Position Description

Position Title	Occupational Therapist
Position Number	30009015
Division	Community and Continuing Care
Department	TCP/GEM@Home/RITH
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Occupational Therapist Grade 2
Classification Code	VF6-VF9
Reports to	Manager Transition Care/GEM@Home/RIR
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: - https://bendigohealth.org.au/about-us/

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

TCP/GEM@Home/RITH/RIR programs sit within the Community & Continuing Care Division at Bendigo Health. The Community and Continuing Care Division provides a broad range of high-quality, person-centred care programs and services to consumers in inpatient, outpatient, and community settings. Each service within the division is designed to ensure holistic care and improve the overall well-being of our patients and communities.

Transition Care Program (TCP) provides short-term care to optimise the functioning and independence of older people after a hospital stay. The care is goal orientated, time-limited and therapy focused. The team achieve their goals through case management, targeted therapy and implementation of services based on individually assessed needs to maximise function and independence.
The Transition Care Program (TCP) is a regional service with 31 places based in Bendigo and a further 54 places based in the Loddon Mallee region.
TCP at Bendigo Health have two settings of care:

- TCP Home based for people able to return home to continue recovery
- TCP GEM@Home - Bed based (at Golden Oaks Nursing Home) with 24-hour nursing care for people who are unable to return home from hospital.

The **Geriatric Evaluation and Management at Home (GEM@Home)** and **Rehabilitation in the Home (RITH)** are an innovative and expanding subacute service that promotes a home first approach. Geriatric and Rehabilitation services are provided seven days per week to medically stable patients in their home environment. Patients are accepted onto the program from both hospital and external community referrals. Currently there are 15 beds.
Our GEM@Home and RITH programs provide multidisciplinary care (medical, nursing, dietetics, exercise physiology, occupational therapy, physiotherapy, social work, and speech pathology). Where required services such as personal care, domestic assistance and respite are arrange for the client.

Responsibilities and Accountabilities

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement and the Allied Health Grade Level Capabilities: Grade 3 Allied Health Professional. Please refer to links provided to these documents.

The Grade Two Occupational Therapist is responsible for the provision of OT Services within a designated clinical caseload, appropriate to their level of experience and competency. Grade Two level Occupational Therapist are required to display autonomy of practice, whilst also contributing constructively to the interdisciplinary team.

- Leads and deliver evidence-based occupational therapy services to clients with a broad range of geriatric, orthopaedic, musculoskeletal and neurological conditions.
- Maintain a clinical load

- Provide professional and operational leadership to Grade 2 and Grade 1 Occupational Therapist, with support from the Program Manager and Occupational Therapy Manager. In addition, provide clinical supervision to Occupational Therapist within and outside the cost centre.
- Collaborate with other senior allied health staff and rehabilitation staff to conduct service planning, development and improvements to services including models of care and advocacy on behalf of the team. This will include representation of Allied Health at appropriate committees or portfolios across Bendigo Health.
- Work with the OT Manager and senior OT reference group to develop and oversee the occupational therapy profession at Bendigo Health ensuring Excellent Care. Every Person. Every Time.

Where required, allied health clinicians may be required to work on weekends and public holidays.

Key Responsibilities

The key responsibilities and duties of the Grade 3 Occupational Therapist include, but are not limited to:

Key Responsibilities	Demonstrated by
1. Provision of care	• Work independently within approved scope of practice to provide safe, evidence-based care according to organisational policies and protocols, taking responsibility for the quality of care at the point of care • Provide specialist knowledge, advice or guidance to other clinicians and consult with supervisor and senior staff to escalate concerns, risks, clinical complexity and barriers where required • Use specialist clinical reasoning to ensure timely and responsive management of referrals and waitlists, and guide others to prioritise and fairly distribute workloads, liaising with the team and other stakeholders as required • Document in the medical history consistent with relevant Bendigo Health procedures and departmental requirements • Complete required program reporting and statistical records for client – related and other activities within specified timeframes • Demonstrate understanding of ethical and cultural issues and vulnerable population groups and integrate this into practice.
2. Collaborative practice	• Work collaboratively with clients, their families and other stakeholders to establish a client focused multidisciplinary management plan, consistent with professional standards and evidenced based practice • Work collaboratively with the multidisciplinary team to deliver safe client-focused care, liaising with health professionals and agencies internal and external to Bendigo Health regarding clinical management where necessary • Provide clinical handover to ensure client care is maintained • Promote understanding, respect and trust between different groups to enable collaboration and positive care outcomes • Facilitate the smooth transition of clients through the health care system, collaborating and liaising with relevant services to ensure continuity of care for individual clients and their families.

3. Quality, innovation and improvement	**Innovation and change** • Proactively work with clients and colleagues to develop practical and creative solutions to workplace problems • Show initiative in developing and implementing an innovative and evidence-based approach to Allied Health service delivery • Contribute constructively to new ideas or change processes within the organisation, to promote a supportive, inclusive and cooperative work environment. **Quality improvement and research projects** • Contribute to the attainment and sharing of professional clinical expertise through initiating, supporting and/or leading quality and research activities as directed and supported by senior staff • Contribute to translating evidence into practice, through identifying clinical practice gaps, implementing and evaluating evidence-based care • Use specialist knowledge to assist in the development of relevant unit business and quality plans, policies and protocols, underpinned by best available evidence, data analysis and client feedback. **Safety and risk management** • Carry out compliance and improvement against the key elements of quality, safety and accreditation requirements as directed • Observe safe working practices and as far as able, protect own and others' health and safety • Lead and contribute to designated evaluation of service provision and risk management, in line with current evidence-based practice, data analysis and customer feedback.
4. Professional conduct	• Demonstrate well-developed oral and written communication skills • Recognise issues that may lead to conflict, constructively addressing issues as they arise, and where required escalating for advice and resolution in line with Bendigo Health procedures and values • Display professionalism and well-developed interpersonal skills • Demonstrate understanding of own personal and professional limitations, as well as that of supervisees and other staff, and escalate as required • Adhere to profession specific standards of professional practice • Participate in discipline and program meetings and working parties, or external forums, as directed • Assume responsibility for delegated discipline, program or organisational portfolios and projects • Work with operational and professional managers, or their delegates, to ensure that adequate time is allocated for non-clinical responsibilities such as participating in and providing clinical supervision, education, quality improvement and research, delegated portfolios, and attendance at meetings and committees.
5. Learning and Development	• Provide orientation, supervision and training of students, Grade 1 clinicians and Allied Health Assistants as required • Participate in clinical supervision in accordance with the Allied Health Clinical Supervision protocol

	• Demonstrate a commitment to lifelong learning and evidence-based practice through participating in professional development for self and supporting the knowledge and skill development of other professional groups • Use self-reflection techniques effectively to enhance care provision and interpersonal relationships • Complete all mandatory and required training and professional development requirements. • Support management to implement effective recruitment, retention, recognition and development strategies as delegated.

Required Capabilities for Allied Health

Further to the key responsibilities outlined in this position description, Allied Health staff are required to demonstrate the capabilities outlined in the Bendigo Health Allied Health Grade Level Capabilities.

Key Selection Criteria

Essential

- Current registration as an Occupational Therapist with the Australian Health Professionals Regulation Agency and ability to satisfy the requirements of the Bendigo Health Allied Health Credentialing and Professional Standards document
- Demonstrated experience and knowledge relevant to Occupational Therapy in a community and bed based setting
- Demonstrated understanding of contemporary practice and principles and evidence-based service delivery models for geriatric, rehabilitation and client post hospital admission.
- Demonstrated ability to work collaboratively with multidisciplinary teams to deliver safe consumer-focused care, providing specialist knowledge as required
- Demonstrated ability to work autonomously with effective organisation and time management skills to actively plan and manage clinical and non-clinical priorities and meet timeframes
- Demonstrated highly developed verbal and written communication skills with the ability to interact effectively with clients, carers, staff and the community

Desirable

- Demonstrated ability to apply critical thinking, evaluate service delivery and contribute to the development of evidence based and innovative services
- Demonstrated commitment to continuous service improvement and demonstrated quality improvement skills including planning, process improvement, data analysis and evaluation
- Demonstrated ability to provide clinical supervision to students and staff

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.