

# Austin Health Position Description



## Position Title: Grade 2 Occupational Therapist

Classification:	Grade 2 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:	0
Reports to:	Grade 3 Senior Clinician OT
Direct Reports:	Grade 1 OT and AHA staff
Financial management:	Budget: None
Date:	20/09/2024

## 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 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
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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.

The clinician employed in this position reports to their grade 3 or grade 4 stream leader and may be expected to travel across campus as required. They will adopt a flexible approach to clinical caseload management and the provision of care during periods of planned and unplanned leave.

There are 5 streams that make up the Occupational Therapy department, as listed below, each stream is led by a grade 4 Stream lead.

**Outpatients-** Heidelberg Repat Hospital

**Acute-** Austin Hospital

**Aged care-** Heidelberg Repat Hospital

**Rehabilitation-** Royal Talbot Hospital

**Better@Home-** Austin Hospital

## **Purpose and Accountabilities**

The grade 2 OT will have developed clinical skills in client-centred assessment, intervention and complex discharge planning. They will work in a clinical area to deliver high quality, best practice care to patients. They will work under the supervision of their grade 3 and a site lead grade 4 to manage workloads and ensure an even distribution of clinical and non-clinical work and contribute to an effective service. The grade 2 will also contribute to the learning and development of our grade 1 workforce and students with the support of our senior team. All grade 2 roles are rotational and the position holder may need to rotate to other sites or clinical areas in order to meet service demands.

### **Role Specific:**

#### **Clinical Care**

- 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 the grade 3 and grade 4 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 the grade 3 and grade 4 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

#### **Management/supervisory**

- Provide high level supervision and clinical support to grade 1 and AHA staff as required
- 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
- Ensure safe work practices and environment in accordance with Austin Health Policies as varied from time to time.

#### **Governance and Teaching**

- 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

- Contribute to teaching and training resources to support ongoing staff education and development.
- Provide training and education to colleagues and other hospital staff on issues pertaining to their discipline
- 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.

### **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, represent OT on committees etc.
- 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 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 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 stream leader or OT manager

### **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 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.

### **Information Management**

- Ensure the appropriate dispersion of information to staff
- 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
- Meet activity and reporting timelines for projects and committee work
- Maintain and store minutes of meetings in areas of responsibility
- Record accurate statistics as per policy and procedures

### **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 principals 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.

### **People Management Roles:**

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organisational quality and safety initiatives.
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs.
- Support staff under management to comply with policies, procedures and mandatory training and continuing professional development requirements.

## **Selection Criteria**

### **Essential Knowledge and skills:**

- Current registration with AHPRA
- Demonstrated clinical skills and awareness of OT clinical practices in relevant clinical area

- An ability to work autonomously, problem-solve, prioritise tasks to meet deadlines and an awareness of when to seek assistance if required.
- Demonstrated ability to approach challenging situations positively and proactively
- Demonstrated ability to work well in a team environment and has the skills to promote team engagement.
- Demonstrated history and commitment to professional development and ability to translate knowledge and evidence into practice
- Demonstrated ability to participate in the development of grade one staff, allied health assistants (AHAs) and students
- Demonstrated awareness of the quality improvement processes within a large public health department
- Demonstrated awareness of the NDIS and synergies with the public health system
- Willing to complete and fund NDIS Worker Screening Check if required by the role
- High level written and verbal skills
- A commitment to Austin Health values: Our actions show we care, we bring our best, together we achieve and we shape the future.
- Current drivers licence

**Desirable but not essential:**

- Experience working in a public health setting

## 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>	