

# Position Description

Position Title	Grade 2 Occupational Therapist
Position Number	30003707
Division	Clinical Operations
Department	OPRS Stream A (Musculoskeletal)
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Grade 2 Occupational Therapist
Classification Code	VF6-VF9
Reports to	OPRS Manager via Stream Leader
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 Clinical Operations Division**

The Clinical Operations Division encompasses acute, allied health, cancer and mental health 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 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.

The Mental Health Service provides 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.

Each year our onsite Specialist Clinics provide over 100,000 service events, we also see more than 60,000 people in our Emergency Department and welcome around 1700 babies into the world. The Clinical Operations Division assists with the admission of more than 50,000 patients into the hospital each year.

The Allied Health and Continuing Care Directorate offers a diverse range of programs and services which provide high quality person centred care to clients and consumers in inpatient, outpatient, and community settings.

Our services include:

- Allied Health
- Community and Ambulatory Care
- Community Dental Services
- Referral Centre
- Rehabilitation, Geriatric and Palliative Medicine

The Allied Health team at Bendigo Health comprises over 400 staff including Audiology, Dietetics, Exercise Physiology, Occupational Therapy, Physiotherapy, Podiatry, Psychology/Neuropsychology, Social Work, Speech Pathology, Spiritual Care and Allied Health Assistance. Allied Health clinicians work in a very broad range of roles and are valued in the contribution they make to the multi-disciplinary team.

## **The Outpatient Rehabilitation Service (OPRS) Team**

The Outpatient Rehabilitation Services (OPRS) Team is located at the Clinical Services Campus (CSC) and at the Stewart Cowen Community Rehabilitation Centre in Eaglehawk.

The Team provides specialist outpatient rehabilitation to children and adults in the Bendigo and Northern Victorian Region. Rehabilitation is time limited, goal orientated and aimed at maximising potential and quality of life and can be provided either in the centre or in the client's home.

Most clients receive a range of services including:

- Physiotherapy
- Occupational therapy
- Speech pathology
- Social work
- Nursing
- Medical
- Podiatry
- Psychology and neuropsychology
- Exercise physiology
- Dietetics

The Multidisciplinary OPRS Team is separated into streams focussing on Musculoskeletal, Neurological and Tissue Trauma. Services are offered within a rehabilitation framework and will provide client focused flexible rehabilitation for clients with complex rehabilitation needs.

The musculoskeletal steam team offer assessment and management for clients with musculoskeletal disorders who require rehabilitation. Clinics include Orthopaedic Rehabilitation, Backs Rehabilitation and Hand Therapy.

The neurological steam team offer comprehensive assessments and management for clients with a broad range of neurological disorders who require rehabilitation. Some specialty services are offered within this stream and include spinal services and the Cognitive Dementia and Memory Service (CDAMS).

The tissue trauma stream team offers a range of assessment and treatment for clients with wounds, burns, lymphoedema, diabetic foot complications and amputations.

## **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 2 Allied Health Professional. Please refer to links provided to these documents.

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

The purpose of this position is to:

- Provide best practice client centred clinical care to clients within the designated caseload in Outpatient Rehabilitation services of Bendigo Health
- This 'Stream A' role sits primarily within the Musculoskeletal Clinics however there may be opportunities or a requirement for staff to work across other OPRS clinics, dependent on clinical skills and/or department need.
- OPRS operating hours are 8-5.30pm. Staff are required to work until 5.30pm one day/week.
- Contribute to the development of the Outpatient Rehabilitation service, as well as the general Occupational Therapy department as appropriate.

## Responsibilities and Accountabilities

### Key Responsibilities

The key responsibilities and duties of the Grade 2 Occupational Therapist include, but are not limited to:

Key Responsibilities	Demonstrated by
<b>1. Provision of care</b>	<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, taking responsibility for the quality of care at the point of care</li> <li>• Provide specialist knowledge, advice or guidance to other clinicians and consult with supervisor and senior staff to escalate concerns, risks, clinical complexity and barriers where required</li> <li>• Use specialist clinical reasoning to ensure timely and responsive management of referrals and waitlists, and guide others to prioritise and fairly distribute workloads, liaising with the team and other stakeholders 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 understanding of 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 and evidenced based practice</li> <li>• 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</li> <li>• Provide clinical handover to ensure client care is maintained</li> <li>• Promote understanding, respect and trust between different groups to enable collaboration and positive care outcomes</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>	<b>Innovation and change</b> <ul style="list-style-type: none"> <li>• Proactively work with clients and colleagues to develop practical and creative solutions to workplace problems</li> </ul>

	<ul style="list-style-type: none"> <li>• Show initiative in developing and implementing an innovative and evidence-based approach to Allied Health service delivery</li> <li>• Contribute constructively to new ideas or change processes within the organisation, to promote a supportive, inclusive and cooperative work environment.</li> </ul> <p><b>Quality improvement and research projects</b></p> <ul style="list-style-type: none"> <li>• Contribute to the attainment and sharing of professional clinical expertise through initiating, supporting and/or leading quality and research activities as directed and supported by senior staff</li> <li>• Contribute to translating evidence into practice, through identifying clinical practice gaps, implementing and evaluating evidence-based care</li> <li>• Use 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> <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, 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 well-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>• Display professionalism and well-developed interpersonal skills</li> <li>• Demonstrate understanding of own personal and professional limitations, as well as that of supervisees and other staff, and escalate as required</li> <li>• Adhere to profession specific standards of professional practice</li> <li>• Participate in discipline and program meetings and working parties, or external forums, as directed</li> <li>• Assume responsibility for delegated discipline, program or organisational portfolios and projects</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>• Provide orientation, supervision and training of students, Grade 1 clinicians and Allied Health Assistants as required</li> <li>• Participate in clinical supervision in accordance with the Allied Health Clinical Supervision protocol</li> <li>• Demonstrate a commitment to lifelong learning and evidence-based practice through participating in professional development for self and supporting the knowledge and skill development of other professional groups</li> </ul>

	<ul style="list-style-type: none"> <li>• Use self-reflection techniques effectively to enhance care provision and interpersonal relationships</li> <li>• Complete all mandatory and required training and professional development requirements.</li> <li>• Support management to implement effective recruitment, retention, recognition and development strategies as delegated.</li> </ul>
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## 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

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. Current registration as a SWEP (State-Wide Equipment Program) prescriber
2. Demonstrated experience and knowledge relevant to Occupational Therapy in a Musculoskeletal Outpatient setting
3. Demonstrated understanding of contemporary practice and principles and evidence-based service delivery models for an Orthopaedic/Musculoskeletal caseload
4. Demonstrated ability to work collaboratively with multidisciplinary teams to deliver safe consumer-focused care, providing specialist knowledge as required
5. Demonstrated ability to work autonomously with effective organisation and time management skills to actively plan and manage clinical and non-clinical priorities and meet timeframes
6. Demonstrated highly developed verbal and written communication skills with the ability to interact effectively with clients, carers, staff and the community

### Desirable

7. Demonstrated commitment to lifelong learning through ongoing professional development of self and others
8. Demonstrated ability to provide clinical supervision to students and staff. Demonstrated high level of self-confidence and an ability to successfully interact and communicate with a diverse range of people at all levels.
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

## 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

**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.*