

# Position Description

Position Title	Occupational Therapist Grade 2
Position Number	30101760
Division	Community and Public Health Services
Department	Aged Care Residential Services
Enterprise Agreement	VPHS (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 - 2025
Classification Description	Occupational Therapist Grade 2
Classification Code	VF6
Reports to	Director of Nursing Golden Oaks Complex
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## 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

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.

## Community and Public Health Services Division / Residential Services Division

The Community and Public Health Services Division has a primary focus on improving the health outcomes of the communities in our region. With a range of local and regional programs supporting place-based health promotion, prevention, care and support, they work collaboratively with other Divisions and regional partnerships and networks to support quality outcomes. The Division has a strong leadership role in the Loddon Mallee Region and is committed to ensuring processes are in place to deliver on our services.

The Division provides support for the Public Health Unit, Community Services, Aged Care Residential Services (200+ residents), Infection Prevention & Control and Public Private Partnership (PPP) and has key roles in public health, inclusive of health promotion and prevention, Aboriginal Services, vaccination/testing clinics, infection control practices, Bendigo Hospital maintenance, carer support and community nursing.

In addition, the Community and Public Health Services Division holds the professional portfolio of Chief Nursing and Midwifery Officer. Nurses are the largest work group within Bendigo Health and the position is focused on supporting our nursing workforce to feel valued and empowered.

## The Residential Services Team

Bendigo Health's Residential Services provides accommodation for 267 older residents of Bendigo and surrounding areas who require low and high level care. Also known as hostels and nursing homes, our facilities are located across two campuses:

- Gibson Street Complex is located at 26 Gibson Street, Bendigo. It includes
  - Joan Pinder Nursing Home with 60 beds
  - Stella Anderson Nursing Home with 60 beds
- Simpkin House, is located at 6 Gibson Street, and consists of a 9 bed memory support unit and 30 aged person mental health residential service beds.
- Golden Oaks Complex is located in Stoneham Street, Golden Square. It includes:
  - Golden Oaks Nursing Home with 63 beds
  - Carshalton House with 45 beds.

The residential services team provide high quality of care in all our residential care facilities. Our homes accommodate and care for some of the most vulnerable older people in our community. The team strives for service excellence through innovation and constantly monitoring our care standards and seeking to do things better.

# 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 position is guided by the Expectations and Guidelines document outlining the roles and responsibilities of a Grade 2 allied health practitioner, and will adhere to the Credentialing and Professional Practice Standards for Allied Health Staff Policy.

The role of the occupational therapist is to provide a wide range of assessments and interventions including, but not limited to, activities of daily living (ADL) assessments, cognitive assessments and strategies, falls risk assessments and interventions, splinting, seating and pressure care assessments and management, equipment prescription including wheelchair prescription, and client, family and staff education.

The purpose of the Grade 2 Occupational Therapist position in Residential Services is:

- To provide a flexible and comprehensive occupational therapy service within Residential Services across all campuses
- To contribute to the development of the occupational therapy service within Residential Services.

## Responsibilities and Accountabilities

### Key Responsibilities

#### 1. Clinical

- Provide comprehensive client focussed Occupational Therapy assessments and goal oriented interventions regarding client's occupational roles, performance and functional levels.
- Take a lead clinical role, demonstrating special knowledge and depth of experience, appropriate to the designated case types. This will include but not be limited to cognitive and behavioural assessment and interventions, pressure care and seating assessment and interventions, falls assessment and intervention and equipment prescription including wheelchair prescription.
- Spend 70% of time in client activity; the other 30% in non-clinical duties, examples of which are described in sections 3, 4, 5, and 6 below.
- Engage in, and implement, evidence based interventions and treatment that are based on assessment of the individual clients including:
  - Work 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. This includes providing guidance, education, support and/or assistance to other Residential Care Staff including nursing staff and lifestyle management workers.
  - Demonstrate knowledge and appropriate use of services relevant to the client/family
  - Attend and be actively involved in relevant case conferences, family meetings and team administrative meetings

- Ensure 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
- Manage time and prioritise competing demands so that clinically appropriate care is delivered in a flexible and timely fashion, and non-clinical deadlines and responsibilities are met.
- Meet discipline specific requirements as designated by the Head of Discipline, and agreed with the program manager where necessary.

## **2. Communication**

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

## **3. Service Planning and Co-ordination**

- Demonstrate knowledge of relevant business plans and EQulP standards.
- Demonstrate a basic knowledge of the Public Health system, and its financial and structural arrangements.
- Actively contribute in the regular BH allied health service and program or unit meetings as delegated by the allied health Head of Discipline and/or Program Manager.
- Take a lead role (planning, implementing and monitoring) in a minimum of one documented quality improvement activity for the discipline or program annually
- Active participation on committees and working parties in agreed areas as required.

## **4. Information Management**

Ensure information is managed in line with organisational, allied health and discipline standards:

- Meet documentation requirements for all programs/units
- Complete required program reporting and statistical records for client – related and other activities within the specified timeframes.
- Participate 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.

## **5. Training and Professional Development**

- Participate in and meet the standards of the BH Allied Health Credentialing and Professional Standards policy document.
- Actively participate in training and professional development as required to achieve the service and program objectives of BH. Coordinate at least one activity per year.
- Undertake mandatory BH training within the required timeframes.
- Actively participate 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 BH personnel as required
- Establish, maintain and fulfil a personal professional development plan.

- Monitor new developments in allied health through journal review, attendance and presentation at departmental in-services and attendance at other relevant internal and external educational opportunities.
- Actively participate in the support and development of colleagues
- Integrate new learning into practise both individually and more broadly where required. This will be demonstrated by evidence presented at the annual Performance Development Review.

## Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

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.

## Key Selection Criteria

### ***Qualifications/ Certificates***

- Bachelor of Occupational Therapy or equivalent
- Eligible for membership to “OT AUSTRALIA”

### ***Clinical and professional skills:***

- Knowledge, skills and experience appropriate to Grade 2 Occupational Therapist including competency to:
  - determine the occupational roles, performance and functional level of individuals
  - assess clients in their occupational environment
  - establish therapeutic client centred goals and appropriate evidence based intervention
  - prescribe equipment and modifications that will enhance function, safety or comfort
- Ability to work highly effectively in a multi-disciplinary environment
- Commitment to ongoing professional development, and ability to meet the requirements of the Bendigo Health Allied Health Credentialing and Professional Standards document including being an Accredited Occupational Therapist or demonstrating equivalent standards
- Ability to meet deadlines, schedules, set goals/objectives, as required

## Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health’s Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

**National Disability Insurance Scheme (NDIS) Check** Where applicable, completion of a clear National Disability Insurance Scheme (NDIS) Check must be undertaken for all positions providing services under the NDIS. A NDIS check is required to be completed prior to commencement at Bendigo Health where the position involves working within a Disability Service or providing service under the NDIS.

**Drivers Licence** A current Victorian driver’s licence is required for this position.

*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.*