

Position Description

Position Title	Occupational Therapist Grade 2
Position Number	30101059
Division	Clinical Operations
Department	Mental Health and Wellbeing Service
Enterprise Agreement	Victorian Public Mental Health Services Enterprise Agreement 2021-2024
Classification Description	Occupational Therapist Grade 2 (Year 1–4)
Classification Code	YB20 - YB23
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 5,000 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 & Wellbeing Services. We provide a wide range of general medical, surgical and speciality 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 & Wellbeing 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 Psychiatry Adult Acute Unit (AAU) Team

The Adult Acute Unit is a 35 bed short-term acute inpatient unit that provides intensive therapeutic treatment for people living in the Loddon Campaspe Southern Mallee region aged 16 to 65 years. Services are provided by a multidisciplinary team, and patients are supported to find ways to manage their illness and identify triggers and coping strategies that assist them in their recovery. Consisting of single room accommodation for 35 patients, the unit is made up of two distinct areas; the low dependency area (LDU) and the Intensive Care Area (ICA), utilised according to the patient's clinical needs. Bendigo Health Mental Health and Wellbeing Services operate under a philosophy of care to deliver evidence-based treatment and client centred care, underpinned by recovery orientated principles and values. We deliver treatment and care that is sensitive to gender and culture, informed by an understanding of responses to trauma, and responsive to the contexts of the consumers' lives and communities.

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 Bendigo Health Occupational Therapy Department provides services in acute, sub-acute and community-based settings including physical and Mental Health & Wellbeing Services. This position will be required to work effectively with allied health colleagues and the multi-disciplinary team providing occupational therapy services through mental health assessment, treatment and support to consumers. The team also provides advice, education and support to carers, family and health care providers. In addition to the multi-disciplinary team, this position functions to strengthen and enhance the contribution of discipline specific skills, resources and experience available to consumers of the service, their carers, family, supporters and other involved services.

Responsibilities and Accountabilities

Key Responsibilities

- Provide patient focused assessment, interventions and consultative clinical services regarding patient's occupational roles, performance and functional levels in collaboration with the multidisciplinary team
- Facilitate the transition of patients through the health care system, liaising with relevant staff and community agencies to ensure continuity of care for individual patients and their families and carers
- Identify, engage and include other key community agencies and service providers involved in the provision of recovery, support, and discharge planning consistent with the patients and family and carers needs
- Undertake comprehensive mental state evaluation and risk assessment to inform planning and safe practice
- Maintain timely, effective and professional oral and written communication at all levels within Bendigo Health and with external professional and organisations as required
- Participate in multi-disciplinary team processes including clinical reviews, meetings, handovers and provide occupational therapy expertise to other clinicians within the team
- Actively contributing to quality improvement activities to ensure effective planning, implementation and evaluation of actions within mental health and wellbeing services and the occupational therapy department. Active participation on occupational therapy committees and working parties in agreed areas
- Participate in and meet the standards of the Bendigo Health Allied Health Credentialing and Scope of Practice Policy. Completion of mandatory Bendigo Health training within the required timeframes
- Actively participating 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 Bendigo Health personnel as required
- 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
- Provide support to other mental health and wellbeing services as deemed appropriate

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. Bachelor of Occupational Therapy or higher. Registered as an Occupational Therapist with Australian Health Practitioner Regulation Agency (AHPRA).
2. Ability to satisfy the requirements of the Bendigo Health Allied Health Credentialing and Professional Standards document
3. Evidence of a commitment to ongoing professional development and compliance with all mandatory training requirements in previous roles

4. Demonstrated knowledge, skills and experience appropriate to an OT Grade 2 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
5. Experience in liaising and consulting with relevant family members, team members, and a broad range of health professionals and community agencies
6. Ability to work highly effectively in a multi-disciplinary, multi-functional environment
7. Demonstrated time management skills to manage a caseload, meet deadlines, maintain schedules, set goals/objectives, as required
8. Well-developed verbal, written, interpersonal, communication and computer literacy skills and knowledge

Desirable

9. Knowledge and an understanding of the Mental Health and Wellbeing Act 2022, and other relevant legislation and their application to clinical practice
10. Demonstrated clinical experience and skills in Rehabilitation and Recovery oriented service provision, in community settings

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.

Influenza 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 the Bendigo Health's various infection control policy and procedures. All staff are required to have a current influenza vaccination 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.

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.