

## POSITION DESCRIPTION

<b>Position Title:</b>	Occupational Therapist Grade 3 (Senior Clinician)
<b>Award Classification:</b>	Grade 3 (VG3 – VG6)
<b>Award / Agreement Name:</b>	Health Professional Services Award Victorian Public Health Sector (Health Professionals) Enterprise Agreement 2021 – 2026
<b>Reports to:</b>	Professional: Director Occupational Therapy Operational: Allied Health Manager

## EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs.



## **1. POSITION PURPOSE**

The Grade 3 Senior Clinician will be a clinical expert in a specialist area, demonstrating superior consolidated skills. They are expected to lead and develop individuals and teams, and to have currency of professional knowledge, skills and external influences.

The role of this position is to provide evidence based assessment and intervention with patients and it is responsible for developing the service whilst providing supervision and mentorship to Occupational Therapists and Occupational Therapy students.

The Grade 3 Occupational Therapist will closely collaborate with Occupational Therapy Managers, Grade 4 Allied Health clinicians and Occupational Therapy staff. The desired applicant will possess high level clinical, communication, leadership and service development skills.

This position may be required to work across all Eastern Health sites and may include weekend work.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

### **Clinical Skills**

Demonstrates specialist clinical knowledge and skills within the area of responsibility, and applies this expertise to lead and develop the clinical practice of individuals and/or teams.

### **Indicators**

- Models a client-centred approach in interactions with clients and family/carers.
- Conduct specialist client assessment and intervention incorporating remedial, compensatory, educational and preventative strategies to achieve optimal client care using evidence-based practice.
- Provides comprehensive multidisciplinary discharge planning to facilitate a safe, efficient and effective transition from the hospital setting to the most appropriate discharge destination.
- Develops treatment goals, and plans intervention in conjunction with the client, family and other multi-disciplinary team members.
- Educates clients and family/carers regarding functional and ongoing care needs.
- Provides prompt liaison and referral to health services in acute, sub-acute, community, residential care and other disability related services.
- Documents assessment, care planning and recommendations in the client's medical history in accordance with departmental protocols.
- Assists with maintaining aids/equipment items, and ensures prudent use of aids/equipment
- Prioritises clinical and administrative workloads for self, and assists junior Occupational Therapy and Allied Health Assistant staff with clinical prioritisation.
- Demonstrates clinical expertise through knowledge of clinical developments and research findings within area of clinical practice, and by assuming a consulting role to both internal and external stakeholders.
- Initiates and promotes innovative approaches to clinical practice.
- Understands Eastern Health policies and legislative requirements which impact on clinical practice.
- Adheres to Victorian privacy laws – Information Privacy Act 2000 and the Health Records Act 2001, as well as other laws that regulate the handling of personal information.
- Engages in an ethical and professional manner with clients, family/carers and staff members at all times in accordance with Occupational Therapy Australia Code of Ethics.
- Undertakes other duties as directed by the Occupational Therapy Manager.

- Undertakes role/responsibilities across other Eastern Health sites/program areas to meet service needs, as directed by the Occupational Therapy Manager.

### **Communication**

Possesses highly developed written, verbal and non-verbal communication skills, and the ability to negotiate and consult widely at all levels of the organisation.

### **Indicators**

- Establishes effective and appropriate therapeutic relationships with clients and families.
- Establishes effective working relationships (both formal and informal) with the Occupational Therapy Department, relevant nursing, medical and allied health staff, Eastern Health service providers and community-based services.
- Promotes best practice teamwork principles and actively contributes to the interdisciplinary team.
- Displays proven negotiation, mediation and conflict resolution skills.
- Effectively manages difficult and challenging behaviours.
- Demonstrates advanced verbal and written communication skills in all professional domains of practice.
- Provides effective feedback to other staff on the outcome of client assessment and recommendations regarding on-going care needs
- Actively participates in multidisciplinary team/ward meetings and team decision-making, ensuring effective communication and dissemination of information.
- Demonstrates leadership in departmental staff meetings via identification of relevant issues and facilitation of open communication.
- Provides Occupational Therapists with assistance with workloads during busy periods, if own workload permits.
- Works in partnership with colleagues in other units to ensure an integrated approach to service delivery throughout Eastern Health.
- Effectively manages issues both up and down the line of accountability.
- Demonstrates effective communication in providing formal and informal feedback to students and other junior staff.
- Demonstrates clarity in written skills.
- Identifies and initiates connections or relationships with external stakeholders.
- Fosters a culture of openness, respect, accountability and professionalism in the workplace.
- Promotes a friendly and cooperative work environment.
- Demonstrates a customer focus and cultural sensitivity with clients, carers, staff and the community.

### **Organisational Skills**

Provides leadership and innovation in organisation and time management.

### **Indicators**

- Demonstrates punctuality and timeliness.
- Ensures effective use of time and physical resources.
- Responds to referrals/requests in agreed timelines, in accordance with departmental protocols.
- Maintains appropriate clinical versus non-clinical ratios, and ensures agreed performance targets are met.
- Provides assistance to others to organise daily tasks, and prioritise competing clinical and non-clinical demands.
- Understands and applies Human Resources policies in the management of staff.

- Organises staffing, programs and special projects, as delegated by the Occupational Therapy Manager.
- Completes administrative functions, including statistical collection and activity reporting, in an accurate and timely manner.
- Provides comprehensive service reports and information, as directed by the Occupational Therapy Manager.
- Possesses detailed knowledge of internal/external resources, and is able to access same to achieve positive outcomes.
- Assumes responsibility for maintaining aids/equipment items in safe working condition, as per Eastern Health policies and procedures.

### **Organisational Knowledge / Development**

Possesses a clear understanding of social/political/economic factors affecting healthcare, and applies this knowledge to deliver improved services and health outcomes at a site level and across Eastern Health.

#### **Indicators:**

- Demonstrates a capacity to facilitate the strategic direction of Eastern Health, reflecting a clear understanding of the public healthcare system.
- Demonstrates a clear understanding of issues impacting the Occupational Therapy Service, and participates in the review/redesign of service systems and processes, as directed by the Occupational Therapy Manager.
- Contributes to and demonstrates accountability for the development of the Occupational Therapy Service and Allied Health Program Operational Improvement Plans.
- Actively contributes to the achievement of Accreditation Standards.
- Identifies areas of clinical service provision which may require improvement/change, and implements strategies to address same.
- Identifies and implements projects associated with the Occupational Therapy Service's quality plan or multidisciplinary practice, and ensures compliance with set quality standards for Eastern Health.
- Fosters leadership development in other staff by facilitating their participation in quality activities and other initiatives.
- Demonstrates an understanding of financial policies.
- Observes safe work practices, and identifies and follows-up on issues pertaining to OH&S.
- Develops/evaluates/reviews policies and procedures in line with the strategic directions of Eastern Health, and encourages the participation of other staff in this process.
- Consistently applies Eastern Health policies, clinical procedures and guidelines in practice, and instils these principles in others.
- Complies with Eastern Health and profession specific Code of Ethics.

### **Professional Development and Supervision**

Demonstrates a capacity to apply and integrate knowledge from higher level studies for own individual professional development, as well as the development and implementation of clinical practice/program initiatives.

#### **Indicators:**

- Leads and implements a culture of learning within the Occupational Therapy Service.
- Acts as a role model in demonstrating a strong commitment to professional development and ensuring

currency and integration of clinical knowledge.

- Assumes responsibility for own learning goals/needs through ongoing participation and presentation at professional development, quality and/or research forums.
- Integrates new learning within clinical practice.
- Plans and implements relevant internal/external professional development activities in line with identified knowledge gaps and organisational strategic directions.
- Initiates evaluation of the Occupational Therapy Service (and instils this capacity in others), and updates/improves services based on customer feedback, data analysis and available evidence.
- Liaises with allocated supervisor and seeks regular professional supervision with respect to the strategic direction of the Occupational Therapy Service and program and own performance management/expectations.
- Receives constructive feedback well, and incorporates feedback to improve own work performance.
- Provides supervision for junior staff and/or Allied Health Assistants, as directed by the Occupational Therapy Manager.
- Undertakes and ensures the participation of other staff in formal supervision processes.
- Complies with CPD requirements of the Occupational Therapy Board of Australia in order to maintain registration as an Occupational Therapist
- Participates in annual performance appraisal.

### **Teaching & Research**

Initiates, leads and supports other staff in teaching, training and research programs.

### **Indicators**

- Displays knowledge of research, new developments and evidence-based practice in discipline specific, and related clinical areas.
- Demonstrates an ability to initiate, implement and evaluate quality/research projects, and encourages the participation of other staff.
- Undertakes high level investigative reviews, including literature searches, benchmarking and funding opportunity investigations.
- Promotes an organisational commitment to quality and research initiatives.
- Engages in teaching with internal/external stakeholders.
- Promotes research via publication and presentation at Allied Health forums, and encourages the participation of other staff in these forums.
- Provides formal supervision to a Grade 2 clinician, Grade 1 clinician, Allied Health Assistant and/or undergraduate students.
- Ensures that all direct reports receive appropriate performance management/enhancement, professional training and development opportunities.
- Demonstrates leadership of undergraduate student programs and training, in consultation with the Occupational Therapy Student Coordinator.
- Develops and evaluates teaching processes, education programs and educational materials.
- Displays strong mentoring skills to advance staff development within the multidisciplinary Allied Health team.
- Develops collaborative links with significant teaching organisations and professional bodies to facilitate and promote undergraduate/postgraduate learning opportunities.

### **Professional Leadership**

Demonstrates strong leadership abilities in representing the Occupational Therapy Service, Allied Health

program, site and Eastern Health.

#### **Indicators**

- Demonstrates a strong leadership role within the Occupational Therapy Service, site and/or program.
- Deputises for the Occupational Therapy Manager, as an active participant in succession planning.
- Displays strong leadership in representing Allied Health and/or Occupational Therapy on Eastern Health working parties, or at other external forum, as directed by the Occupational Therapy Manager.
- Initiates and leads committees at an Eastern Health level, as directed by the Occupational Therapy Manager.
- Actively participates within the Occupational Therapy Professional Leadership Group.
- Develops and coordinates specific components of the Occupational Therapy Service, in consultation with the Occupational Therapy Manager and Grade 4 clinicians.
- Facilitates service development, process redesign and research initiatives, and demonstrates an awareness of the value of research/practice developments for clinical care outcomes.
- Acts as a role model for professional behaviours to other staff and clients/carers, and maintains a positive image of Eastern Health and the Occupational Therapy Service.
- Assumes responsibility for relevant administrative portfolios and operational tasks, as directed by the Occupational Therapy Manager.
- Provides clinical leadership and ensures workloads are coordinated, prioritised and fairly distributed across the team.
- Manages staff through effective recruitment, retention, recognition and development strategies, and ensures that there are effective consultation and communication processes in place.
- Fosters the establishment and maintenance of a constructive team environment.
- Contributes to the promotion of excellence in all work undertaken.
- Develops and leads Occupational Therapy staff within their clinical practice area.

## **2. SAFE PRACTICE AND ENVIRONMENT**

### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

## **3. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

## **4. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

## **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

## **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## **8. PERFORMANCE DEVELOPMENT**

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## **9. ATTACHMENTS**

- Attachment 1 Key Selection Criteria
- Attachment 2 Eastern Health /Department Information
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## **10. NOTE**

*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.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Manager

INCUMBENT STATEMENT

*I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.*

Signed: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_



## KEY SELECTION CRITERIA

<b>Position Title:</b>	Occupational Therapist Grade 3 (Senior Clinician)
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<b>Current Effective Date:</b>	December 2022
<b>Next Review Date:</b>	December 2023
<b>Reports to:</b>	Professional: Director Occupational Therapy Operational: Allied Health Manager

### Qualifications

- B. App Sc (OT), B. Occupational Therapy, MOT prac or recognised equivalent.
- Full Registration held with Occupational Therapy Board of Australia (AHPRA).
- Member of OT Australia (or eligibility for membership).
- Current Victorian Driver's License.

### Essential

1. Minimum seven years clinical OT experience
2. Demonstrated clinical expertise and leadership in subacute hospital Occupational Therapy
3. Demonstrated best practice in client assessment and intervention, including evidence of advanced clinical skills and client centred practice in hospital Occupational Therapy.
4. A clear understanding of Occupational Therapy Service strategic priorities within a large, healthcare network.
5. Well developed leadership skills, including the ability to undertake professional supervision and promote professional competence of other Occupational Therapy staff.
6. Demonstrated ability to evaluate and modify service delivery to foster innovation and evidence-based practice.
7. Demonstrated understanding and commitment to the principles of continuous quality improvement and clinical research.
8. Sound understanding of change management methodology.
9. Effective project management skills.
10. Well-developed communication and interpersonal skills to promote teamwork, and a proven ability to relate effectively to people at all levels of the organisation.
11. Demonstrated participation in professional development relevant to the position.
12. Established skills in organisation, planning and priority setting.
13. Well-developed understanding of professional codes of conduct and ethical practice.
14. Sound computer skills.

### Desirable

15. Experience in neurological rehabilitation

## EASTERN HEALTH/DEPARTMENT/SPECIALTY INFORMATION & ADDITIONAL POSITION REQUIREMENTS

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### SPECIALTY SPECIFIC INFORMATION

#### Organisational Context

Eastern Health is one of Melbourne's largest metropolitan health services, providing a wide range of emergency, medical and general health care services to the eastern community.

Eastern Health incorporates the following health care facilities, Angliss Hospital, Box Hill Hospital, Healesville Hospital, Maroondah Hospital, Peter James Centre, Wantirna Health, Yarra Ranges Health and Yarra Valley Community Health. We have a comprehensive mental health service as well as Turning Point, our drug and alcohol program.

Combined Eastern Health sites consist of an Occupational Therapy staffing establishment of approximately 60 Occupational Therapists. We seek experienced, enthusiastic staff who are able to help us meet the needs and challenges presented by a diverse client population and complex health system.

This position will primarily provide Acute Occupational Therapy services. This position will provide an advanced level of skill and knowledge in patient centred care, and have a sound understanding of the patient cohort serviced.

All Eastern Health, Occupational Therapy staff may be asked to provide clinical care at other sites where service demand or staff levels require such a response.