

POSITION DESCRIPTION

Position Title:	Occupational Therapist
Business Unit/Department:	Custodial Service Management
Division:	Western Health at Home
Award/Agreement:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 3 – Year 1 to Year 4 (VG3 to VG6)
Reports To:	<i>Operationally:</i> Service Manager – Custodial Health; <i>Professionally:</i> Manager of Occupational Therapy and/or via delegated Grade 4 Occupational Therapist
Direct Reports:	N/A
Date Prepared/Updated:	23 November 2023

Position Purpose

The Grade 3 Occupational Therapist will have a key role in providing clinical expertise and skills to ensure best-practice person centred, occupation focussed patient care. The Grade 3 clinician will have a leading role in ensuring excellence in client care for Western Health at Home patients at the Dame Phyllis Frost Centre (DPFC). This role is part of a well-supported, innovative multidisciplinary team.

This role involves the assessment and treatment to a range of populations including physical disability, cognitive impairments, and the aged, with the intention to assist patients to optimally manage their occupational performance both whilst in custody and in ensuring a successful transition back into the community. This role offers the opportunity for leadership, development and creative problem solving, with a mixture of acute and subacute work.

Business Unit Overview

The Operations Directorate is one of the largest and most complex directorates within Western Health providing Western Health's patient care and contacts. These services range from outpatients to inpatients, theatres to Intensive Care, birthing rooms and Emergency Departments and many more services.

The Operations Directorate is split into several key work areas through which clinical and supporting programs are delivered. The Executive Director Operations is supported by Directors of the following divisions to deliver the operational agenda and targets set.

- Allied Health
- Clinical Support & Specialist Clinics
- Western Health at Home
- Emergency, Medicine and Intensive Care Services
- Health Support Services
- Surgery, Endoscopy * Anaesthesia Services
- Cancer, Cardiology & Specialty Medicine
- Women's & Children's Services

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

It is the effective working of the teams of people in each of these areas that leads to the successful delivery of patient care and the discharging of our purpose of “Together caring for the West”.

Dame Phyllis Frost Centre, Division of Western Health at Home

Dame Phyllis Frost Centre (DPFC) is a correctional facility for women located in Ravenhall in Melbourne's west. DPFC is operated by Corrections Victoria and provides maximum, medium and minimum-security accommodation for women on remand and those currently serving sentences. At present, the prison can accommodate 572 women, this includes a 20-bed specialist mental health inpatient facility operated by Forensicare.

On 1 July 2023, the delivery of primary healthcare transitioned to Western Health. Western Health is responsible for the provision of primary healthcare to women throughout their prison stay at DPFC, this can include:

- Primary Care e.g. General Practitioner, Women's Health
- Primary mental healthcare
- Population health
- Dental services
- Advanced care planning
- Medication management
- Diagnostic services – radiology and pathology
- Allied health services
- Medical aids and equipment
- Access to specialist services in the community

The quality and standard of health care provided to patients is the equivalent standard to that provided in the community, through the public health system. Western Health's multidisciplinary workforce will work alongside service providers to provide holistic and interconnected health service delivery for patients at DPFC, including a tailored health response for priority cohorts.

Division of Allied Health - Professional

Allied Health provides a range of evidence based, client centred, specialist services at Western Health, across the care continuum, from admission within the emergency department through to discharge in the community. These services work across the spectrum of life, from neonates to the elderly. The predominant focus of Allied Health is the return and optimisation of an individual's function, and wellbeing, from both physical and psycho-social perspectives. Activity is aligned with Western Health's Best Care Model and CARES values. Allied Health involvement is pivotal to efficient and effective multidisciplinary team functions, discharge planning and patient centred care. Western Health employs a range of Allied Health disciplines, each with unique specialist tertiary training and skills, including:

- Audiology
- Clinical Psychology and Neuropsychology
- Exercise Physiology
- Language Services
- Nutrition and Dietetics
- Occupational Therapy
- Pastoral Services
- Physiotherapy
- Podiatry
- Social Work
- Speech Pathology

Allied Health in Western Health at Home provide integrated and continuing care by supporting patients discharged from hospital. This care is patient centred and improves patient flow through the tertiary health sector by fostering strong links with the community. A comprehensive range of clinical services are delivered in various locations within the western region including centre-based rehabilitation at Sunshine and Williamstown Hospital. Clinical care is also delivered in the patient's home and Residential Aged Care Facilities and offsite at the Dame Phyllis Frost Centre.

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

Key Responsibilities

Safe and Effective Patient Care:

- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'
- Comply with the expected scope of the role and standards of performance in the role as described by the relevant professional bodies/industry standards
- Maintain registration (as required) and report any changes or limitations on practice if applicable
- Comply with confidentiality obligations with regards to patients, consumers and colleagues
- Comply with all Western Health policies and procedures
- Perform an accurate and thorough risk screening for early identification of patients requiring intervention.
- Conduct an accurate and thorough assessment of patients' current biopsychosocial situation.
- Develop and monitor appropriate care plans to facilitate safe discharges.
- Maintain accurate communication of appropriate patient information within the team including the patient management system/s.
- Make timely referrals of patients with ongoing needs to appropriate services.
- Provide high quality Occupational therapy assessment and intervention to patients
- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience.
- Identify opportunities for more effective service delivery and collaborate with stakeholders to implement strategies to address these.
- Demonstrate extensive, evidence based specialist knowledge, clinical reasoning and competencies to lead and enhance patient care in area of discipline specific practice.
- Demonstrate an advanced understanding of quality improvement and accreditation processes.
- Ensure services are delivered within the context of departmental, allied health and strategic plans.
- In conjunction with service manager ensure staff are appropriately directed and supported to deliver high quality client centred care in line with the "Best Care" Framework
- Lead and deliver high quality person centred inter-professional care in line with the "Best Care" framework.
- Provide and direct others in the provision of evidence based clinical services using a person centred approach.
- Demonstrate capacity to develop and implement methods to ensure that staff in the area of responsibility have an appropriate, measurable level of competence.
- Ensure the application and maintenance of clinical standards in areas of delegated responsibility.
- Demonstrate highly developed organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload.
- In conjunction with service manager contribute to the development and implementation of processes to facilitate effective consumer participation, and ensure that appropriate responses are provided to customer feedback and complaints.
- In conjunction with the Service Manager, lead planning for clinical services for the team.
- In conjunction with Service Manager support staff to meet service targets/goals.

People and Culture:

- Provide leadership which promotes effective teamwork, encourages cohesion and ensures staff feel valued and contributions are acknowledged.
- In conjunction with the Service Manager, actively work towards service integration and streamlined patient journeys.
- In conjunction with the Service Manager ensure appropriate orientation of new staff.
- Demonstrate high level open and effective communication (verbal, nonverbal, written and electronic) with consumers, other staff and service providers.
- Actively participate in regular supervision, demonstrating ongoing development of clinical skills and reflective practice as identified in supervision plan
- Contribute to performance development reviews for staff, students and AHA's as appropriate.
- Demonstrate flexibility/responsiveness within professional practice/duties/roles and assumes extra responsibility as required to meet organisational priorities and appropriately delegates as necessary.
- Provide a leadership role in the program and contributes to the strategic directions of the service development in Western Health at Home division.

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

- Promote effective workplace relations and teamwork through establishing a culture of peer value, respect and professional conduct and effective communication between clinicians and management.
- Model appropriate behaviours in all areas of practice including punctuality, time management and appropriate dress.
- Facilitate debriefing of staff as required.
- Act as a key resource person within teams, relating to area(s) of expertise and be active in problem solving, negotiation and conflict management.
- Actively promote an understanding of the OT role at DPFC within the organisation and to external networks.

Community and Partnerships:

- Participate and represent the Western Health at Home division and Allied Health in consultation with Operational Lead at relevant committees, working groups and meetings as requested.
- Lead the provision of information and education about the service and professional role within the service.
- Participate in and contribute to relevant case conferences, team meetings, client/family feedback meetings.
- Demonstrate a leading role within the discipline profession and associated peak bodies.

Research and Learning:

- Assist in cultivating an environment where workers have the opportunity to work to their full scope of practice and potential.
- Assist in fostering and developing research opportunities across the service.
- Support and contribute to the mentoring of others.
- Ensure resource information on local health issues are current, accessible and coordinated.
- Demonstrate leadership in the training and development of staff.
- Oversee staff training and orientation regarding data collection/data base and maintains updated policies and procedures relating to the team and within Western Health at Home.
- Effectively undertake a direct teaching or mentoring role if required.
- Take a leadership role in demonstration to others of the role and efficacy of Occupational Therapy.
- Maintain clinical professional development as outlined in the Allied Health and Western Health at Home Continuing Professional Development Procedure and document in a clinical portfolio.
- When requested lead and participate in the development, organisation and delivery of education programs for Western Health staff, external service providers and the community.
- Present at internal and external forums to enhance personal knowledge and professional development.
- Lead service development and evaluation through quality improvement activities or research projects where appropriate.

Self-Sufficiency and Sustainability:

- Assist in writing procedures, competencies and guidelines as required for the ongoing development of the program and support relevant staff to complete these tasks.
- Assist in meeting reporting requirements relating to the service; including maintaining appropriate levels of client contacts.
- Ensure that service/program outcomes are achieved through appropriate client management and pathways.
- When requested assist in the process of recruitment, selection and retention of staff to meet client and service needs.
- Ensure that workload statistics, and other required information, is entered and reported as directed, and on time by self and staff in area of responsibility.
- Perform other duties as directed by the Service Manager / Operational Lead.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

Key Working Relationships
Internal: • Service Manager • Operations Managers • OT Manager • Allied Health staff • Custodial Health Staff • Medical Staff • Divisional Director of Western Health at Home • Director of Allied Health External: • Patients and their family/carers • Key community organisations • Other service providers within DPFC • Other relevant external agencies (e.g. Area Mental Health Services) • DPFC Management and Operations staff • Community Based Service Providers (including NDIS, GP's, Community Health Services, Brokered Service Providers, Aged Care Facilities). • Other Acute Health Services • Universities • Professional Bodies
Selection Criteria
Essential: • Registration with AHPRA as eligible to practice as an Occupational Therapist • Appropriate tertiary qualification in Occupational therapy and eligible for discipline specific Registration. • Clinical experience in relevant setting including acute and community and working in interdisciplinary teams. • Extensive experience in assessment of people with complex needs, discharge planning, case conference and care planning. • Demonstrated highly effective leadership skills including conflict resolution and creativity in problem solving. • Demonstrated ability to identify and respond effectively to the cultural values and beliefs of patients. • Demonstrated skills in Microsoft office software and patient management systems. • Quality improvement/research/evaluation experience and/or qualifications and commitment to continued professional development. • Demonstrated understanding of the Australian Health system, primary health care and referral pathways for target client group/s. • Excellent communication skills and interpersonal skills. • Highly developed reporting skills including ability to write professional reports, professional articles and submissions. • Holds a current Victorian driver's licence. Desirable: • Hold a relevant postgraduate qualification or be working towards same • Experience in supervising staff • Membership in professional groups Desirable Personal Attributes: • Self-motivated • Broad systems and innovative thinking • Ability to influence others • Mindful observation • Timely informed decision making

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

- Collaborative approach
- Confidence in own ability
- Embraces self-growth and continual learning
- Adaptable, flexible and persistent as required
- Effective delegator
- Resilience

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines
- Work at any of the Western Health sites as directed, in accordance with business and organisational demands and priorities.

General Information

- Redeployment to other services within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment