

# Austin Health Position Description



## Position Title: Grade 1 Occupational Therapist

Classification:	Grade 1 Occupational Therapist
Business Unit/ Department:	Allied Health / Occupational Therapist
Work location:	All campuses
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Employment Type:	Casual
Hours per week:	As required
Reports to:	Grade 2 Senior Clinician OT
Direct Reports:	Nil
Financial management:	Budget: None
Date:	19/06/2024

## 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 Occupational Therapy

This position is based within Austin Health's Occupational Therapy Department. This department forms part of the Division of Allied Health, which comprises the following services:

- Allied Health therapies: Physiotherapy, Social Work, Speech Pathology, Occupational Therapy, Nutrition and Dietetics, Orthotics & Prosthetics, Podiatry, Clinical and Neuropsychology (Royal Talbot site) and Creative and Leisure Services
- Tracheostomy Review and Management Service
- Spiritual Care
- Language Services
- Ngarra Jarra (Aboriginal Health) Program
- Disability Liaison Officer Program
- Ability@Austin

The Occupational Therapy department at Austin Health comprises five streams; Outpatients, Acute, Aged Care, Rehabilitation, and Better@Home. Our department abides by our focus areas of evidence-based service improvement, sustainable workforce, professional growth and wellbeing. We're committed to shaping the future of OT through dedication to:

- Empowering patients across the care spectrum: From emergency to home care, we offer evidence-based interventions that maximise potential and independence.
- Fueling staff excellence: We invest in your clinical mastery and leadership journey through comprehensive training, robust mentorship, and diverse clinical opportunities.
- Championing research and quality: We push boundaries with a thriving research culture and rigorous quality initiatives, ensuring evidence-driven practices that challenge the status quo.
- Cultivating a vibrant community: We value collaboration and diversity, fostering a positive and rewarding work environment where everyone thrives.

## Purpose and Accountabilities

The casual grade 1 occupational therapist will support clinical care across inpatient services in any of the three main sites of Austin Health. They play a vital role in delivering excellent clinical care to patients our patients, with the support of their team. A typical day will see you:

- Delivering evidence-based clinical care: Under the guidance of your team, you will support best practice care by completing person-centred assessments, intervention and complex discharge planning .
- Collaborate with a multi-disciplinary team: refine your communication and team-working skills to promote positive patient outcomes
- Participate in quality supervision and training: Formal and point-of care supervision, teaching and training will routinely be offered to you by your team
- Contribute to a positive workplace culture where staff enjoy engaging in social and wellbeing initiatives.
- Contribute to continuous improvement: Collaborate on research, quality improvement or clinical education initiatives your service area, under the guidance of a leadership team that pushes boundaries to deliver exceptional patient care.

### **Role Specific:**

#### **Clinical expertise**

- Manage an individual clinical caseload and support their service area to meet their clinical demands by taking on the caseload of others as needed.
- Support senior OT staff to deliver a high-quality service within a clinical team of care within the context of departmental and Austin Health aims, priorities and strategic plan
- Apply Occupational Therapy principles to a diverse range of conditions in order to determine appropriate treatment options and discharge plans.
- Builds effective relationships with staff, colleagues and service providers to ensure optimal outcomes for patients.
- Support senior OT staff to ensure the standard of the discipline services provided within the clinical stream are world's best practice and are based on latest available evidence and expert opinion
- Undertake and model evidence based practice principles and interdisciplinary care
- Attend team meetings / ward rounds as per unit protocols / procedures
- Provide ongoing analysis, review and evaluation of the services provided to patients as requested by stream leader or OT manager
- Strive towards continuous improvement, by initiating, participating and continuously evaluating the quality and outcomes of service design and intervention

#### **Safety, quality and risk**

- Ensure safe work practices and environment in accordance with Austin Health Policies as varied from time to time.
- Ensure personal compliance with mandatory training requirements.

- 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 impact on safety
- Support senior staff to 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.

### **Continuous growth and learning**

- 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
- Initiate and provide teaching/clinical guidance to other members of the department utilising expertise through, for example, direct teaching, team meetings and continuing education forums
- Ensure processes and practices are in place to maintain high quality patient care
- Support student placements and provide input to the clinical education lead for OT to ensure Austin Health maintains its reputation for outstanding student education
- Ensure a high level of work quality for yourself and the team by monitoring work performance and modifying practices as necessary to ensure clinical care is in line with agreed standards.
- Engage in professional development opportunities within the designated area in line with individual PRDs, and the strategic objectives of the department and organisation
- Participate in regular supervision with the manager and complete annual PRD

### **Research**

- Support the culture of 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.

### **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.
- Record accurate statistics as per policy and procedures
- Comply with the principals of patient centered care.
- Rotate position to other sites or clinical areas in order to meet service demands as required
- A commitment to Austin Health values: Our actions show we care, we bring our

best, together we achieve and we shape the future.

- Record in patient medical files according to policy/ procedure and Austin Health documentation standards
- Adhere to Austin Health's policies for use of Information Technology

## Selection Criteria

### Essential Knowledge and skills:

- To have current registration with AHPRA
- Current drivers license

### Clinical expertise

- Demonstrated clinical skills and awareness of OT clinical practices in a relevant healthcare system
- Demonstrated commitment to evidence-based practice and ability to translate this into practice

### Attributes and abilities

- Demonstrated interpersonal skills that promote team engagement and best outcomes for patients and colleagues
- Demonstrated ability to prioritise tasks effectively to meet deadlines, self-manage competing demands and an awareness of when to seek assistance if required
- High level written and verbal skills

### Continuous growth and learning

- Demonstrated ability to undertake professional supervision to enhance practice
- An ability to employ innovative problem solving to clinical and non-clinical matters
- A commitment to Austin Health values: Our actions show we care, we bring our best, together we achieve and we shape the future.

### Desirable but not essential:

- Experience working in a public health setting
- Demonstrated awareness of the NDIS and synergies with the public health system

## 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>	