

# Position Description

Position Title	Clinical Educator
Position Number	30008712
Division	Clinical Operations
Department	Mental Health and Wellbeing Services -Mental Health Professional Development Unit
Enterprise Agreement	Victorian Public Mental Health Enterprise Agreement 2021 - 2024
Classification Description	Occupational Therapist Grade 3 (Yr1 –Yr4)
Classification Code	YB24
Reports to	Service Manager Mental Health Professional Development Unit
Management Level	Tier 4
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. Our main campus is based in Bendigo however 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 Clinical Operations Division

The Clinical Operations Division encompasses acute, allied health, cancer and mental health and wellbeing services. We provide a wide range of general medical, surgical and specialty services including but not limited to; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics, Cancer Clinics and Mental Health and Wellbeing Services. Our Allied Health teams provide a diverse range of programs and person-centred care in inpatient, outpatient, community, home and residential care settings.

Within a state-of-the-art hospital, our Ambulatory and Critical Care, Medical Services, Surgical Services and Women's and Children's areas use the latest technologies to provide excellent care. Our world class Cancer Centre uses a multi-disciplinary, integrated approach to treat specific cancers. The Cancer Centre offers medical oncology, radiation oncology, specialist nurses, clinical trials and cancer research, palliative care, and a Cancer Wellness Program.

Mental Health and Wellbeing Services (MHWS) provide psychiatric care and treatment across a large catchment area in Victoria stretching from Swan Hill in the north of the state to Gisborne in the south. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children. MHWS are committed to providing services which are recovery focused, promoting self-determination and collaboration with consumers, families and carers.

## Mental Health Professional Development Unit

The Mental Health Professional Development Unit (MHPDU) provides professional development programs and supervision to Mental Health clinicians and students at Bendigo Health. Programs delivered assist clinicians in the effective delivery of quality clinical services by aiming to improve knowledge, skills and attitudes consistent with: best practice, National Standards for Mental Health Services, National Practice Standards for the Mental Health Workforce and Service development requirements.

The team provide leadership to mental health staff by driving mental health workforce innovation in the areas of: lived experience, consumer and carer participation, clinical practice, education, training and research interests. The team are also responsible for the monitoring of standards of psychiatric practice within Bendigo Health MHWS and also oversees the implementation of recruitment strategies to ensure the longer-term sustainability.

The team develops and co-ordinates:

- Education and professional development activities that are relevant to clinical practice with a focus on mental health clinicians of various disciplines and levels (undergraduate & postgraduate)
- Clinical supervision processes that promote reflection on practice with the aim to improve outcomes for patients, clinicians and the organisation
- Promote development speciality areas and lived experience initiatives and practical utilisation of mental health research as a mechanism to achieve improvement of mental health service delivery
- The team is also responsible for the monitoring of standards of mental health practice within Bendigo Health MHWS and supports the recruitment strategies to ensure the longer-term sustainability of this specialist workforce

# The Position

The OT Clinical Educator provides professional development programs and supervision to MHWS clinicians and students at Bendigo Health. Programs delivered will assist staff in the effective delivery of quality clinical services by aiming to improve knowledge, skills & attitudes consistent with: best practice, National Standards for Mental Health Services, National Practice Standards for the Mental Health Workforce and Service development requirements.

The position will ensure Mental Health Occupational Therapy expertise for the professional education and program development objectives of the MHWS and assist MHPDU provide quality multidisciplinary informed education and development projects.

## Responsibilities and Accountabilities

### Key Responsibilities

- Provide and/or co-ordinate professional support, education and training to MHWS staff
- Provide expert OT consultation for MHPDU programs and promote and model high level OT professional standards and practice across MHWS
- Monitor and advise on standards of OT practice within MHWS and develop strategies to meet identified needs
- Key liaison for co-ordination of OT student placement in MHWS and clinical supervision programs
- Contribute to the educational and support requirements of the Graduate and Transition to mental health programs
- In conjunction with senior staff and the MHPDU team develop and implement mental health clinician workforce and professional development programs
- Assist clinical staff in meeting mandatory and required training and professional development goals
- Support and undertake research projects that align with the program objective and as appropriate for the role
- Contribute to the formulation, implementation & evaluation of policy & procedure and participate in quality improvement projects

### Organisational Responsibilities

- Participate in team, organisational and clinical meetings as required by Bendigo Health policy
- Participate in staff development and training as required
- Maintain high quality, accurate records and statistics as required by Bendigo Health policy
- Participate in service development activities
- Proactive participation in committees, working parties, focus groups and specific portfolios, and other organisation responsibilities
- Identify and participate in Quality Assurance activities as part of the continual improvement process and accreditation requirements

## 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 Criteria

1. Registered Occupational Therapist with Australian Health Practitioners Regulation Agency (AHPRA) with Post Graduate qualifications (or in progress) in a relevant mental health course
2. Minimum five years with high level experience and skills in mental health practice in a range of clinical settings
3. Experience in the clinical supervision of students and clinicians in mental health settings
4. A sound understanding of the Occupational Therapy standards of practice and the National Practice Standards for the Mental Health Workforce along with ability to monitor these standards and develop or implement appropriate professional development programs
5. Ability to communicate and work co-operatively, productively and independently within a team setting as well as develop collaborative working relationships with internal and external partners
6. Comfort with using online learning platforms and other educational technology tools, along with a commitment to ongoing learning and staying updated with current practice and educational trends

## Desirable

7. Demonstrated ability to effectively plan, implement and coordinate projects and professional development programs and schedules
8. Experience with diverse teaching methods to cater to different learning styles, with the ability to foster open dialogue and facilitate constructive discussions

# 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

**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*