

**Position Title:** Occupational Therapist - Grade 1  
**Campus:** Grampians Health  
**Directorate:** Allied Health  
**Department:** Occupational Therapy  
**Reporting to:** Deputy Manager Occupational Therapy (East/  
**Direct reports:** West) Nil

#### Appointment Terms/Conditions:

**Classification and Code:** Occupational Therapy - Grade 1 (VE9, VF1 – VF3)  
**Enterprise Agreement:** Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement

#### Organisational Information

Grampians Health was established on 1 November 2021. Drawing on a regional history of over 150 years, we provide service to over 250,000 Victorians, operate across 21 campuses and sites, and employ more than 7,000 dedicated professionals. Our values reinforce our commitment to providing high-quality, accessible healthcare services close to home. Our mission is to serve the communities of the Grampians region with comprehensive care, ensuring every individual receives the attention they deserve. For more information, visit [www.grampianshealth.org.au](http://www.grampianshealth.org.au).

<b>Collaboration</b>	<b>Compassion</b>	<b>Accountability</b>	<b>Respect</b>	<b>Innovation</b>
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

#### Position Purpose

The primary purpose of this position is the provision of high-quality Occupational Therapy services. Reporting directly to the Deputy Occupational Therapy Manager (East/West), key roles of the position include accountability for delivery of high quality, evidence based clinical services, and assistance with planning and implementation of quality improvement projects within the department. You will also support the

senior staff to enhance team building and excellence within the team and Allied Health. This position is allocated to a rotation caseload which may vary according to the needs of the department. Professional development is supported through regular in-service education, professional support from colleagues and the provision of support to attend continuing education. As an Occupational Therapist - Grade 1 you may be expected to work in various locations and programs within Grampians Health and regional /external services. You may be rostered to work some weekend shifts.

## **Key Accountabilities**

### **Provision of care**

- Clinical competence in assessment, planning and implementation of appropriate interventions across a varied caseload including acute, sub-acute, rehabilitation, outpatient and community-based clients
- Appropriately prioritise services to provide service to those in need, based on clinical priority and eligibility as directed by Deputy Manager Occupational Therapy
- Develop and deliver service in accordance with the clinical program model or care and requirements
- Understand and utilise evidence-based practice principles and participate in Quality Improvement activities
- 80% time will be spent in client attributable activity as evidenced by analysis of workload statistics

### **Collaborative practice**

- Provide clear, concise and comprehensive clinical handover information
- Participate in group programs and delivery of presentations to community groups as directed by the Deputy Manager Occupational Therapy
- Involve clients and carers in developing care plans in response to assessed and agreed needs
- Liaise with necessary Grampians Health and community services to ensure holistic and multidisciplinary client care
- Demonstrate effective communication strategies through sound verbal, non-verbal and written skills

### **Health values**

- Remain aware of, and align clinical practice with principles of health promotion
- Display sensitivity and knowledge of ethical and multicultural issues and provide culturally aware practice
- Practice and promote GH values
- Demonstrate knowledge of GH strategic plan and understanding of factors that affect health systems in regional and rural Victoria

### **Professional, ethical and legal approach**

- Comply with AHPRA, OH&S legislation and GH Policies and procedures
- Abide by Victorian Public Sector Employees Code of Conduct
- Demonstrate sound organisation and time management skills through efficient and timely completion of clinical tasks
- Carry out timely and accurate recording of statistical data
- Manage risk and actively work towards implementing risk mitigation strategies (VHIMS/ policies/ procedures)
- Ensure documentation of patient care is completed in accordance with GH policy
- Accept accountability and responsibility for own actions and operate within scope of practice
- Mandatory training compliance

### **Lifelong learning**

- Work with students as part of the delivery of undergraduate and work experience student programs as directed by the Deputy Manager Occupational Therapy
- Participate in clinical supervision in accordance with the GH Allied Health policy
- Assist in the review and implementation of policies and procedures specific to the profession and clinical area

- Actively engage in and provide professional development and model a commitment to lifelong learning
- Exchange knowledge with other professional through formal and informal learning opportunities
- Display a commitment to and assume responsibility for individual professional development
- Actively engage in Professional Development Review process and maintain current AHPRA registration requirements

## **Key Selection Criteria**

### **Qualifications**

- Bachelor or tertiary equivalent in Occupational Therapy
- Registered as an Occupational Therapist with the Australian Health Practitioner Regulation Agency
- Current driver's licence

### **Technical/Professional Knowledge and Skills**

- Knowledge of assessment, treatment and management options for acute, rehabilitation and community patients with various diagnosis, and a commitment to quality care and evidence-based practice

### **Work Environment**

- Ability to cooperate and work collaboratively multidisciplinary team and multiple stakeholders in the pursuit of team goals
- Well-developed interpersonal and communication skills

### **Personal Attributes**

- Commitment to the Grampians Health values
- Ability to work independently and appropriately identify when to seek help
- Sound organisational and self-management skills
- Demonstrated ability to monitor, evaluate and modify own performance through reflective practice

## **Organisational Requirements**

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

## **Other Relevant Information**

- At Grampians Health we recognise and respect 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 socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

## **Appointments**

All Allied Health practitioners who provide patient care services in the context of clinical care, research, and teaching within Grampians Health (GH) will be appointed in accordance with the relevant Grampians Health Recruitment Policy. These appointments are subject to routine review, incorporating the Allied Health practitioners' credentials and definition of scope of practice. The initial credentialing and the co-ordination of the credentialing process for Allied Health Practitioners including the determination of scope of practice is undertaken through the office of the Chief Medical Officer in conjunction with the office of the Chief Allied Health Officer.

## **Locums**

Suitable qualified and experienced practitioners may be appointed as locums to cover the leave of Allied Health Practitioners to fill gaps in service. All locums will be required to provide sufficient credentialing paperwork prior to commencement and receive approved interim credentialing prior to locum contracts being signed Shorter Performance appraisal document to be completed.