures and policies including how they apply to clinical role
- Empower others to identify, analyse, report and manage risks
- Manage local risks and escalate appropriately to line manager and relevant stakeholders

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 staff and students, and provide regular, constructive and developmental feedback to team
- Work under general direction with autonomy
- Provide clinical and operational leadership in area of expertise, ensuring consultation with the Clinical Standards & Education Lead or manager as appropriate

Organisation and Planning

- Apply highly developed organisational and planning skills with ability to prioritise workload and competing demands
- Contribute to strategic planning as part of departmental and / or multidisciplinary leadership team

Research

- Understand the principles of evidence-based practice, and critically evaluate clinical practice in light of available evidence, experience and patient/ family values and circumstances
- Evaluate current practice with respect to the evidence
- Find, critically review, evaluate and interpret literature and apply to current role/service
- Support a research culture and agenda
- Contribute to research agenda through assisting research projects e.g., contributing to participant recruitment, data entry, questionnaire/audit design as part of a research project in work area
- Work with team/department to identify research gaps and take opportunities to engage academic partners (e.g. contributes to ideas for honours projects)
- Share evidence appropriately (e.g., presenting at journal clubs, special interest groups and relevant forums)

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
- Demonstrated commitment to work and contribute as part of a team
- Proven capacity for clinical leadership in a team environment and ability to work well as a senior team member
- Proven clinical expertise in paediatrics; working with fragile and complex infants in an acute tertiary hospital environment.

Desirable:

- Post-graduate qualification relevant to role at Master level (or commitment towards completion)
- Experience in leading others, mentoring and training
- Minimum 7 years' experience in health or related field
- Experience in assessing and prescribing specialised assistive technology
- Experience in standard assessments used with high-risk infants and children with neuro-disability.
- Knowledge of community-based service providers and navigation of referral pathways

KEY SELECTION CRITERIA

- Experienced and skilled clinician with consolidated clinical assessment, formulation, and clinical reasoning abilities; specific to infants and children.
- Demonstrated strong clinical leadership and organisation.
- 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, Grade 1 and 2 staff and Allied Health Assistants
- Demonstrated capacity to work constructively and collaboratively with a range of disciplines towards common goals
- The ability to engage infants and children of different ages and abilities, and to advocate for patients and their families
- Demonstrated ability to manage project/research work independently
- 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	August 2026
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