



# Goulburn Valley Health Position Description



## GV Health

<b>Position Title:</b>	Occupational Therapist
<b>Operationally reports to:</b>	Ambulatory Aged Care Programs Manager
<b>Professionally reports to:</b>	Chief Allied Health Officer
<b>Department:</b>	Ambulatory Aged Care Programs
<b>Directorate:</b>	Community and Integrated Care Division
<b>Cost centre:</b>	F8506
<b>Code &amp; classification:</b>	Grade 2 (VF6-VF9)
<b>Performance review:</b>	Upon completion of probationary and qualifying period and annually or as requested Allied Health professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026 and its successors,
<b>Employment conditions:</b>	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, Euroa, 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 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.

**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 Grade 2 Occupational therapist will provide comprehensive occupational therapy services to clients admitted to the Ambulatory Aged Care Programs (AACP) at GV Health.

AACP consist of 3 programs: Transition care Program (TCP), Restorative Care Program (REST) and GEM in The Home (GITH).

“The Transition care Program provides short term support and active management for older people at the interface of the acute/sub-acute and residential aged care sectors. It is goal oriented, time limited and targets older people at the conclusion of a hospital episode who require more time and support in a non-hospital environment to complete their restorative process optimise their functional capacity and finalise and access their longer term care arrangements”.

Restorative Care Program provides the same support and management as TCP, the clients in Restorative care are inpatients of GV Health while on this program. They can be younger clients (50+) and do not require an ACAS assessment to access the program.

GEM in The Home service is part of the suite of services provided through Sub – acute Ambulatory Care Services (SACS) funding stream. SACS services are person focused and operate within an integrated service delivery model utilising interdisciplinary team based care with an emphasis on flexible service delivery in a range of care settings. The aim is to improve and maintain a person’s functional capacity and maximise their independence.

The occupational therapist is responsible for providing high quality care that is client focused, effective and meets established standards of excellence.

The Grade 2 Occupational Therapist position aids the operation of AACP by providing high level assessment, review and intervention in relation to Occupational Therapy needs and Cognitive Assessment to clients in the community setting. Current evidence based practice will be utilised to develop effective methods of management, communication and information sharing with other team members and service providers.

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

**KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES:**

- Provide timely assessment, appropriate intervention and advice to clients admitted to AACP.
- Triage new referrals in a timely manner to optimise intervention.
- Provide coordinated care by working in a multidisciplinary team environment to ensure optimal and timely discharge home, transfer to other units or residential care.
- Provide timely and professional liaison with other therapists, care providers and families of clients where appropriate.
- Provide clinical supervision of, and direction for, Grade One Occupational Therapists, Allied Health Assistants and undergraduate students on clinical placement.

- Communicate any issues with the Team Leaders as they arise, and use collaborative, problem-solving methods to provide solutions to any such issues.
- Participate in team meetings and actively maintain and monitor statistics to be able to provide up-to-date information to the AACP manager.

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

- Contribute to the provision of integrated care to ensure optimal client outcomes
- 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.

**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
- Improve performance 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 supervision to less experienced clinical employees Participate in committees and professional groups and disseminate relevant information to other health care professionals.



## QUALITY, SAFETY, RISK and IMPROVEMENT

- Develop relevant standard work practices and procedures pertinent to Physiotherapy practice, in collaboration with team members.
- Develop and undertake quality improvement activities relevant to Physiotherapy outcomes and practice in AACP.
- 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 .
- Adhere to the Home Visiting safety guidelines at GV Health and ensure that safety risks are addressed in the planning and conduct of all in-home and off campus service activities.
- 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.
- Complete the mandatory training requirements as defined by GV Health.
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public.
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs
- Comply with requirement of 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:

- 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
- Completion of correspondence to service providers to communicate client plans and outcomes.
- Adhere to Occupational Therapy Code of Ethics.
- To complete a new NUCOG assessment on all clients with a cognitive deficit, that do not have a diagnosis of Dementia.
- To complete the BRADEN risk assessment tool on all clients at risk of pressure injury.

### 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

- Relevant tertiary qualification in Occupational Therapy and eligibility for membership of Occupational Therapy Australia
- Current registration with AHPRA
- Extensive experience providing Occupational Therapy services in the community setting with knowledge of, and the ability to administer standardised assessments
- Sound knowledge of working with clients with a variety of medical and surgical presentations
- Demonstrated ability to work as an individual within a multidisciplinary team, including the ability to create and maintain effective professional relationships
- Proven organisational and time management skills with an ability to prioritise and manage a diverse caseload
- Demonstrated ability to liaise with a wide range of health professionals, service providers, equipment suppliers and members of the community
- Well-developed interpersonal, written and verbal communication skills, including computer literacy and an ability to produce well written reports
- Current full Victorian Driver's Licence
- Evidence of full vaccination against seasonal 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

- Knowledge and/or experience of delivering services to individuals and families from Aboriginal and Torres Strait Islander backgrounds, people from culturally and linguistically diverse backgrounds, and also individuals from socially disadvantaged backgrounds
- Ability to demonstrate an understanding of how service delivery can be impacted by rural or regional location of clients and their families
- Experience working with frail older people, people with disabilities and their carers, and people living in rural communities.

**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:

<b>Consumer Care Role</b>	
<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> </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> <li>▪ handling general and infectious waste</li> </ul>

<b>Reviewed by</b>	Ambulatory Aged Care Programs Manager
<b>Issued</b>	November 2024
<b>Review</b>	November 2025

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)