

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Grade 1 Occupational Therapist
<b>Award Classification:</b>	Grade 1 (VE8 - AF14)
<b>Award / Agreement Name:</b>	Health Professional Services Award Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Enterprise Agreement 2021 – 2026
<b>Position Reports to:</b>	Professional: Director Occupational Therapy Operational: Allied Health Workforce Support Manager

### EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



## **1. POSITION PURPOSE**

The Occupational Therapist - Grade 1 is responsible for the provision of Occupational Therapy services within a designated caseload, appropriate to their level of experience and competency. This requires the individual to work closely with other members of the multidisciplinary team. The Grade 1 clinician is expected to actively develop knowledge/skills and consolidate their clinical reasoning through supervision, mentoring and professional development opportunities. The application of evidence based principles to clinical practice is a core focus for all novice clinicians. This position may be required to work across all Eastern Health sites and may include weekend work

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

### **2.1 Clinical Skills**

Displays competent clinical skills in all facets of patient care

#### **Indicators**

- Models a client-centred approach in interactions with clients and family/carers.
- Conducts client assessment and intervention independently, incorporating a range of assessment tools/frameworks and remedial, compensatory, educational and preventative strategies, to achieve optimal evidence-based client care.
- Provides comprehensive multidisciplinary discharge planning to facilitate a safe, efficient and effective transition from the hospital setting to the most appropriate discharge destination.
- Develops treatment goals, and plans intervention in conjunction with the client, family and other multidisciplinary team members.
- Educates clients and family/carers regarding functional and ongoing care needs.
- Provides prompt liaison and referral to health services in acute, sub-acute, community, residential care and other disability related services.
- Assists with maintaining aids/equipment items, and ensures prudent use of aids/equipment
- Prioritises clinical and administrative workloads, seeking assistance from the allocated supervisor (as necessary).
- Maintains an up-to-date knowledge of clinical developments and research findings within area of clinical practice.
- Documents assessment, care planning and recommendations in the client's medical history in accordance with departmental protocols.
- Adheres to Victorian privacy laws – Information Privacy Act 2000 and the Health Records Act 2001, as well as other laws that regulate the handling of personal information.
- Engages in an ethical and professional manner with clients, family/carers and staff members at all times in accordance with Occupational Therapy Australia Code of Ethics.
- Undertakes other duties as directed by the Occupational Therapy Manager.
- Undertakes role/responsibilities across other Eastern Health sites/program areas to meet service needs, as directed by the Occupational Therapy Manager.

### **2.2 Communication**

Demonstrates effective written, verbal and non-verbal communication skills with clients, family/carers and other professionals.

### **Indicators**

- Establishes effective and appropriate therapeutic relationships with clients and families.
- Establishes effective working relationships (both formal and informal) with the Occupational Therapy Department, relevant nursing, medical and allied health staff, Eastern Health service providers and community-based services.
- Promotes best practice teamwork principles and actively contributes to the interdisciplinary team.
- Provide effective feedback to other staff on the outcome of client assessment and recommendations regarding on-going care needs.
- Provides effective feedback to other staff on the outcome of client assessment and recommendations regarding on-going care needs.
- Actively participates in multidisciplinary team/ward meetings and team decision-making, ensuring effective communication and dissemination of information.
- Actively participates in departmental staff meetings.
- Provides Occupational Therapists with assistance with workloads during busy periods, if own workload permits.
- Works in partnership with colleagues in other units to ensure an integrated approach to service delivery throughout Eastern Health.
- Consults effectively with Senior OT and allocated supervisor.
- Demonstrates clarity in written skills.
- Fosters a culture of openness, respect, accountability and professionalism in the workplace.
- Promotes a friendly and cooperative work environment.
- Demonstrates a customer focus and cultural sensitivity with clients, carers, staff and the community.

## **2.3 Organisational Skills**

Demonstrates sound organisational skills.

### **Indicators**

- Demonstrates punctuality and timeliness.
- Ensures effective use of time and physical resources.
- Responds to referrals/requests in agreed timelines, in accordance with departmental protocols.
- Maintains appropriate clinical versus non-clinical ratios, and ensures agreed performance targets are met.
- Able to organise daily tasks and prioritise competing demands to ensure completion of clinical work.
- Completes administrative functions, including statistical collection and activity reporting, in an accurate and timely manner.
- Assists in maintaining aids/equipment items in safe working condition, as per Eastern Health policies and procedures.

## **2.4 Organisational Knowledge / Development**

Possesses a general understanding of social/political/economic factors affecting healthcare, and contribute to activities and projects which deliver improved services and health outcomes.

### **Indicators:**

- Demonstrates a basic understanding of the public healthcare system and the role/responsibility of Eastern Health within this system.
- Demonstrates a basic understanding of issues impacting the Occupational Therapy Service, and participates in the review/redesign of service systems and processes, as directed by the Occupational Therapy Manager and/or allocated supervisor.
- Demonstrates a basic understanding of the Allied Health Operational Improvement Plan.

- Demonstrates a basic understanding of Accreditation Standards and processes.
- Identifies areas of clinical service provision which may require improvement/change.
- Participates in projects associated with the Occupational Therapy Service's quality plan or multidisciplinary practice, and ensures compliance with set quality standards for Eastern Health.
- Demonstrates sound knowledge of Occupational Therapy specific policies and procedures, and contributes to the development/review of policies and procedures (where appropriate).
- Consistently applies Eastern Health policies, clinical procedures and guidelines in practice.
- Complies with Eastern Health and profession specific Code of Ethics.

## **2.5 Professional Development and Supervision**

Displays a commitment to and responsibility for individual professional development.

### **Indicators:**

- Supports a culture of learning within the Occupational Therapy Service.
- Develops and maintains currency of knowledge through ongoing participation at professional development, quality and/or research forums.
- Assumes responsibility for own learning needs and the development of personal learning goals.
- Integrates new learning within clinical practice.
- Participates in regular professional supervision with allocated supervisor, in accordance with departmental protocols.
- Responds appropriately to constructive feedback from supervisor regarding work performance, and utilises supervision to reflect upon and explore alternative approaches to practice.
- Provides supervision to Allied Health Assistants, as directed by the Occupational Therapy Manager.
- Complies with CPD requirements of the Occupational Therapy Board of Australia in order to maintain registration as an Occupational Therapist.
- Participates in annual performance appraisal. 2.6 Teaching & Research Participates in teaching, training and research programs. Indicators
- Displays a basic knowledge of research, new developments and evidence-based practice in discipline specific, and related clinical areas.
- Participates in quality projects, and research with supervision and support.
- Provides formal supervision to Allied Health Assistants and/or undergraduate students, as directed by the Occupational Manager and/or allocated supervisor.
- Contributes to presentations and publications, as directed by the Occupational Manager and/or allocated supervisor.
- Contributes to the evaluation and development of the undergraduate student program in consultation with the Occupational Therapy Student Coordinator.

## **2.6 Professional Leadership**

Displays a willingness to represent Allied Health and/or the discipline of Occupational Therapy.

### **Indicators**

- Displays a willingness to assume a leadership role within the Occupational Therapy Service.
- Represents Occupational Therapy and/or Allied Health on Eastern Health working parties, or at other external forum, as directed by the Occupational Therapy Manager.
- Actively engages in service development, process redesign and research initiatives
- Acts as a role model for professional behaviours to other staff and clients/carers, and maintains a positive image of Eastern Health and the Occupational Therapy Service.
- Assumes responsibility for relevant administrative portfolios or other tasks, as directed by the Occupational Therapy Manager and/or allocated supervisor.

- Fosters the establishment and maintenance of a constructive team environment.
- Contributes to the promotion of excellence in all work undertaken.
- Demonstrate emerging leadership skills within the Occupational Therapy service.

### **3. SAFE PRACTICE AND ENVIRONMENT**

#### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

### **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

### **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

### **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

## 7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## 8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. ATTACHMENTS

- Attachment 1 Key Selection Criteria
- Attachment 2 Key Result Areas /Key Performance Indicators

## 10. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager

### INCUMBENT STATEMENT

I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

<b>Position Title:</b>	Grade 1 Occupational Therapist
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### Qualifications

- B. App Sc (OT), B. Occupational Therapy, MOT prac or recognised equivalent.
- Full Registration held with Occupational Therapy Board of Australia (AHPRA).
- Member of OT Australia (or eligibility for membership).
- Current Victorian Driver's License.

### Essential

1. Demonstrated ability to apply evidence-based Occupational Therapy theory to practice.
2. Emerging practice in client assessment and intervention, including evidence of client centred practice.
3. Developing skills in organisation/time-management, planning and priority setting.
4. Demonstrated understanding of continuous quality improvement principles.
5. Effective interpersonal skills, with a proven ability to work well within a team environment and relate to medical, nursing and allied health staff, patients and families.
6. Demonstrated participation in professional development relevant to the position.
7. Sound understanding of professional codes of conduct and ethical practice.
8. Sound computer skills.

### Desirable

1. Previous experience in an inpatient and/or physically-focused healthcare setting (at student or new graduate level).

## ATTACHMENT 2

### Key Result Areas /Key Performance Indicators

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<b>Department / Specialty Area</b>	Occupational Therapy
<b>Campus / Physical Location</b>	All Eastern Health sites

### SPECIALTY SPECIFIC INFORMATION

Organisational Context Eastern Health is one of Melbourne's largest metropolitan health services, providing a wide range of emergency, medical and general health care services to the eastern community.

Eastern Health incorporates the following health care facilities, Angliss Hospital, Box Hill Hospital, Healesville Hospital, Maroondah Hospital, Peter James Centre, Wantirna Health, Yarra Ranges Health and Yarra Valley Community Health. We have a comprehensive mental health service as well as Turning Point, our drug and alcohol program.

Combined Eastern Health sites consist of an Occupational Therapy staffing establishment of approximately 60 Occupational Therapists. We seek experienced, enthusiastic staff who are able to help us meet the needs and challenges presented by a diverse client population and complex health system.

This position will primarily service the Acute, Subacute and Community Rehabilitation Programs. All Eastern Health, Occupational Therapy staff may be asked to provide clinical care at other sites where service demand or staff levels require such a response.