

Position Description

Position Title	Occupational Therapist – Grade 1
Position Number	30028632
Division	Community and Continuing Care
Department	Community Allied Health Services
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Occupational Therapist Grade 1 – Y7M
Classification Code	VE8 – AF14
Reports to	Community Allied Health Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Working with Children Check • NDIS Check • Registration with Professional Regulatory Body or relevant Professional Association • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

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

The Grade 1 (G1) Occupational Therapist (OT) is a valuable member of the Community Allied Health Services team.

The purpose of this position is to:

- Provide best practice client centred clinical care to clients within the designated caseload in the team your rotation is located within Bendigo Health
- Contribute to the development of the Occupational Therapy service, as well as the general Occupational Therapy department as appropriate.

Responsibilities and Accountabilities

Key Responsibilities

The key responsibilities and duties of the Grade 1 Occupational Therapist include, but are not limited to:

- 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 point of care within scope of practice
- Use clinical reasoning to ensure timely and responsive management of referrals and waitlists and support the fair distribution of workloads in collaboration with the team 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
- Consult with or escalate concerns, risks, clinical complexity and barriers to supervisor and senior staff
- Demonstrate sound knowledge and sensitivity to ethical and cultural issues and vulnerable population groups and integrate this into practice
- Work collaboratively with clients, their families and other stakeholders to establish a client-focused multidisciplinary management plan, consistent with professional standards of practice and evidence-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
- Facilitate the smooth transition of clients through the healthcare system, collaborating and liaising with relevant services to ensure continuity of care for individual clients and their families
- Work with clients and colleagues to develop practical and creative solutions to workplace problems

- Contribute to an innovative and evidence-based approach to Allied Health service delivery by recognising areas for improvement and suggesting new ways of working to improve team functioning and effectiveness
- Contribute to the attainment and sharing of professional clinical expertise through participation in quality and/or research activities as directed and supported by senior clinician/clinical supervisor/manager
- Contribute to translating evidence into practice by identifying clinical practice gaps, implementing and evaluating evidence-based care
- Assist in the development of relevant department business and quality plans, policies and protocols, informed by best available evidence, data analysis and client feedback
- 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
- Contribute to quality and safety activities such as risk management, clinical audits and benchmarking auditing processes to ensure consistency with Bendigo Health procedures and departmental requirements
- Demonstrate effective oral and written communication skills
- Recognise issues that may lead to conflict, constructively address issues as they arise, and escalate 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 and escalate as required
- Adhere to profession-specific standards of professional practice
- Actively participate in relevant meetings, working parties and portfolios as required
- Work with operational and professional managers, or their delegates, to ensure adequate time is allocated for non-clinical responsibilities such as clinical supervision, education, quality improvement and research, delegated portfolios, and attendance at meetings and committees
- Work with students and other allied health clinicians (such as Allied Health Assistants) with guidance from senior clinicians/clinical supervisor as required
- Participate in clinical supervision in accordance with the Allied Health Clinical Supervision protocol
- Demonstrate commitment to lifelong learning and evidence-based practice through participating in professional development and supporting the knowledge and skill development of other professional groups, with guidance from senior staff as required
- Reflect on clinical practice to identify strengths and learning areas requiring further development
- Complete all mandatory and required training and professional development requirements

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

1. 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
2. Demonstrated knowledge and skills relevant to an Occupational Therapist in a healthcare setting including: competency to determine the occupational roles, performance and functional level of individuals; assess the occupational environment; establish therapeutic goals; devise appropriate intervention including therapy, equipment prescription and home modifications that will enhance function or safety; and plan discharge with consideration of post-discharge follow up requirements.
3. Demonstrated knowledge of contemporary practice and principles and evidence-based service delivery models for Occupational Therapy in the healthcare setting, including client centred, occupation focussed care.
4. Demonstrated ability to work collaboratively with multidisciplinary teams to deliver safe consumer-focused care
5. Demonstrated ability to work autonomously with effective organisation and time management skills to manage clinical and non-clinical priorities and meet timeframes
6. Demonstrated effective oral and written communication skills with the ability to interact effectively and appropriately with patients, carers, staff and the community

Desirable

7. Demonstrated commitment to lifelong learning through ongoing professional development
8. Demonstrated conflict resolution and negotiation skills, and a willingness to seek appropriate support/assistance as required
9. Demonstrated ability to foster a culture of openness, respect, accountability and professionalism in the workplace
10. Demonstrated flexibility and willingness to shift focus when priorities or circumstances change and adapt to new / different ways of doing things

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.