

Position Description

Position Title	Occupational Therapist
Position Number	30028632
Division	Clinical Operations
Department	Allied Health
Enterprise Agreement	Allied Health Professionals (Victorian Public Health Sector)(Single Interest Employers) Enterprise Agreement 2021-2026.
Classification Description	Occupational Therapist Grade 1
Classification Code	VE8 – VF3
Reports to	Professional: Manager of Occupational Therapy Operational: Program area manager or delegate
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

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 and mental health services. We provide a wide range of general medical, surgical and specialty services including; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics and Mental Health Services. Within a state-of-the-art hospital, the team provides high-quality services using the latest technologies. Our eleven operating theatres (including two endoscopy rooms), critical care, emergency and women's wards all have access to critical services lifts that link to the helipad allowing rapid transfer of patients both in and out of the health service. 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.

The Occupational Therapy Team

The Allied Health team at Bendigo Health comprises over 300 staff including Occupational Therapy, Physiotherapy / Exercise Physiology, Podiatry, Social Work, Dietetics, Psychology, Audiology, Speech Pathology 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 Occupational Therapy Team provides services in acute, sub-acute and community based settings including physical and mental health services. Occupational therapists work in partnership with their clients to enable them to achieve maximum function and independence and to enhance safety and quality of life in their chosen occupations. The teams provide accessible and timely person centred service to their clients across the entire continuum of care at Bendigo Health.

The Position

The Grade 1 (G1) Occupational Therapist (OT) is a valuable member of the allied health team. This G1 OT position is part of the G1 OT Rotation Program operating across the continuum of care at Bendigo Health. Currently there are 12 G1 OT rotational positions available with rotations currently occurring on a six monthly basis across acute, sub-acute, mental health, outpatient and community services. Each rotation is in a different clinical area and therefore clinical, operational, and supervisory responsibilities will change.

The objectives of the G1 OT Rotation Program include, but are not limited to:

- assisting G1 OTs to gain a variety of clinical experiences

- assisting G1 OTs to develop and consolidate a range of knowledge and skills
- facilitating a greater understanding of the occupational therapy role at Bendigo Health and enhancing the continuum of care
- providing a learning environment where opportunities are created and fulfilled
- fostering a supportive environment for OT staff

Responsibilities and Accountabilities

Key Responsibilities

1. Clinical

The Occupational Therapist Grade 1 will demonstrate and apply clinical competence through:

- 1.1 Providing client focussed clinical services in co-operation with the multi-disciplinary team.
- 1.2 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.
- 1.3 Engaging in clinical work that is guided by evidence based practice and in which outcomes are monitored and modifications made as required.
- 1.4 Spending 80% of time in client attributable activity; the other 20% in non-clinical tasks as required.
- 1.5 Facilitating the smooth transition of clients through the health care system, liaising with relevant staff and community agencies to ensure continuity of care for individual patients/clients and their families by:
 - 1.5.1 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.
 - 1.5.2 Demonstrating knowledge and appropriate use of services relevant to the client/family
 - 1.5.3 Attending relevant ward rounds/case conferences and family meetings

2. Communication

The Occupational Therapist Grade 1 will demonstrate significant communication skills and the ability to negotiate and consult widely at all levels through:

- 2.1 Maintaining timely, effective and professional oral and written communication in all professional domains within Bendigo Health including internal and external peers, stakeholders and clients.

3. Service Planning and Coordination

The Occupational Therapist Grade 1 will demonstrate an understanding of the factors affecting healthcare and apply this knowledge to improve services and health outcomes at Bendigo Health through:

- 3.1. Demonstrating knowledge of relevant business plans and contributing to the development of the work area

- 3.2. Actively contributing to the preparation for and the achievement of the National Safety and Quality Health Service Standards.
- 3.3. Demonstrating a basic knowledge of the public health system, and its financial and structural arrangements.
- 3.4. Actively participating in the regular Bendigo Health allied health service and program or unit meetings as delegated by the allied health Head of Discipline and/or Program Manager.
- 3.5. Participating in at least one documented quality improvement activity for the discipline or program per rotation.
- 3.6. Actively participating in an occupational therapy portfolio group
- 3.7. Applying Bendigo Health policies, procedures and guidelines in practice.

4. Information Management

The Occupational Therapist Grade 1 will ensure information is managed in line with organisational, allied health and discipline standards by:

- 4.1 Meeting the documentation requirements for all programs.
- 4.2 Completing required statistical records for client related and other activities within the specified timeframes.
- 4.3 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.

5. Training and Professional Development

The Occupational Therapist Grade 1 will demonstrate a commitment to, and responsibility for, individual professional development through:

- 5.1. Participating in, and meeting the standards of, the Bendigo Health Allied Health Credentialing and Professional Standards policy document.
- 5.2. Actively participating in training and professional development as required to achieve the service and program objectives of Bendigo Health.
- 5.3. Actively participating in the coordination of at least one CPD activity per year.
- 5.4. Undertaking mandatory Bendigo Health training within the required timeframes.
- 5.5. Actively participating in, and fulfilling the requirements of, the allied health and discipline specific orientation, induction, mentorship, supervision and performance management programs and seeking assistance where needed.
- 5.6. 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.
- 5.7. Monitoring 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.
- 5.8. Actively participating in the support and development of colleagues.

6. Teaching and Training

The Occupational Therapist Grade 1 will participate in training, teaching and research programs by:

- 6.1. Assisting in relevant research activities under the guidance of senior staff or the principal researcher.
- 6.2. Participating in the orientation, induction, mentorship, supervision, education and professional development of allied health staff, students (including work experience students) and other Bendigo Health personnel as required.

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.

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. Registered as an Occupational Therapist with Australian Health Practitioner Regulation Agency (AHPRA).
2. Commitment to ongoing professional development, and ability to meet the requirements of the Bendigo Health 'Allied Health Credentialing and Scope of Practice Policy'

Desirable

3. Demonstrated knowledge, skills and experience appropriate to a OT Grade 1 including competency to determine the occupational roles, performance and functional level of individuals; assess the occupational environment; establish therapeutic goals; devise appropriate intervention including therapy, equipment prescription and home modifications that will enhance function or safety; and plan discharge with consideration of post-discharge follow up requirements
4. Demonstrated clear understanding of client centred, occupation focussed care. Well-developed interpersonal, verbal and written communication skills
5. Well-developed time management, organisational and planning skills
6. Ability to work highly effectively in a multi-disciplinary, multi-functional environment

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

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.