Position Description

Senior Clinician – Grade 3 Occupational Therapist

Classification:	Grade 3 Occupational Therapist
Business unit/department:	Allied Health / Occupational Therapy
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☒ Other ☐ (please specify)
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
	Choose an item.
	Choose an item.
Employment type:	Full-Time
Hours per week:	40 (38+ADO) per week
Reports to:	Grade 4 stream leader
Direct reports:	Grade 2 OT staff
Financial management:	Budget: N/A
Date:	December 2026

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The grade 3 will be recognised as a clinical specialist in a relevant area of practice with consolidated skills in client-centred assessment, intervention and complex discharge. The grade 3 clinician provides expert patient care as part of a multidisciplinary team and is expected to act as a leader for the wider MDT to support the delivery of excellent patient care. The grade 3 is a skilled teacher and mentor, who works closely with their grade 4 to develop others, builds capacity and ensures the OT workforce is equipped to meet the needs of the community today and into the future. The grade 3 is expected to rotate to other sites as is required to meet the needs of the OT department and as requested by the OT manager.

The grade 3 clinician will support effective service delivery through appropriate resource allocation, the use of workload management tools and collaboration with their site grade 4 and their grade 3 peers at other sites.

The grade 3 will be involved in a number of cross site or cross-professional working groups and committees and will contribute their expertise to enhance care at an allied health and/or clinical specialty level. They will support the grade 4 and manager in a range of activities including department planning and development, strategic planning and policy development.

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 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 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 and ongoing ambulatory care, including NDIS service provision.

The clinician employed in this position reports to their 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

Position responsibilities

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
- Provide high level consultation regarding complex clinical care and discharge planning issues to the multidisciplinary team and external organisations as required
- Lead discipline services within a clinical team of care within the context of departmental and Austin Health aims, priorities and strategic plan
- Builds effective relationships with staff, colleagues and service providers to ensure optimal outcomes for patients
- 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
- Provide cover for other senior clinician roles in the OT department

Management/supervisory

- Provide high level supervision and clinical support to grade 2, grade 1 and AHA staff as required
- Support staff to complete mandatory and specific clinical training to be able to perform in their roles e.g. BLS, ALS, Move smart, Cerner
- Create 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
- With the support of the grade 4 group and OT manager, ensure the smooth operation of the stream/service area in the absence of their site grade 4
- 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

- Ensure personal compliance with mandatory training requirements
- Comply with the requirements of the NDIS Quality and Safeguards Commission as required.
- 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

- Support the grade 4 to deliver the professional development of staff 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

- Fosters a culture 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 lead a 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

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 skills and experience:

- 7 years of relevant clinical experience
- Demonstrated advanced clinical skills in Occupational Therapy assessment, intervention and complex discharge planning
- Demonstrated ability to support health outcomes of consumers who have experienced a change in their occupational performance
- Demonstrated understanding of patient flow, prioritisation, risk management and resource allocation in a public hospital setting
- Demonstrated ability to develop and implement innovative and outcome driven service delivery with knowledge or experience in quality improvement project work, including knowledge and skills in benchmarking and data analysis
- Demonstrated ability to undertake professional supervision and promote professional competence of other staff
- Demonstrated expertise in leading a dynamic team of clinicians with the leadership skills to engage and inspire staff
- Demonstrated ability to anticipate change, recognises implications of change and provides leadership for the change process
- Demonstrated ability to approach challenging situations positively and proactively
- 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 communication skills with the ability represent your team or profession at a higher level either within or outside Austin Health

- Demonstrated history and commitment to professional development and ability to translate knowledge and evidence into practice
- Current driver's license

Desirable but not essential

- Experience working in a public health setting
- Hold a higher degree or progressing towards higher qualification in a relevant clinical area
- Demonstrated evidence of research, publication and public presentation
- Demonstrate a working knowledge of the Victorian public health care system
- An understanding of Allied Health Assistant frameworks, resources and models of service provision
- Varied experience across the continuum of patient care from ED/acute, rehabilitation and community services.

Professional qualifications and registration requirements

- Bachelor's degree (or higher) in Occupational Therapy
- Current registration with AHPRA

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself
- Promote and participate in the evaluation and continuous improvement processes
- Comply with the principles of person-centered care
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future*

- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time)
- Comply with all Austin Health mandatory training and continuing professional development requirements
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy
- Work across multiple sites as per work requirements and/or directed by management

General information

Cultural safety
Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer
We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment
We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.