Eastern Health

POSITION DESCRIPTION

Position Title:	**Occupational Therapist Grade 2**
Award Classification:	**Grade 2 (VF6 - VF9)**
Award / Agreement Name:	Health Professional Services Award Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Enterprise Agreement 2021-2026
Position Reports to:	**Professional: Director Occupational Therapy** **Operational: Allied Health Manager**

EASTERN HEALTH – HEALTHIER TOGETHER

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 subacute and acute 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 inpatient assessment and intervention, to maximise functional independence, safety and quality of life of diverse client populations.

The Grade 2 clinician leads various teaching/training, research and quality activities across the Occupational Therapy Service, and is responsible for the supervision/mentoring of junior Occupational Therapy staff, Allied Health Assistants and/or undergraduate students. They may also represent their discipline at various internal/external forums (as directed by the Occupational Therapy Manager).

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

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.
- 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 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 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 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.
- 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 can 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 and participates in the review/redesign of service systems and processes, as directed by the Occupational Therapy Manager and/or allocated supervisor.
- Demonstrates a clear understanding of the Allied Health 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 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 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 junior staff and/or Allied Health Assistants, as directed by the Occupational Therapy Manager.
- Complies with CPD requirements of the Occupational Therapy Board of Australia 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 Occupational Manager and/or allocated supervisor.
- Provides formal supervision to a Grade 1 clinician, Allied Health Assistant and/or undergraduate students, as directed by the Occupational 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.

- Represents Occupational Therapy and/or Allied Health on Eastern Health working parties, or at other external forum, as directed by the Occupational Therapy Manager.
- Develops and coordinates specific components of the Occupational Therapy Service, in consultation with the Occupational Therapy 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.
- Assumes responsibility for relevant administrative portfolios or other tasks, as directed by the Occupational Therapy 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 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 must comply with all state legislative requirements regarding 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 annually.

5 QUALITY

As a staff member of Eastern Health, staff must 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 cantered 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, including agreed targets, will occur three (3) months from commencement and then annually based on the duties 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. EASTERN HEALTH'S PROMISE

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 everyday

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

11. 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

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Key Selection Criteria

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 acute or subacute occupational therapy/clinical practice area.
2. Demonstrated best practice in client assessment and intervention, including evidence of advanced clinical skills and client centred practice in occupational therapy.
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.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this positon or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au.