Position Title: Occupational Therapist - Grade 2

Campus: Ballarat

Directorate: Allied Health

Department: Occupational Therapy

Reporting to: Deputy Manager Occupational Therapy-East, Allied Health Manager-Occupational Therapy, Deputy Director of Allied Health and General Manager Allied and Mental Health

Appointment Terms/Conditions:

Classification and Code: Occupational Therapy - Grade 2 (VF6 – VF9)

Enterprise Agreement: Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over $700m.

Collaboration *We are stronger together.*	***Compassion*** *We show that we care.*	***Accountability*** *We do what we say and say what we do.*	***Respect*** *We appreciate and value all people.*	***Innovation*** *We adapt and innovate to achieve best outcomes.*
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

As an Occupational Therapist - Grade 2 you will have experience and knowledge in the provision of occupational therapy services across a variety of clinical services. Primary job requirements involve the provision of clinical occupational therapy services within an allocated program. Program allocations will be dependent on the needs of the department at the time, and will be at the discretion of the Deputy manager OT East.

You will also support the senior staff to enhance team building and excellence within the team and Allied Health. Parameters of this position include some of the following; mentoring and supervising discipline staff, clinical education of undergraduate students and providing education to staff from other disciplines.

As an Occupational Therapist - Grade 2 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

Clinical

Provide specialist assessment, diagnosis, treatment / intervention and advocacy for Grampians Health clients on the allocated caseload:

- 70% time will be spent in client attributable activity as evidenced by analysis of workload statistics.
- Ensure 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.
- Sound knowledge and appropriate use of services relevant to client / family.
- Organisational, allied health, program and discipline communication and documentation standards are met, as evidenced by audit.
- Active contribution to relevant ward rounds / case conferences and family meetings/

Ensure the ongoing ability to provide clinical excellence the Occupational Therapist - Grade 2 will:

- Participate in and meet the standards of the Grampians Health Performance Development & Review Program/
- Participate and fulfil requirements of allied health and discipline specific orientation, induction, mentorship, supervision and performance management programs/
- Participate in a minimum of one documented quality improvement activity or research project for the discipline biannually, which is of sufficient standard to reach publication in a refereed journal / or be accepted for relevant conferences and seminars.
- Monitor new developments through journal review, attend and present at relevant Grampians Health in-services and attend other relevant external educational opportunities.
- Monitor and ensure all clinical activity undertaken fulfils or exceeds the applicable competency standards of the profession, and the minimum standards for the programs into which the Grade 2 AHP inputs / relates/
- Engage in and support clinical work in your discipline/team that is guided by evidence-based practice and in which outcomes are monitored and modifications are made as required.

Clinical Support

1. Communication

The Occupational Therapist - Grade 2 will maintain effective oral and written communication at all levels:

- Active and collaborative participation in the regular Grampians Health discipline meetings and in allied health, service and program meetings as delegated by the Clinical Manager, as evidenced by attendance records and peer review feedback at annual performance review.
- Maintain effective communication within Grampians Health and with external organisations as evidenced in clinical record audits and via structured feedback such as peer feedback and annual performance review.
- Be accessible to the OT manager on a day to day basis, to provide support and assist with problem solving.
- Communication with supervisor(s) in relation to clinical and program issues.

2. Information Management

The Occupational Therapist - Grade 2 will ensure information is managed in line with organisational, allied health and discipline standards:

- Documentation standards for all programs served are met as evidenced in audits.

- Complete required statistical records for client - related and other activities within the specified timeframes.
- Participate 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.

3. Human Resource Management

In liaison with the Clinical Manager and senior staff, the Occupational Therapist - Grade 2 will participate in workforce maintenance and development:

- Participate in discussion regarding staffing requirements.
- Participation in the orientation, induction and professional development of students (including work experience students) and other Grampians Health personnel as directed.
- Participation in Grampians Health Performance Development & Review Program, Clinical Supervision Program and professional association programs where applicable.

4. Service Development

The Occupational Therapist - Grade 2 will participate in the development of services that are accessible to those clients of Grampians Health with the greatest potential to benefit:

- Active participation in strategic planning, staff meetings, service development and other relevant forums.

The Occupational Therapist - Grade 2 will understand and adhere to relevant financial aspects of departmental function:

- Participate in discussion pertaining to resource allocation, equipment purchasing and revenue generation.
- Have an appreciation of the budget process, practice fiscal responsibility and act in accordance with relevant organisational policies and procedures such as the Grampians Health Delegations of Authority.

5. Governance and Risk Management

The Occupational Therapist - Grade 2 will demonstrate:

- Compliance with all Grampians Health Policies and Procedures.
- Adherence to infection control policies and procedures as identified in the Grampians Health Infection Control Manuals.

KEY SELECTION CRITERIA

Qualifications

- Registered as an Occupational Therapist with the Australian Health Practitioner Regulation Agency
- Current driver’s licence

Technical/Professional Knowledge and Skills

- Sound knowledge and experience in assessment, treatment and management options for patients with a variety of diagnoses and conditions requiring occupational therapy intervention and a demonstrated ability to apply this knowledge.
- Evidence of a commitment to ongoing learning
- Demonstrated ability to identify and actively participate in quality improvement activities, and positively influence change as required
- Demonstrated ability to develop and empower others through supervision, modelling and training.

Work Environment

- Ability to cooperate and work well with others in the pursuit of team goals
- Demonstrated flexibility and ability to adapt constructively within a busy and dynamic working environment

Personal attributes

- Demonstrated attributes of empathy and client centred focus
- Ability to work independently and appropriately identify when to seek help
- Demonstrated understanding of, and desire to work in the role
- 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.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- 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.
- Compliance with all Grampians Health Policies and Procedures.
- Adherence to infection control policies and procedures as identified in the Grampians Health Infection Control Manuals.

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 credentialling 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 Shorted Performance appraisal document to be completed.