

# Austin Health at Position Description



## Position Title: Occupational Therapist – Fast Track Care Management

Classification:	Occupational Therapist Grade 2 VF6-VF9 depending on experience
Business Unit/ Department:	Continuing Care – Health Independence Program (HIP)
Work location:	Heidelberg Repatriation Campus
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Employment Type:	Fixed-Term Part-Time
Hours per week:	24 hours a week Until 31/12/2024
Reports to:	<u>Operationally:</u> Team Leader, HIP Central Intake and Fast Track Care Management <u>Clinically:</u> HIP Grade 3 Occupational Therapist
Direct Reports:	Grade 1 OT and AHA staff as assigned
Financial management:	N/A
Date:	13/09/2024

## About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training, and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health, and rehabilitation.

Our vision is to shape the future through exceptional care, discovery, and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe, and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

## Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our [Gender Equality Action Plan](#) we have been guided by the gender equality principles set out in the Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

## About the Health Independence Program (HIP) and Central Intake and Fast Track Care Management

### Health Independence Program

Austin's Health Independence Program (HIP) is funded by the Victorian Department of Health and is part of the Continuing Care Division. HIP provides multi-disciplinary services that support people with health problems and other complex conditions to optimise their function and self-management skills so that they can live independently and well in their homes and community.

The Health Independence Program encompasses many of the services that deliver health care to support the transition from hospital to home. These services can also prevent the need for a hospital presentation or stay, with people able to access these services directly from the community.

At Austin, the Health Independence Program encompasses the following services which aim to provide integrated and coordinated care that responds to the client's needs and goals.



## **Central Intake and Fast Track Care Management (CIFTCM)**

HIP 'Central Intake' is the first point of contact for client referrals and is pivotal to ensuring that the client's referral is forwarded to the right service in a timely manner. The care managers work with clients in the community to maximise health independence to be able to remain as independent in the community as possible.

## **Occupational Therapy at Austin Health**

The Occupational Therapy department is committed to promoting the highest levels of Occupational Therapy service for our patients. In realising this goal, the department will lead and excel in research, teaching and the use of person-centred evidence-based practice.

The Department provides services on all three campuses of Austin Health, across all Divisions. The department provides care across the continuum from the Emergency Department through bed-based services, ongoing ambulatory care, including NDIS service provision.

## **Purpose and Accountabilities**

### **Role Specific:**

#### **The HIP Occupational Therapist will:**

- Be an active member of the HIP service, participating in the ongoing development of the service.
- Assist in the ongoing alignment and integration of the HIP service.
- Perform the duties of the position efficiently and to the standards of the Continuing Care division, including participation in the Austin Health performance review process.

#### Clinical:

- Work as an effective member of the HIP team, assisting clients and their families/carers to navigate the health service system and contribute to the provision of high quality, accessible, flexible, and client-centred service provision.
- Provide a rapid assessment and management response for appropriate clients in the health service, the client's home, or local community,
- Assess HIP clients and plan, implement, evaluate, and modify programs as required.
- Ensure a client centred approach to goal setting and care planning.
- Provide best practice Occupational Therapy assessment, treatment, intervention, and advice in a safe and effective manner.
- Apply Occupational Therapy Principles to a diverse range of conditions in order to determine appropriate treatment options and management plans.
- Be actively involved in discharge planning:
  - ensure safe and well-planned transitions of care.

- Support hospital flow and appropriate length of stay
- Advise multidisciplinary team members of alternative options for care in the community.
- Provide education and consultation to clients and their families/carers, other health professionals, and community agencies to ensure continuity of care.
- Provide comprehensive assessment of clients' ongoing needs and prepare reports/referrals as appropriate.
- Active participation in interdisciplinary and multidisciplinary teams. Attend case conferences, client review, and other clinical meetings as appropriate.
- Provide advice about referral management to the intake clinicians and care managers, ensuring the client receives the right care in the right place at the right time.
- Provide short-term case management for clients as appropriate.

#### Leadership:

- Develop and sustain positive internal and external relationships, including communication and consultation with stakeholders and able to influence decision-making.
- Foster and promote a culture that encourages open and effective communication.
- Take a lead role in the education of clinical staff about the role. Initiate and provide teaching/clinical guidance to other members of the team utilising expertise through, for example, direct teaching, team meetings and continuing education forums.
- Contribute to a team environment which promotes a positive culture, opportunity for learning and development, safety and welfare of employees and role model behaviours that support this environment.
- Understand the principles of change management and suggest and implement changes required.
- Participate in staff and student training and supervision as required.

#### Quality and Risk:

- Maintain an understanding of individual responsibility for patient safety, quality & risk.
- Ensure personal compliance with mandatory training requirements.
- Comply with the requirements of the National Safety & Quality Health Service Standards e.g., participate in audits, committee representation as assigned.
- Comply with the requirements of the NDIS Quality and Safeguards Commission as required.
- Maintain a safe working environment for yourself, your colleagues, patients, and members of the public. Report incidents or near misses that have or could have an impact on safety.
- Develop, implement, and monitor goals and objectives, policies and improvement projects regarding clinical practices, service delivery and administration of clinical services.
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional.
- Strive towards continuous improvement, by initiating, participating in, and continuously evaluating the quality and outcomes of service design and intervention.
- Provide ongoing analysis, review and evaluation of the services provided to patients as requested by program leader.

- To ensure that a Risk Assessment has been completed prior to entering a client's home for the first time and that practice in the community is safe for the practitioner.

#### Professional Development

- Engage in professional development opportunities within the designated area in line with individual PRDs, and the strategic objectives of the department and organisation.
- Ensure that all supervisees have an annual Performance Review and Development Plan (PRD) and regularly review this plan to ensure staff development needs are met.
- Participate in regular supervision with the manager and complete annual PRD.
- Undertake education and training to ensure clinical practice is evidence based.

#### Research

- Support the culture of HIP and the OT department that strives for continuous improvement to deliver the best possible care for our patients.
- Support the implementation of research projects pertaining to the relevant area of clinical expertise as part of the departmental research program.
- Promote and role model behaviours that support the culture of scientific activity, providing support and education for others in the department to identify and undertake research, presentation and publications.

#### Administrative:

- High level verbal and written skills. Experience in report writing.
- Maintain accurate and timely clinical records in relevant clinical software and databases.
- Ensure all documentation is completed in a manner consistent with organisational policies and procedures, legislative and regulatory requirements.
- Ensure all planned and ad hoc data reporting timelines are met.
- Actively participate in team meetings, policy and planning meetings.

#### **All Employees:**

- Comply with Austin Health [policies & procedures](#) as amended from time to time.
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues, and members of the public. Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principles of patient centered care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

## Selection Criteria

### Essential Knowledge and skills:

- Current registration with the Occupational Therapy Board of Australia (AHPRA)
- At least 5 years recent and relevant Occupational Therapy clinical experience
- Broad experience in and demonstrated clinical skills and awareness of OT clinical practices in Occupational Therapy intervention in the areas of aged care, general medicine and rehabilitation.
- Excellent written and verbal communication skills
- Current Victorian Driver's Licence and willingness to drive for work related activities.
- Demonstrated ability to undertake a comprehensive client assessment, care plan and implement client care coordination, including complex problem-solving skills, client advocacy and liaison.
- Client-centred approach to service delivery and a flexible and creative approach to work.
- Ability to work as an active member of a dynamic multidisciplinary team.
- Ability to work autonomously, problem-solve, prioritise tasks to meet deadlines and an awareness of when to seek assistance if required.
- Commitment to quality, best practice and environmental safety.
- Strong commitment to professional development and demonstrated self-learning to ensure clinical knowledge is current and integrated into practice.
- Ability to manage in a dynamic and changing environment.
- Demonstrated awareness of the NDIS and synergies with the public health system.

### Desirable but not essential:

- Understanding of community services and organisations and the Australian Aged Care System
- Sound understanding of information technology including electronic medical records, clinical systems and risk management reporting.
- Understanding of the Health Independence Program Guidelines
- Ability to identify, initiate and lead practice improvement and quality improvements.

## General Information

### Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy, and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

### Equal Opportunity Employer

Austin Health is committed to diversity and inclusion in employment and is proud to encourage applications from people of different backgrounds, abilities, ages, genders, gender identities and/or sexual orientations.

Austin Health acknowledges the Traditional Owners of the lands we work on and pay our respects to Elders past and present.

We welcome applications from people with disability and aim to provide an inclusive and accessible workplace. If you need any help with the application process or would like to discuss your reasonable adjustments during interviews, please let us know.

We welcome applications from Aboriginal and Torres Strait Islander peoples. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#).

## Document Review Agreement

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	