Position Title:	**Occupational Therapist – Senior Clinician**
Award Classification:	Grade 3 – (VG3 -VG6)
Award/ Agreement Name:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026; or successive
Position Reports to:	Operational: LHSN Allied Health Leave Reliever Coordinator Professional: Manager, Occupational Therapy

This is a unified position as part of a Victorian Local Health Service Network, requiring collaboration and shared duties across four health services in East Metro and Murrindindi region.

Local Health Service Networks

In 2023, an independent Expert Advisory Committee was established by the Department of Health to consider how to improve access and equity of our health services for all Victorians.
The Committee developed the Health Services Plan, recommending more collaboration and connection between health services by creating Local Health Service Networks.
A Local Health Service Network (LHSN) is a group of health services within a geographical region that form a collaborative partnership and are responsible for delivering better care within their region.
LHSN's came into effect on 1 July 2025.

East Metro and Murrindindi (EMM) Local Health Service Network

The EMM LHSN is formal partnership between four health services in Victoria; the region includes communities residing in East Metro and Murrindindi Shire:

ALEXANDRA DISTRICT HOSPITAL

Alexandra District Health (ADH) delivers a broad range of health care and community services for individuals and families in its local community and the broader Murrindindi Shire. Alexandra District Health provides inpatient care for both medical and surgical patients. Day and overnight surgical services are supported by visiting specialist surgeons and specialist anesthetists.

EASTERN HEALTH

Eastern Health (EH) is one of Melbourne's largest metropolitan public health services. Eastern Health provides 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. Eastern Health is the fund holder and employer for core roles within the EMM LHSN.

ST VINCENTS HOSPTIAL MELBOURNE

St Vincent's Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employes more than 7,500 staff across 16 sites throughout Melbourne. Part of Australia's largest not-for-profit Catholic health and aged care network, St Vincent's Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care. SVHM's mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent's Health Australia.

YEA & DISTRICT MEMORIAL HOSPTIAL

Yea & District Memorial Hospital (YDMH) is a vibrant and compassionate health service located north of the Yarra Valley in the beautiful rolling green hills of Yea. With a 24-hour Urgent Care Centre, 10 bed acute ward, a 25-bed Aged Care facility and a Community Health Centre, YDMH is committed to providing quality health care to the local community through the provision of high-quality health services. YDMH has a broad community reach servicing a population of approximately 6,892 from the communities of Yea, Glenburn, Kinglake, Flowerdale and surrounding areas.

1. POSITION PURPOSE

The Occupational Therapist Grade 3 Senior Clinician is an experienced clinical leader who demonstrates specialist Occupational Therapy knowledge, superior consolidated clinical skills and a high level of professional judgement.

The position provides high-quality, evidence-based Occupational Therapy assessment and intervention while using specialist clinical expertise to lead and develop the clinical practice of individuals and teams.

As a member of the EMM LHSN Allied Health Leave Reliever workforce, the Grade 3 Occupational Therapist may be deployed across partner health services and clinical programs according to service need. The incumbent is expected to adapt effectively to differing clinical environments, service models, teams and organisational systems while maintaining high standards of safe, evidence-based and person-centred care.

The Grade 3 clinician will:

- Provide specialist Occupational Therapy assessment, intervention and consultation.
- Provide clinical leadership to Occupational Therapists, Allied Health Assistants and students.
- Provide professional supervision and mentorship, including supervision of Grade 2 and Grade 1 Occupational Therapists where required.
- Lead and support service development, quality improvement, research and evaluation activities.
- Support workforce capability and professional development across participating services.
- Facilitate collaborative practice across disciplines, programs, sites and LHSN partner organisations.
- Contribute to the development and implementation of contemporary, efficient and evidence-based models of care.
- Provide senior clinical and operational support to services during periods of workforce pressure or leave.
- Work collaboratively with Occupational Therapy Managers, Grade 4 clinicians, Allied Health leaders and the LHSN Allied Health Leave Reliever Coordinator.

The position may be required to work across all EMM LHSN partner sites and program areas according to service requirements.

2. MAJOR DUTIES AND RESPONSIBILITIES

2.1 Clinical Skills

Demonstrates specialist clinical knowledge and skills within areas of responsibility and applies this expertise to lead and develop the clinical practice of individuals and/or teams.

Indicators

- Models a client-centred approach in all interactions with clients, families and carers.
- Conducts specialist Occupational Therapy assessment and intervention using appropriate assessment tools, frameworks and evidence-based practice.
- Utilises remedial, compensatory, educational and preventative approaches to optimise occupational performance, independence, safety and quality of life.
- Demonstrates high-level clinical reasoning and professional judgement in the management of complex clients.
- Provides comprehensive multidisciplinary discharge planning to facilitate safe, timely and effective transition between hospital, rehabilitation, residential, community and other care settings.
- Develops treatment goals and intervention plans in partnership with clients, families, carers and multidisciplinary team members.

- Educates clients and carers regarding functional performance, risk, equipment, environmental modification and ongoing care needs.
- Provides timely liaison and referral to acute, subacute, community, residential, disability and other health and support services.
- Documents assessment, intervention, care planning and recommendations in accordance with host health service and professional requirements.
- Ensures prudent and safe use of aids, equipment and clinical resources.
- Prioritises clinical and administrative workloads effectively.
- Provides clinical support to Occupational Therapists and Allied Health Assistants regarding prioritisation and management of complex caseloads.
- Demonstrates clinical expertise through current knowledge of research, evidence, clinical developments and contemporary Occupational Therapy practice.
- Provides specialist consultation and advice to internal and external stakeholders within areas of expertise.
- Initiates and promotes innovative approaches to clinical practice.
- Identifies clinical risk and escalates concerns through appropriate clinical and organisational pathways.
- Practices within relevant legislative, regulatory, privacy, professional and ethical requirements.
- Works within the policies, procedures, clinical governance arrangements and scope-of-practice requirements of the health service in which they are deployed.
- Undertakes roles and responsibilities across EMM LHSN sites and program areas according to service need and as directed by the LHSN Allied Health Leave Reliever Coordinator and relevant Occupational Therapy leadership.
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2.2 Communication

Possesses highly developed written, verbal and non-verbal communication skills and the ability to negotiate, influence and consult effectively across clinical, professional and organisational settings.

Indicators

- Establishes effective and appropriate therapeutic relationships with clients and families.
- Establishes constructive working relationships with Occupational Therapy colleagues, Allied Health, nursing, medical staff, service providers and community organisations.
- Rapidly establishes effective professional relationships when moving between LHSN sites and teams.
- Promotes best-practice teamwork and actively contributes to interdisciplinary decision-making.
- Demonstrates advanced negotiation, mediation and conflict-resolution skills.
- Effectively manages difficult, sensitive and challenging interactions.
- Demonstrates advanced verbal and written communication in all professional domains of practice.
- Communicates complex clinical information clearly and appropriately to clients, carers and healthcare professionals.
- Provides timely and constructive clinical feedback to staff.
- Actively contributes to multidisciplinary team meetings, case conferences, ward meetings and service planning.
- Demonstrates leadership within staff meetings by identifying relevant issues and facilitating open and constructive communication.
- Works in partnership with colleagues across organisational boundaries to promote integrated service delivery.
- Effectively manages issues both up and down lines of accountability.
- Provides effective formal and informal feedback to students, junior clinicians and other staff.
- Identifies and develops relationships with relevant external stakeholders.
- Fosters a culture of openness, respect, accountability, cultural safety and professionalism.
- Promotes a constructive and cooperative working environment.

2.3 Organisational Skills

Provides leadership and innovation in organisation, prioritisation and resource management.

Indicators

- Demonstrates punctuality, reliability and effective time management.
- Ensures effective use of clinical time, resources and equipment.
- Responds to referrals and service requests within agreed timeframes.
- Maintains appropriate clinical and non-clinical activity and meets agreed performance expectations.
- Supports other staff to organise daily tasks and prioritise competing clinical and non-clinical demands.
- Supports coordination and prioritisation of team workload where required.
- Applies relevant Human Resources policies when undertaking delegated staff-management responsibilities.
- Assists with the organisation of staffing, programs, projects and service initiatives as delegated.
- Completes statistical collection, activity reporting and administrative requirements accurately and within required timeframes.
- Provides service reports, data and other information as requested by Occupational Therapy, Allied Health or LHSN leadership.
- Demonstrates detailed knowledge of internal and external resources and uses these effectively to support optimal outcomes.
- Adapts effectively to different clinical information systems, referral processes and service structures across LHSN partner organisations.
- Supports effective use and maintenance of aids and equipment consistent with host-site requirements.

2.4 Organisational Knowledge and Service Development

Demonstrates a sophisticated understanding of the healthcare environment and applies this knowledge to support improved services and health outcomes across sites and organisations.

Indicators

- Demonstrates an understanding of the Victorian public healthcare system and the role of Local Health Service Networks.
- Understands the strategic objectives of the EMM LHSN and participating health services.
- Identifies issues affecting Occupational Therapy and Allied Health service delivery and contributes to service review and redesign.
- Contributes to the development and delivery of Occupational Therapy, Allied Health and LHSN operational priorities.
- Supports achievement of relevant accreditation and clinical-governance standards.
- Identifies areas of service provision requiring improvement and develops and implements strategies to address these.
- Initiates and leads quality-improvement and service-development projects where appropriate.
- Supports the participation of other staff in quality, service-development and innovation activities.
- Demonstrates an understanding of resource stewardship and relevant financial policies.
- Contributes to the development, evaluation and review of policies, procedures, clinical guidelines and service protocols.
- Encourages staff participation in policy and procedure development.
- Ensures organisational policies, procedures, clinical guidelines and professional requirements are consistently applied in practice.
- Supports effective implementation of change and new models of care.
- Applies change-management and project-management principles to service-development activities.
- Contributes to evaluation of the LHSN Allied Health Leave Reliever model and identification of opportunities for improvement.

2.5 Professional Development and Supervision

Leads and promotes a culture of professional learning and demonstrates responsibility for the development of self and others.

Indicators

- Leads and supports a culture of learning within Occupational Therapy and Allied Health teams.
- Acts as a professional role model and demonstrates commitment to continuing professional development.
- Maintains currency of specialist and general clinical knowledge relevant to areas of deployment.
- Identifies personal learning needs and establishes appropriate professional-development goals.
- Integrates new knowledge and evidence into clinical practice.
- Identifies workforce knowledge gaps and contributes to relevant professional-development activities.
- Initiates evaluation of clinical services and supports other staff to develop capability in evaluation and evidence-based practice.
- Participates in regular professional supervision in accordance with professional and organisational requirements.
- Utilises supervision to reflect on performance, professional practice and leadership.
- Provides professional and clinical supervision to Grade 2 and Grade 1 Occupational Therapists, Allied Health Assistants and/or students as required.
- Supports participation of staff in formal supervision processes.
- Provides mentorship and professional support to clinicians across LHSN partner health services where appropriate.
- Complies with CPD requirements of the Occupational Therapy Board of Australia and maintains current AHPRA registration.
- Participates in annual performance-development processes.

2.6 Teaching, Quality and Research

Initiates, leads and supports staff participation in teaching, training, quality improvement and research.

Indicators

- Maintains current knowledge of research, evidence-based practice and developments relevant to Occupational Therapy and related areas.
- Initiates, implements and evaluates quality-improvement and research activities.
- Encourages and supports participation of other staff in quality and research activities.
- Undertakes high-level investigative reviews including literature searching, benchmarking, data analysis and investigation of funding opportunities.
- Promotes organisational commitment to evidence-based practice, quality and research.
- Provides teaching and education to internal and external stakeholders.
- Contributes to and promotes publication, presentation and dissemination of quality and research activity.
- Provides formal supervision to Occupational Therapists, Allied Health Assistants and undergraduate students as required.
- Ensures staff under the incumbent's delegated supervision receive appropriate professional development and performance support.
- Supports leadership and development of undergraduate student education programs.
- Develops and evaluates teaching processes, education programs and educational resources.
- Demonstrates strong mentoring skills and supports professional development across multidisciplinary Allied Health teams.
- Develops collaborative relationships with educational organisations, universities and professional bodies where appropriate.
- Identifies opportunities for sharing learning and clinical expertise between metropolitan and regional LHSN services.

2.7 Professional and Clinical Leadership

Demonstrates strong professional and clinical leadership within Occupational Therapy, Allied Health and the EMM LHSN.

Indicators

- Demonstrates a strong leadership role within Occupational Therapy services, teams, programs and sites.
- Provides senior clinical leadership during periods of leave relief, workforce pressure or service transition.
- Provides advice and support to clinicians managing complex clinical presentations.
- Supports succession planning and may undertake delegated senior duties for Occupational Therapy leadership when appropriate and formally authorised.
- Represents Occupational Therapy and/or Allied Health on working groups, committees and professional forums as required.
- Initiates or leads committees, projects or working groups where delegated.
- Participates in relevant Occupational Therapy and Allied Health professional leadership structures.
- Develops and coordinates specific components of Occupational Therapy services in collaboration with Occupational Therapy Managers and Grade 4 clinicians.
- Facilitates service development, process redesign, innovation, research and quality initiatives.
- Acts as a role model for professional behaviour.
- Assumes responsibility for relevant clinical, administrative or operational portfolios when delegated.
- Provides clinical leadership to ensure workload is appropriately coordinated and prioritised.
- Contributes to staff recruitment, retention, recognition, support and professional development activities as required.
- Fosters a constructive, psychologically safe and collaborative team environment.
- Develops the clinical capability of Occupational Therapy staff within areas of expertise.
- Promotes professional collaboration and knowledge transfer across EMM LHSN partner organisations.

2.8 LHSN Collaboration and Mobility

The Grade 3 Allied Health Leave Reliever has additional responsibilities arising from the cross-organisational nature of the position.

The incumbent will:

- Work flexibly across EMM LHSN partner health services according to identified service need.
- Demonstrate capacity to transition efficiently between different clinical environments and service models.
- Complete required credentialling, orientation and mandatory training applicable to host organisations and clinical areas.
- Work within the clinical governance and escalation structures of the host health service.
- Maintain clear communication with the LHSN Allied Health Leave Reliever Coordinator regarding deployment, professional support and operational issues.
- Maintain appropriate communication with the professional Occupational Therapy lead at each host organisation.
- Promote consistent professional standards while recognising differences in organisational policy, procedure and models of care.
- Facilitate sharing of evidence-based practice, resources and innovation between LHSN partner services.
- Identify opportunities to strengthen collaboration and workforce capability across the network.
- Escalate issues that may affect safe practice, professional support, supervision or service delivery.
- Support evaluation and continuous improvement of the EMM LHSN Allied Health Leave Reliever workforce model.

3. SAFEPRACTICE AND ENVIRONMENT

Eastern Health is committed to providing and maintaining 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, particularly 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 are consistent with the Eastern Health approach to patient and family centered 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 based on 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 ongoing self and allocated work unit service development.

9. EASTERN HEALTH'S PROMISE (as employer)

Our promise to our communities, patients, consumers and staff is that we will be HEALTHIER TOGETHER. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving every day.

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10.ATTACHMENTS

Attachment 1 Key Selection Criteria

- **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: Date: / /

ATTACHMENT 1 - KEY SELECTION CRITERIA

Position Title:	Occupational Therapist Grade 3
Award Classification:	Grade 2 (VG3 – VG6)
Award / Agreement Name:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026;
Position Reports to:	Operational: LHSN Allied Health Leave Reliever Coordinator Professional: Manager, 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

- Minimum seven years clinical OT experience
- Demonstrated clinical expertise and leadership in acute or subacute hospital Occupational Therapy
- Demonstrated best practice in client assessment and intervention, including evidence of advanced clinical skills and client centred practice in hospital Occupational Therapy.
- A clear understanding of Occupational Therapy Service strategic priorities within a large, healthcare network.
- Well developed leadership skills, including the ability to undertake professional supervision and promote professional competence of other Occupational Therapy staff.
- Demonstrated ability to evaluate and modify service delivery to foster innovation and evidence-based practice.
- Demonstrated understanding and commitment to the principles of continuous quality improvement and clinical research.
- Sound understanding of change management methodology.
- Effective project management skills.
- Well-developed communication and interpersonal skills to promote teamwork, and a proven ability to relate effectively to people at all levels of the organisation.
- Demonstrated participation in professional development relevant to the position.
- Established skills in organisation, planning and priority setting.
- Well-developed understanding of professional codes of conduct and ethical practice.
- Sound computer skills.