

# Position Description

Position Title	Grade 3 Allied Health Professional – Occupational Therapist
Position Number	30100746
Division	Community and Public Health Services
Department	Community Allied Health Services
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Grade 3 Year 1 – Grade 3 Year 4
Classification Code	VG3- VG6
Reports to	Manager, Community Allied Health Services
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.

## The Community & Continuing Care Division

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.

The Community Services team is dedicated to enhancing the health and wellbeing outcomes of the communities in the Loddon Mallee with six regional offices. This team includes: Aged Care Assessment undertaken on behalf of My Aged Care; Community Allied Health; Community Care; Carer Support and Community Nursing & Home Care.

The Continuing Care team delivers high-quality services across the Loddon Mallee region including: Dental Care; Chronic Disease Management; Outpatient Rehabilitation; Support for People Transitioning Home; Diabetes Management and Geriatric Management and Assessment.

The Allied Health team provides comprehensive, high-quality care across the continuum, including expert services in: audiology, dietetics, exercise physiology, occupational therapy, physiotherapy, podiatry, psychology, social work, speech pathology and allied health assistants who work with these disciplines.

The Geriatric Medicine Team includes Geriatricians, Rehabilitation physicians, Palliative care physicians, registrars and junior medical staff. The Team work across inpatients, outpatients and home settings.

In addition, the Community and Continuing Care Division holds the professional portfolio of Chief Allied Health Officer. The Chief Allied Health Officer and allied health discipline managers provide professional governance for all allied health across Bendigo Health.

## The Community Allied Health Services

The Community Services Team comprises Aged Care Assessment Services, Community Allied Health Services, Community Care Services, Carer Support Services, Community Nursing Services and the Referral Centre.

The Community Allied Health Services (CAHS) team provides allied health inclusive of Dietetics, Occupational Therapy, Physiotherapy, Podiatry, and Speech Pathology Services to eligible clients in the five Local Government Authorities of Buloke, Campaspe, Gannawarra, Loddon and the City of Greater Bendigo. The team work to support clients to live independently at home and in the community.

CAHS is collocated with the Single Assessment Services, which also provides services to clients in the Loddon Mallee region.

CAHS services are funded by the Commonwealth Home Support Program (CHSP), Home Care Packages, Support at Home and Home and Community Care Program for Younger People (HACC PYP). Community Allied Health Services also delivers services to NDIS participants.

# 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 and the Allied Health Grade Level Capabilities: Grade 3 Allied Health Professional. Please refer to links provided to these documents.

The Grade Three 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 Three level Occupational Therapists are required to display autonomy of practice, whilst also contributing strongly to the interdisciplinary team.

The purpose of this position is to:

- Provide high quality, best practice community-based occupational therapy services to people with complex needs and elderly people in the areas serviced by CAHS
- Provide a senior level of experience, leadership, clinical risk management and research opportunities for the occupational therapy staff within CAHS
- Provide innovation towards clinical best practice in line with the Bendigo Health Strategic Plan and in accordance with the annual Business Plans of the Integrated Care Services division and CAHS
- Work collaboratively with the CAHS management team to provide clinical leadership and participate in new initiatives
- Work collaboratively with the Bendigo Health Occupational Therapy senior staff group to provide professional leadership and expert input into the development of occupational therapy services at Bendigo Health
- Involve collaboration with key local stakeholders, and may also include provision of contract service
- Contribute to the development of Community Allied Health Services, as well as the general Occupational Therapy department as appropriate

## Responsibilities and Accountabilities

### 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	<ul style="list-style-type: none"><li>• Work independently within approved scope of practice to provide safe, evidence-based care according to organisational policies and protocols in order to achieve optimal care</li></ul>

	<ul style="list-style-type: none"> <li>• Provide high levels of specialist knowledge, advice or guidance to other clinicians, consulting with supervisor and senior staff to escalate concerns, risks, clinical complexity and barriers where required</li> <li>• Lead/oversee high-performing clinical teams, and provide highly specialised advice to other employees or staff in their profession/discipline or other disciplines including secondary consultation</li> <li>• Use high levels of specialist clinical reasoning to ensure timely and responsive management of referrals and waitlists, in collaboration with the team as required</li> <li>• Evaluate the distribution of workloads, developing systems that respond to changes in clinical demands as required</li> <li>• Document in the medical history consistent with relevant Bendigo Health procedures and departmental requirements</li> <li>• Complete required program reporting and statistical records for client – related and other activities within specified timeframes.</li> <li>• Demonstrate specialised knowledge and sensitivity to ethical and cultural issues and vulnerable population groups and integrate this into practice.</li> </ul>
<b>2. Collaborative practice</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with clients, their families and other stakeholders to establish a client focused multidisciplinary management plan, consistent with professional standards of practice and evidenced based practice</li> <li>• Work collaboratively with the multidisciplinary team to deliver safe client-focused care, providing high levels of specialist knowledge to health professionals and agencies internal and external to Bendigo Health regarding clinical management</li> <li>• Provide clinical handover to ensure client care is maintained</li> <li>• 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.</li> </ul>
<b>3. Quality, innovation and improvement</b>	<p><b>Innovation and change</b></p> <ul style="list-style-type: none"> <li>• Proactively seek opportunities to work with clients and colleagues to develop practical and creative solutions to workplace problems</li> <li>• Initiate, lead and contribute constructively to evidence based clinical care, new ideas or change processes within the organisation</li> <li>• Generate healthcare strategies/innovations that improve delivery of evidence based healthcare to clients.</li> </ul> <p><b>Quality improvement and research</b></p> <ul style="list-style-type: none"> <li>• Manage and lead quality improvement and research initiatives</li> <li>• Support and mentor other staff in the implementation and delivery of quality or research activities</li> <li>• Lead the translation of evidence into practice, including identifying clinical practice gaps, implementing and evaluating evidence based care</li> <li>• Use highly 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.</li> </ul> <p><b>Safety and risk management</b></p> <ul style="list-style-type: none"> <li>• Carry out compliance and improvement against the key elements of quality, safety and accreditation requirements as directed</li> </ul>

	<ul style="list-style-type: none"> <li>• Observe safe working practices and as far as able, protect own and others' health and safety</li> <li>• Lead and contribute to designated evaluation of service provision and risk management and assist in modification of service delivery practices in line with current evidence based practice, data analysis and customer feedback.</li> </ul>
<b>4. Professional conduct</b>	<ul style="list-style-type: none"> <li>• Demonstrate highly developed oral and written communication skills</li> <li>• 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</li> <li>• Act to resolve complex issues by achieving common understanding on diverging interests, and mediating conflict situations as necessary</li> <li>• Display professionalism and highly-developed interpersonal skills</li> <li>• Demonstrate understanding of own personal and professional limitations, as well as the multidisciplinary team's scope of practice, and escalate as required</li> <li>• Adhere to profession specific standards of professional practice</li> <li>• Participate or lead in discipline and program working parties, expert advisory committees or external forums, as directed</li> <li>• Assume responsibility for relevant administrative portfolios or leadership roles as required</li> <li>• 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.</li> </ul>
<b>5. Learning and Development</b>	<ul style="list-style-type: none"> <li>• Develop orientation and induction processes for staff and students</li> <li>• Provide supervision, training and teaching of students, Grade 1 and 2 staff, and other clinicians as required</li> <li>• Participate in clinical supervision in accordance with the Allied Health Clinical Supervision protocol</li> <li>• Model a commitment to lifelong learning and evidence based practice by identifying knowledge gaps and developing education plans for individuals and teams</li> <li>• Provide professional development or facilitate teaching opportunities to staff within clinical areas of highly specialist knowledge</li> <li>• Use self-reflection techniques effectively to enhance care provision and promote and lead reflective practice</li> <li>• Complete all mandatory training and professional development requirements</li> <li>• Support the recruitment and management of staff and defined resources, in accordance with Bendigo Health Strategic Directions, operational plans and professional practice to ensure quality and activity targets are met.</li> </ul>

## 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.

## 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

## Essential

### Qualifications, Certificates and Registrations

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

### Specialist Expertise and Knowledge

2. At least 7 years' experience relevant to Occupational Therapy in a Community setting
3. Demonstrated high level understanding of contemporary practice and principles and evidence-based service delivery models for older people, people with disabilities and their carers
4. Demonstrated ability to work collaboratively with multidisciplinary teams to deliver safe consumer-focused care, providing high levels of specialist knowledge
5. Demonstrated ability to work autonomously with highly developed skills in organisation, time management, planning and priority setting
6. Demonstrated highly developed verbal and written communication skills with the ability to interact effectively with patients, carers, staff and the community

## Desirable

### Personal Qualities, Knowledge and Skills

7. Demonstrated experience in initiating, responding and contributing to change and leading others through this process
8. Demonstrated ability to provide effective clinical supervision to students and staff
9. Demonstrated leadership skills in people management, conflict resolution and building and motivating teams
10. Demonstrated commitment to ongoing professional development including the promotion of community Occupational Therapy services

# 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 client 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

**Working with Children Check** Bendigo Health has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Bendigo Health. As such you must maintain a valid working with children check. In addition you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

**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.

**Registration with Professional Regulatory Body or relevant Professional Association** For example, AHPRA, AHRI, RACS etc. 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.

**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.*