

<b>Position Title:</b>	Occupational Therapy Clinical Educator
<b>Operationally reports to:</b>	Manager Allied Health Education and Research Unit
<b>Professionally reports to:</b>	Chief Allied Health Officer
<b>Department:</b>	Chief Allied Health Officer
<b>Directorate:</b>	Community Care and Mental Health
<b>Cost centre:</b>	N2009
<b>Code &amp; classification:</b>	Occupational Therapist Grade 3, Years 1 – 4 (VG3 – VG6)
<b>Performance review:</b>	Upon completion of probationary and qualifying period and annually or as requested
<b>Employment conditions:</b>	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) 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.



CREATE. Outstanding.

### ROLE STATEMENT:

The Occupational Therapy Clinical Educator is an organisation-wide role focused on supporting Occupational Therapists working in all settings and campuses across Goulburn Valley Health throughout all career stages. The role reports to the Allied Health Education & Research Unit Manager and is embedded within a multi-disciplinary educational unit.

The Occupational Therapy Clinical Educator position is a key role in the organisation to continually develop the capability and competency of the Occupational Therapy & allied health workforce to deliver high quality healthcare. This will support the attraction, recruitment and retention of a talented, collaborative and innovative workforce and also build capacity for career development within GV Health, including advanced practice roles. The position requires excellent communication and collaboration skills to work closely with key stakeholders including managers of Occupational Therapists, senior Occupational Therapists, Allied Health educators, researchers and managers, tertiary education partners and key staff within GV Health.

In collaboration with key stakeholders, the Occupational Therapy Clinical Educator will develop clinical education frameworks for Occupational Therapy staff and students that support consistency of professional practice and standards across the organisation. The Occupational Therapy Clinical Educator will share oversight of the clinical supervision program for Occupational Therapy students and will provide support for clinical supervision of Occupational Therapy professionals where requested by managers of Occupational Therapists. The role will also support quality and innovation projects within the Occupational Therapy profession and lead relevant professional and educational projects.

The Occupational Therapy Clinical Educator will also work collaboratively with the Centre for Nursing and Midwifery Practice Education & Research, Medical Education, the Research and Ethics Unit and the People, Development & Capability Directorate to support Occupational Therapy specific education and training needs, accreditation requirements, competency and capability frameworks, and quality assurance within the Occupational Therapy discipline. This position, amongst others, is responsible for promoting GV Health as a quality regional health service provider

### EXTERNAL RELATIONSHIPS:

Liaises with:

- Occupational Therapy Education Providers – postgraduate & undergraduate
- Occupational Therapy & Allied Health Clinical Educator networks
- Regional and Metropolitan Occupational Therapy & Allied Health leaders and educators
- Professional associations
- Key stakeholders in regional and metropolitan Occupational Therapy & Allied Health clinical practice and education.
- Local secondary schools



## INTERNAL RELATIONSHIPS:

Liaises with:

- Allied Health Clinical Educators
- Allied Health Research Knowledge Translation Lead
- Managers of Occupational Therapists
- Senior Occupational Therapists
- Nursing, Midwifery and Medical Clinical Educators
- Mental Health Clinical Educators
- Occupational Therapy workforce
- Allied Health workforce

## KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES:

- Contribute to the ongoing development of a positive learning culture for Occupational Therapists and Allied Health Professionals at GV Health, and support the embedding of ongoing professional development as a key priority.
- Implement the GV Health Allied Health Graduate Program in collaboration with other Educators.
- Support and build capacity for the clinical supervision of Occupational Therapy students. May also undertake student supervision as appropriate to clinical scope of practice.
- Identify existing clinical knowledge, skills and capabilities of Occupational Therapists at GV Health across varying clinical areas, identify core learning needs and assist in the development, implementation and delivery of relevant training plans to address these needs.
- In collaboration with Managers and senior Occupational Therapists deliver or support the delivery of clinical teaching, upskilling and education to Occupational Therapists.
- Coordinate and/or deliver Occupational Therapy related information, training and education to health professionals and other stakeholders within GV Health, in consultation with Managers and senior Occupational Therapists.
- Support Occupational Therapy related quality improvement and research activity
- Identify opportunities to support staff in learning through scholarships, grants and higher education attainment.
- Actively participate in service improvement activities as part of a total and continual quality improvement process.
- Facilitate achievement of 100% organisational compliance with required training requirements for Occupational Therapists and, where necessary, support the work of the Allied Health Education and Research Unit to support the attainment of required training for Allied Health Professionals.
- Lead the delivery of Required No Lift Training and other relevant HEART modules for allied health professionals at GV Health.
- Identify opportunities for funding to support allied health education and research at GV Health.
- Contribute to the development, implementation and evaluation of an Annual Allied Health Clinical Education Plan.
- Provide a high quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas



## 1. Provide quality and safe clinical care for consumers

- Support employees to work in collaboration with consumers, families/representatives or carers by providing timely information involving them in care planning and treatment decision making
- Operationally manage clinical practices and ensure standards of care maximise health outcomes by continually monitoring, evaluating and improving practices
- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment
- 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
- 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 an effective discharge from hospital or services that reflects the needs of the consumer.

## 2. Develop and maintain collaborative relationships with all disciplines

- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes
- Respect the decisions and actions of others
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.

## 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
- Actively participate in identifying where improvements can be made to the quality of consumer care
- Participate in clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.
- Actively support clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care

## 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
- Undertake credentialing and review of scope of practice and work within these
- Identify employee education and development needs, recognise competencies of employees and ensure employees complete compulsory competencies
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews
- Participate in supervision of graduates, junior employees, students, orientation programs, preceptorship, mentoring and performance enhancement responsibilities
- Participate in committees and professional groups and disseminate relevant information to other health care professionals.



## QUALITY, SAFETY, RISK and IMPROVEMENT

- 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
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce
- Contribute to organisational quality and safety initiatives
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Comply with requirements of the National Safety and Quality Health Service 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:

- Support the conduct and provision of allied health student placements.
- Ensure Occupational Therapists have opportunities for training in clinical specialty areas, quality improvement, leadership and capability skills and specific education initiatives.
- Work in collaboration with managers of Occupational Therapists to support identified education, training and student placement objectives.
- Facilitate required training for Occupational Therapists and Allied Health staff.
- Support regional Allied Health clinical education by identifying, developing and promoting Allied Health Showcases, regional training opportunities, presentations at Grand Rounds, scholarships and funding opportunities.
- Build relationships and partnerships with education providers, regional and metropolitan hospitals key stakeholders to further enhance and develop clinical education for the Allied Health workforce
- Promote a supportive learning culture for the Allied Health workforce.
- Plan, facilitate and evaluate education and training programs for Occupational Therapists and Occupational Therapy students, including simulation based learning and online resources
- Plan, facilitate and evaluate mandatory No Lift Training for allied health professionals, with a particular focus on Occupational Therapists, Physiotherapists and Allied Health Assistants
- Quality, safety and risk plans and activities are implemented in accordance with the relevant frameworks and procedures
- 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
- Active participation in the Performance and Development review process



## 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*.
- Approved tertiary qualification in Occupational Therapy.
- Current Registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)
- Significant relevant professional experience (normally 7 years) with demonstration of highly developed clinical leadership skills
- Demonstrated experience in a public health setting including the planning, delivery and evaluation of allied health clinical teaching and education programs
- Experience in the direct clinical supervision of professional entry level students and provision of clinical supervision and mentoring
- Previous experience in the provision of clinical supervision of staff and students.
- Demonstrated ability to work independently and prioritise and manage a diverse workload.
- Evidence of full immunisation against COVID-19 and Influenza
- Satisfactory National History Criminal Check prior to commencement of employment.
- 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.

### Desirable

- Educational Qualification e.g. Certificate IV in Training and Assessment/Graduate Certificate/Masters in Education or Health Professional education, or currently working towards one of these qualifications.
- Skills and experience in workforce development including mentoring, individual and group supervision and reflective practice.
- Demonstrated experience conducting research and engaging in other scholarly work
- Information technology skills including the development of e-learning strategies.



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

<b>Reviewed by</b>	<b>[Manager Allied Health Education and Research Unit</b>
<b>Issued</b>	<b>March 2024</b>
<b>Reviewed</b>	<b>March 2025</b>

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: \_\_\_\_\_

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\_\_\_\_\_  
(Print Name)