

Position Description

Position Title	Occupational Therapist
Position Number	30100951
Division	Clinical Operations
Department	Psychiatry Older Persons
Enterprise Agreement	Victorian Public Mental Health Services Enterprise Agreement 2024-2028
Classification Description	Occ Therapist G3 Y1 – Y4
Classification Code	YB24 – YB27
Reports to	Older Persons Acute Unit Manager
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
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: [Bendigo Health Website - About Bendigo Health](#)

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

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. Refer to link at top of page.

The Bendigo Health Occupational Therapy Department provides services in acute, sub-acute and community-based settings including physical and mental health services. The Grade 3 Occupational Therapist (OT) is a valuable member of the allied health team and contributes to patient care at Bendigo Health by providing high quality occupational therapy services within a multidisciplinary setting.

The purpose of this Grade 3 Occupational Therapist position with Mental Health is to:

- Provide comprehensive occupational therapy services to patients within the designated caseload in inpatient and residential services of Bendigo Health Psychiatric Services
- Provide support, supervision and direction to Grade 1 occupational therapists, students and allied health assistants as required
- Contribute to the development of the service

Responsibilities and Accountabilities

Key Responsibilities

- **Clinical**
 - The Occupational Therapist Grade 3 will demonstrate and apply clinical competence through:
 - Providing client focussed and comprehensive occupational therapy assessments and interventions regarding client's occupational roles, performance and functional levels
 - Taking a lead clinical role when required, demonstrating special knowledge and depth of experience appropriate to the designated case types
 - Facilitating the smooth transition of clients through the health care system, liaising with relevant staff and community agencies, including Mental Health Support workers to ensure continuity of care for individual patients/clients and their families:
 - Working within the multi-disciplinary team, recognising and respecting the expertise and contribution of all team members, collaborating to refer clients to other services as necessary
 - Demonstrating knowledge and appropriate use of services relevant to the client/family
 - Attending relevant ward rounds/case conferences and family meetings
 - Ensuring all clinical activity undertaken fulfils or exceeds the competency standards of the profession, and the minimum standards for the programs into which they input/relate
 - Engaging in clinical work that is guided by evidence-based practice and in which outcomes are monitored and modifications made as required
 - Implementing complex treatments / intervention plans based on assessment
 - Managing time and prioritise competing demands so that clinically appropriate care is delivered in a timely fashion, and non-clinical deadlines and responsibilities are met

- Meeting discipline specific requirements as designated by the Head of Discipline, and agreed with the program manager where necessary

- **Communication**

The Occupational Therapist Grade 3 will demonstrate significant communication skills and the ability to negotiate and consult widely at all levels through:

- Maintaining timely, effective and professional oral and written communication at all levels within Bendigo Health (BH) and with external professional and organisations as required
- Demonstrating skills in negotiation and conflict resolution

- **Service Planning and Coordination**

The Occupational Therapist Grade 3 will demonstrate an understanding of the factors affecting healthcare and apply this knowledge to improve services and health outcomes at Bendigo Health through:

- Contributing to, and demonstrating accountability in, the development of relevant business plans
- Actively contributing to the preparation for, and the achievement of, the National Safety and Quality Health Service Standards
- Demonstrating an understanding of the public health system, and its financial and structural arrangements
- Actively contributing in the regular Bendigo Health allied health service and program or unit meetings as appropriate or as delegated by the Allied Health Head of Discipline and/or Program Manager
- Taking a lead role (planning, implementing and monitoring) in a minimum of one documented quality improvement activity for the discipline or program annually
- Actively participating in an occupational therapy portfolio group
- Maintaining active participation on committees and working parties as required
- Applying Bendigo health policies, procedures and guidelines in practice

- **Information Management**

The Occupational Therapist Grade 3 will ensure information is managed in line with organisational, allied health and discipline standards by:

- Meeting the documentation requirements for all programs
- Completing required statistical records for client related and other activities within the specified timeframes
- Participating in the monitoring and review of data generated for the purposes of discussing staffing requirements and workloads, and for monitoring the efficiencies of new work practices and quality activities in relevant forums

- **Training and Professional Development**

The Occupational Therapist Grade 3 will demonstrate a commitment to, and responsibility for, individual professional development through:

- Participating in, and meeting the standards of, the Bendigo Health Allied Health Credentialing and Professional Standards policy document
- Actively participating in training and professional development as required to achieve the service and program objectives of Bendigo Health
- Actively participating in the coordination of at least one professional development activity per year
- Undertaking mandatory Bendigo Health training within the required timeframes
- Actively participating in the development, delivery and coordination of orientation, induction, mentorship, supervision, education and professional development of allied health staff, students (including work experience students) and other Bendigo Health personnel as required
- Establishing, maintaining and fulfilling a personal professional development plan with identified learning needs and goals to extend clinical knowledge and skills, to be reviewed annually at the Performance Development Review
- Monitoring new developments in allied health through journal review, attending and presenting at departmental in-services and attending other relevant internal and external educational opportunities
- Actively participate in the support and development of colleagues

- **Teaching and Training**

The Occupational Therapist Grade 3 will participate in training, teaching and research programs by:

- Assisting in relevant research activities under the guidance of senior staff or the principal researcher
- Undertaking staff and student teaching and supervision, in area(s) of practice and expertise as required and specified by the position description

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association. dot points here to accurately reflect and explain what the key responsibilities, accountabilities and tasks of the position are.

Key Selection Criteria

Essential

1. Bachelor of Occupational Therapy and registered as an Occupational Therapist with Australian Health Practitioner Regulation Agency (AHPRA).
2. Ability to satisfy the requirements of the Bendigo Health Allied Health Credentialing and Professional Standards document.
3. Evidence of a commitment to ongoing professional development and compliance with all mandatory training requirements in previous roles.
4. Demonstrated knowledge, skills and experience appropriate to an OT Grade 3 including competency to determine the occupational roles, performance and functional level of individuals; assess the occupational environment; establish therapeutic goals; devise appropriate interventions, and plan discharge with consideration of post-discharge follow up requirements.

5. Experience in liaising and consulting with relevant family members, team members, and a broad range of health professionals and community agencies.
6. Ability to work highly effectively in a multi-disciplinary, multi-functional environment.
7. Demonstrated time management skills to manage a caseload, meet deadlines, maintain schedules, set goals/objectives, as required.

Desirable

8. Demonstrated effective written and oral communication skills.
9. Ability to introduce new concepts through innovation, influencing, negotiating and persuasion.
10. Flexibility to operate in an environment of change and continuous improvement.

Generic Responsibilities

All Bendigo Health staff are required to:

1. Adhere to the **Victorian Government's Code of Conduct**
2. Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
3. Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
4. Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
5. Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
6. Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
7. Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
8. Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
9. Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
10. 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.
11. 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.