

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Occupational Therapist Grade 2
<b>Award Classification:</b>	Grade 2 (VF6 - VF9)
<b>Award / Agreement Name:</b>	Health Professional Services Award Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
<b>Position Reports to:</b>	Operational: Manager (Community Rehabilitation Program) Care@Home Professional: Director Occupational Therapy

### 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 2 is responsible for the provision of Occupational Therapy services. The Grade 2 clinician is also expected to have an advanced level of experience, knowledge and skill in the area of stroke / neurological rehabilitation in the ambulatory occupational therapy.

The Grade 2 role requires autonomy of practice, whilst also contributing strongly to the multidisciplinary team. It is an expectation that Grade 2 clinicians will provide high quality assessment and intervention, to maximise functional independence, safety and quality of life of diverse client populations in the ambulatory setting

The Grade 2 clinician leads various teaching/training, research and quality activities across the Occupational Therapy Service/Program, and is responsible for the supervision/mentoring of junior Occupational Therapy staff, Allied Health Assistants and/or undergraduate students. They may also represent the Community Rehabilitation Program as delegated by the Team Leader / Senior Clinician and / or the Manager.

This position may be required to work across all Eastern Health sites.

## 2. MAJOR DUTIES AND/OR RESPONSIBILITIES

### 2.1 Clinical Skills

Demonstrates high level clinical skills within the area of responsibility.

#### 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 multi-disciplinary team members.
- Educates clients and family/carers regarding functional and ongoing care needs.
- Facilitation of group therapy and education sessions.
- Provides prompt liaison and referral to health services in acute, sub-acute, community, residential care and other disability related services.
- Documents assessment, care planning and recommendations in the client's medical history in accordance with departmental protocols.
- Assists with maintaining aids/equipment items, and ensures prudent use of aids/equipment
- Prioritises clinical and administrative workloads for self, and assists Grade 1 and Allied Health Assistant staff with clinical prioritisation.
- Maintains an up-to-date knowledge of clinical developments and research findings within area of clinical practice.
- 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 Manager.
- Undertakes role/responsibilities across other Eastern Health sites/program areas to meet service needs, as directed by the Manager.

### 2.2 Communication

Demonstrates and models 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 Program, 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.
- Demonstrates knowledge of resources available for appropriate negotiation, mediation and conflict resolution.
- Effectively manages difficult and challenging behaviours.
- 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 up and down the line of accountability.
- Demonstrates effective communication in providing formal and informal feedback to students and other junior staff.
- 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 and fosters 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.
- Possesses detailed knowledge of internal/external resources, and is able to access same to achieve positive outcomes.
- Completes administrative functions, including statistical collection and activity reporting, in an accurate and timely manner.
- Assumes responsibility for maintaining aids/equipment items in safe working condition, as per Eastern Health policies and procedures.

### **2.4 Organisational Knowledge / Development**

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

#### **Indicators;**

- Demonstrates a clear understanding of the public healthcare system and the role/responsibility of Eastern Health within this system.
- Demonstrates a clear understanding of issues impacting the Occupational Therapy Service/Program, and participates in the review/redesign of service systems and processes, as directed by the Manager and allocated supervisor.
- Demonstrates a clear understanding of the Program Operational Improvement Plan.
- Demonstrates a clear understanding of Accreditation Standards and processes.
- Identifies areas of clinical service provision which may require improvement/change, and implements strategies to address same.
- Participates and/or leads projects associated with the Occupational Therapy Service's quality plan or multidisciplinary practice, and ensures compliance with set quality standards for Eastern Health.

- Observes safe work practices, and identifies and follows-up on issues pertaining to OH&S.
- Demonstrates sound knowledge of Occupational Therapy/Program 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/Program.
- Develops and maintains currency of knowledge through ongoing participation and presentation 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.
- Considers opportunities for and participates in the evaluation of the Occupational Therapy Service, and updates/improves services based on customer feedback, data analysis and available evidence.
- 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 students, junior staff and/or Allied Health Assistants, as directed by the 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 knowledge of research, new developments and evidence-based practice in discipline specific, and related clinical areas.
- Demonstrates an ability to initiate, implement and evaluate quality projects, and participates in research with supervision and support.
- Undertakes high level investigative reviews, including literature searches, benchmarking and funding opportunity investigations.
- Engages in teaching with internal/external stakeholders.
- Contributes to presentations and publications, as directed by the Manager and/or allocated supervisor.
- Provides formal supervision to a Grade 1 clinician, Allied Health Assistant and/or undergraduate students, as directed by the Manager and/or allocated supervisor.
- Ensure that all direct reports receive appropriate performance management/enhancement, professional training and development opportunities.
- Contributes to the evaluation and development of the undergraduate student program in consultation with the Occupational Therapy Student Coordinator.
- Develops and evaluates teaching processes, education programs and educational materials.
- Demonstrates a willingness to advance staff professional development through mentoring.

## 2.7 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/Program.
- Represents Occupational Therapy and/or Allied Health on Eastern Health working parties, or at other external forum, as directed by the Manager.

- Develops and coordinates specific components of the Occupational Therapy Service, in consultation with the Manager and Grade 3 and Grade 4 clinicians.
- Supports and actively engages in service development, process redesign and research initiatives, and demonstrates an awareness of the value of research/practice developments for clinical care outcomes.
- 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/Program.
- Assumes responsibility for relevant administrative portfolios or other tasks, as directed by the Manager and/or allocated supervisor.
- Supports Grade 3 and Grade 4 clinicians in providing clinical leadership, and in ensuring workloads are coordinated, prioritised and fairly distributed across the team.
- Supports Grade 3 and Grade 4 clinicians in completing operational responsibilities.
- Manages staff through effective recruitment, retention, recognition and development strategies, and ensures that there are effective consultation and communication processes in place.
- Fosters the establishment and maintenance of a constructive team environment.
- Contributes to the promotion of excellence in all work undertaken.
- Develops and leads Occupational Therapy staff within their clinical practice area.

### **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 Compensations (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
- Attachment 3 Eastern Health /Department Information

## 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.*

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

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

Manager (Community Rehabilitation Program) Care@Home

### 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>	Occupational Therapist Grade 2
<b>Award Classification:</b>	Grade 2 (VF6 - VF9)
<b>Award / Agreement Name:</b>	Health Professional Services Award Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
<b>Current Effective Date:</b>	August 2025
<b>Next Review Date:</b>	August 2026
<b>Reports to:</b>	Operational: Manager (Community Rehabilitation Program) Care@Home Professional: Director Occupational Therapy

#### 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. Minimum two years' clinical experience in Occupational Therapy/clinical practice area.
2. Demonstrated best practice in client assessment and intervention, including evidence of advanced clinical skills and client centred practice.
3. Demonstrated ability to evaluate and modify service delivery to foster innovation and evidence-based practice.
4. Demonstrated skills in clinical supervision and teaching.
5. Demonstrated understanding and commitment to the principles of continuous quality improvement and clinical research.
6. Well-developed communication and interpersonal skills to promote teamwork, and a proven ability to relate effectively to people at all levels of the organisation.
7. Demonstrated participation in professional development relevant to the position.
8. Established skills in organisation, planning and priority setting.
9. Well-developed understanding of professional codes of conduct and ethical practice.
10. Sound computer skills.
11. Current Victorian drivers licence

#### Desirable

12. Experience working within a community setting
13. Experience working with a diverse group of diagnostic groups

## ATTACHMENT 2

### KEY Result Areas / Key Performance Indicators

<b>Position Title:</b>	Occupational Therapist Grade 2
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#### Duties and Responsibilities:

- Assessment, goal setting, rehabilitation and discharge planning for clients admitted to the program in a manner that is client centred, time and resource efficient and evidence based.
- To act as an advisor and resource person for the management of clients undergoing rehabilitation within the program.
- Willingly work across sites to cover staffing gaps within the service
- Participate and promote professional development activities in the Community Rehabilitation Programs Eastern Health.
- Participate, promote and lead quality improvement activities and projects within the Community Rehabilitation Program Eastern Health.
- Responsible for the dissemination of new procedures, information and clinical practice amongst the occupational therapy staff and interdisciplinary team within the program.
- To share the responsibility of updating and maintaining service information and resources.
- To participate and promote linkages with internal and external Eastern Health Stakeholders.
- Punctual attendance and active participation in client review and team meetings.
- Supervision and assessment of occupational therapy and allied health students as required.
- Providing formal and informal education regarding occupational therapy in Community Rehabilitation to members of Eastern Health and local communities as requested.
- Willingly to accept additional duties as delegated by the Senior Clinicians, Team Leaders and/or Manager.
- Compliance with all Eastern Health policies and procedures.
- Active participation in client triage processes including support of the Eastern Health Ambulatory Access Unit as delegated by the Team Leader/Senior Clinician and/or Manager.
- Leading and developing group programs where appropriate.
- Maintain excellent documentation standards in line with Health Independence and Eastern Health occupational therapy guidelines.
- Ensure accurate recording of VINAH data.
- Meet key performance clinical targets as set by the Manager

**ATTACHMENT 3  
EASTERN HEALTH/DEPARTMENT INFORMATION**

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<b>Department / Specialty Area</b>	Community Rehabilitation Program
<b>Campus / Physical Location</b>	Angliss Hospital, Yarra Ranges Health, Peter James Centre, Wantirna Health

**SPECIALTY SPECIFIC INFORMATION**

**Organisational Environment**

Eastern Health provides a broad range of acute, subacute aged and mental health services to approximately 800,000 people in the eastern suburbs of Melbourne. Eastern Health has approximately 6,500 staff and covers a geographical area of 2800 sq kms. Eastern Health is affiliated as a teaching health service with Deakin, Latrobe and Monash Universities

Eastern Health provides health care in the areas of acute care, aged care, rehabilitation within the inpatient and ambulatory setting, community health and mental health from campuses including:

- Angliss Hospital
- Box Hill Hospital
- Healesville Hospital
- Maroondah Hospital
- Peter James Centre
- Wantirna Health
- Yarra Ranges Health – Lilydale
- Yarra Valley Community Health Service

Although this position is initially aligned with one campus, there could be an expectation to work at any campus located within the Eastern Health service.