

Position Title:	Senior Occupational Therapist
Operationally reports to:	Program Manager – Rural Allied Health Team
Professionally reports to:	Chief Allied Health Officer
Department:	Rural Allied Health Team
Directorate:	Community Care & Mental Health
Cost centre:	J5003
Code & classification:	Grade 3 (VG3 – VG6)
Performance review:	Upon completion of probationary and qualifying period and annually or as requested
Employment conditions:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021 – 2026 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura and Rushworth. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services across the Goulburn Sub-Region within the Hume Region.

The Goulburn Valley Health Strategic Plan 2024-26 provides the direction for GV Health with key elements summarised below.

Vaccination against COVID-19 and Influenzas are a mandatory requirement of this role. Vaccination against preventable diseases is also highly recommended. You will be required to provide evidence of your vaccination status during the application process.

OUR PURPOSE

Improving community wellbeing through high quality health services, outstanding care and learning.

OUR VALUES AND BEHAVIOURS

Our culture is made up of our CREATE values and behaviours, through which we commit to delivering ongoing quality healthcare for our community. Our CREATE values and behaviours are the foundations for our strategic pillars, and for achieving our goals.



Compassion

- We treat others with kindness and respect;
- Our deep connection to the community enhances our care for patients;
- We support the whole patient journey;
- We are understanding of each other.



Respect

- We respect the patient’s voice and their choices;
- We celebrate diversity and are proud of multiculturalism;
- We respect differences of opinions;
- We respect the input of different disciplines and areas of expertise.



Excellence

- We are encouraged to grow professionally and personally;
- We are leaders in what we do;
- We invite feedback and are always striving to do better;
- We connect patients to further care and information.



Accountability

- We are responsible for our actions;
- We are courageous in our decision making and grow from our mistakes;
- We deliver what we promise;
- We don’t compromise on our standards.



Teamwork

- We are a multi-skilled workforce and we pool our resources together;
- We mentor and support one another;
- We take a collaborative approach to care;
- We are approachable.



Ethical behaviour

- We hold ourselves to high standards;
- We rigorously uphold professional boundaries in our regional setting where patients may be friends or family too;
- We value and respect our patient’s privacy and trust;
- We stand up against unsafe practice.



GV Health

CREATE Outstanding

CREATE Outstanding encompasses foundation elements of the *Goulburn Valley Health Strategic Plan 2024-26* to link GV Health's purpose, values and our Culture of Care with fundamental organisational systems and processes. GV Health is striving to achieve CREATE Outstanding in every interaction with the people services are provided for as well as how staff work with each other.

ROLE STATEMENT:

The Rural Allied Health Team (RAHT) operates from GV Health's CommunityHealth@GVHealth campus, 121-135 Corio Street, Shepparton.

RAHT services include Dietetics, Occupational Therapy, Physiotherapy, Podiatry, Social Work and Speech Pathology who are supported by a Team Leader, Team Assistant (AHA/EN) positions and an Administration position. The RAHT provides services across the municipalities of the City of Greater Shepparton, the Shire of Moira, and the Shire of Strathbogie.

Services are primarily delivered under the Commonwealth Home Support Program (CHSP), Victorian Home & Community Care Program for Younger People (HACC PYP) and the National Disability Insurance Scheme (NDIS).

Services are provided within the philosophy of the Victoria HACC PYP Active Service Model (ASM) and CHSP wellness, re-ablement and restorative frameworks. The frameworks aim to increase the effectiveness of services by maximising consumer independence through person centred and capacity building approaches to service delivery. As an outcome of this model of care the capacity of consumers to live independently and to participate in social and community activities is improved or maintained such that their need for recurrent CHSP/HACC PYP services is delayed or reduced.

The team also works in a private practice model with consumers who have a funding package (for example a Home Care Package or the National Disability Insurance Scheme NDIS) or are full fee paying; working within the allocated hours and resources available from within the consumer's funding package. This involves liaising closely with case managers, support co-ordinators and planners to ensure the provision of care meets the consumer's needs.

The Senior Occupational Therapist in the RAHT will:-

- Function as a member of the interdisciplinary team and provide clinical expertise and comprehensive services to consumers within their home and local community.
- Undertake staff supervision to ensure safe and effective care and optimal client outcomes.
- Be responsible for the planning, review and implementation of service development and quality initiatives to enhance the delivery of high-quality Occupational Therapy services within the RAHT service model.
- Work collaboratively with the RAHT Team Leader and Program Manager to support the delivery of efficient and effective services within funding body requirements, across the RAHT funding streams and disciplines.

The position will also assist in the development, implementation and review of service models and independence programs in line with the Government program guidelines as the CHSP, Home Care Packages, National Disability Insurance Scheme (NDIS) and other areas of allied health service delivery.

The position amongst others is responsible for promoting GV Health as a quality regional health service provider.





KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES:

This position is responsible to the Program Manager, Rural Allied Health Team. This role includes but is not limited to:-

- Provision of Occupational Therapy services in accordance with the CHSP, HACC PYP and NDIS program guidelines.
- Provision of discipline specific input (clinical assessment, treatment and management) to integrated assessments and individual client programs.
- Participation in client directed care planning and goal setting.
- Support of clinical intake functions through the provision of advice and guidance of complex cases.
- Provision of advice and guidance for community and other organisations regarding CHSP, HACC PYP and NDIS Occupational Therapy interventions.
- Provision of clinical leadership, support and guidance to Occupational Therapy staff within the RAHT and other programs within GV Health.
- Participate in and lead quality improvement and service development activities.
- Lead and implement the development of all elements of the RAHT Occupational Therapy service with application of evidence-based practice and innovative solutions to enhance clinical effectiveness, service efficiencies and the quality of service provided to consumers.
- Lead and support the development of competencies and capabilities to achieve optimal consumer outcomes.
- Undertake staff supervision in line with framework such as the Allied Health credentialing, competency and capability framework, Supervision and Delegation Framework for Allied Health Assistants and GV Health's Allied Health Supervision procedure.
- Co-ordinate supervision of Occupational Therapy student placements and participation in broader RAHT student placement programs.
- Represent the RAHT at organisational and regional meetings.
- Ensure the RAHT is meeting program and funding body objectives, including accreditation requirements.

1. Provide quality and safe clinical care for consumers

- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment.
- Support provision of services to consumers from an active service model/re-ablement approach, with a focus on self-management, informed decision making and empowerment.
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge.
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure.
- Review and allocate caseloads and ensure where required matching of referrals to clinicians with the most appropriate skills or areas for skill development.
- Liaise and maintain open communication with the interdisciplinary team, Service Access Unit and broader services regarding consumer care needs.
- Comply with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards
- Promptly report vital consumer observations that are outside the normal range as per clinical guidelines



- Ensure team has in place effective processes for the discharge or transition between services, that reflects the needs of the consumer
- Provide services which are accessible, responsive and support the needs of diverse communities and the identified CHSP/HACC PYP special needs groups.

2. Develop and maintain collaborative relationships with all disciplines

- Build and maintain effective working relationships with internal and external services.
- Collaborate and openly communicate with all members of the health care team and other health care or community providers to achieve desired consumer and program outcomes.
- Respect the decisions and actions of others.
- Actively contribute to interdisciplinary team meetings to and professional education sessions to facilitate consumer care goals and program objectives.
- Provide RAHT Manager with regular feedback regarding clinical practice and standards of care, in line with GV Health performance management processes and professional reporting.
- Provide clinical leadership to facilitate development of the RAHT model of care and raise awareness of the RAHT services across both internal and external community agencies.

3. Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes

- Maintain current knowledge of clinical practice.
- Maintain and further develop knowledge of best practice in the provision of community based Occupational Therapy/Allied Health care.
- Actively participate in identifying where improvements can be made to the quality of consumer care and provide innovative solutions to complex issues.
- Participate in clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.
- Ensure the RAHT operates in line with relevant guidelines, eligibility criteria, objectives, quality standards, organisational policy and legislative requirements.
- Support and assist with approved research programs as required.

4. Commit to ongoing professional development of self, other employees and the profession

- Maintain and demonstrate regulated clinical skills and competencies by undertaking professional development and completing mandatory training as defined by GV Health, RAHT, CHSP, HACC PYP and NDIS.
- Undertake credentialing and review of scope of practice and work within these.
- Improve performance through supervision, reflective practice and by seeking feedback, setting goals and participating in annual performance reviews.
- Support the development of others by acting as a resource to colleagues and participating in orientation and preceptoring of new employees and supervising students.
- Provision of appropriate clinical supervision in line with the GV Health Allied Health supervision framework to ensure client care is appropriately supported to achieve identified goals and care outcomes
- Participate in committees and professional groups and disseminate relevant information to other health care professionals.
- Participate in service reviews, team meetings and planning sessions.
- Identify employee education and development needs, recognise competencies of employees and ensure employees complete compulsory competencies.



QUALITY, SAFETY, RISK and IMPROVEMENT

- Ensure compliance and application of responsibilities as outlined in the GV Health Risk Management framework
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public
- Investigate, evaluate, report and manage risk through appropriate systems and ensure actions are taken to prevent and minimise harm to consumers and the healthcare workforce
- Contribute to organisational quality and safety initiatives
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- To be responsible for ensuring Occupational Health and Safety guidelines and safe home visiting procedures including risk assessments are adhered to.
- Comply with requirements of the National Safety and Quality Health Service Standards, Aged Care Quality Standards, NDIS Quality & Safeguard standards and other relevant standards, regulations and legislative requirements.

OTHER REQUIREMENTS FOR ALL CLINICAL EMPLOYEES:

- Where relevant collaborate with consumers and the community in the development, implementation and review of health service planning, policies and quality improvement activities
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
- Assist with the supervision of students where appropriate
- Understand and act in accordance with the GV Health Code of Conduct, values and relevant policies, procedures and guidelines
- Comply with the principles of Patient and Family Centred Care
- Promote GV Health as a quality regional health care provider

KEY PERFORMANCE INDICATORS:

- Registration is maintained and working within scope of practice.
- Attendance and active participation at meetings as required.
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework and RAHT / CHSP / HACC PYP / NDIS training and education requirements.
- Statistics, evaluations and reports are completed within agreed timeframes.
- Meet the expected target (hours) for service delivery and throughputs.
- Actively participate in RAHT and Occupational therapy specific quality improvement activities including completion of service development/quality plans, procedures, guidelines, frameworks and quality reports.
- Evaluate Occupational Therapy service to ensure best practice.
- Completion of audits, accreditation and compliance requirements.
- Support 100% completion of staff performance and development reviews and supervision requirements.
- Deliver Occupational therapy services in line with established RAHT program guidelines and processes.
- Participation in the Performance and Development review process.
- Adhere to the Australian Occupational Therapy association code of conduct.



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Other Position Requirements

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required.

GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

KEY SELECTION CRITERIA:

Mandatory

- Commitment to the GV Health Values of *Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour*.
- Bachelor of Applied Science (Occupational Therapy), Bachelor Occupational Therapy or equivalent. Eligibility for professional body membership and current registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- A minimum of 7 years clinical experience in a healthcare setting, including working in community-based positions.
- Demonstrated clinical expertise and experience working within home, group and community settings delivering services to consumers with complex presentations, inclusive of complex health conditions, disabilities, memory impairment, cultural and diverse backgrounds.
- Comprehensive knowledge of person-centred care and experience in providing services with an episodic approach and within a self-management framework and active service model/reablement approach to care delivery.
- Knowledge of the service system, and ability to liaise and advocate across the full spectrum of health and community services.
- Experience in the supervision and mentoring of professional entry level students, clinical staff and allied health assistants.
- Experience in the planning, implementation and evaluation of Occupational Therapy services, (including clinical practice and models of care) within home and community settings with the application of evidence-based approaches and quality improvement frameworks.
- Excellent interpersonal, written and verbal communication skills, including computer literacy, and the ability to produce well written reports, guidelines and procedures.
- Demonstrated ability to work collaboratively within a multidisciplinary team environment including the ability to initiate and maintain effective professional relationships.
- Self-motivated and self-directed with a high level organisational and time management skills, including an ability to prioritise a flexible and varied workload to maximise use of time and meet deadlines.
- Current Victorian Drivers Licence.
- Evidence of full immunisation against COVID-19 and Influenza
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment.
- A clear / satisfactory result from the National Disability Insurance Scheme Worker Screening Check

Desirable

- Post graduate qualification in an area relevant to Occupational Therapy practice.
- Knowledge and experience working with of government funding sources such as HACC PYP, CHSP & NDIS.



Inherent Requirements

GV Health has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The role may require the following tasks among other things:

Consumer Care Role	
<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general consumer handling and clinical duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ working alone ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ operating equipment ▪ handling general and infectious waste ▪ participating in shift work and on-call 	<ul style="list-style-type: none"> ▪ Exposure to substances and hazardous materials ▪ working at other locations may be required ▪ dealing with anxious or upset consumers or members of the public ▪ driving a motor vehicle

Reviewed by	Program Manager – Rural Allied Health Team
Issued	January 2024
Reviewed	August 2024

I acknowledge:

- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That GV Health has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to GV Health’s Child Safety Standards procedure.
- That I have read and fully understand the Position Description and Inherent Physical Requirements of the position.
- I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____ / / _____

(Print Name)