

POSITION DESCRIPTION

Position Title:	Grade 2 Occupational Therapist – Paediatrics
Business Unit/Division:	Allied Health
Award Agreement:	Allied Health Professionals Award
Classification:	VF6- VF9
Employment Type:	Permanent part time 0.72 EFT (54.72 hours a fortnight)
Reports to:	Senior Clinician Occupational Therapy – Paediatrics Clinical Leader Occupational Therapy – Acute and Community Care Associate Director of Allied Health - Occupational Therapy and Hand Therapy
Date Prepared/Updated:	March 2025

General Role Statement:

The Grade 2 Occupational Therapist will be accountable for providing evidence based Occupational Therapy services to children and their families living within the Northern Health catchment area through the application of competent clinical skills in assessment, intervention, and discharge planning. This Grade 2 role is also responsible for the support and supervision of Grade 1 Occupational Therapists, Allied Health Assistants and undergraduate students as directed.

ORGANISATIONAL OVERVIEW

Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Centre
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

A healthier community, making a difference for every person every day.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our community.
- Kind – We treat everyone with kindness, respect and empathy.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined five strategic goal. Focussing on these goals will support us to achieve our vision and mission.

- A safe, positive patient experience
- A healthier community
- An innovative and sustainable future
- Enabled staff, empowered teams
- Engaged learners, inspired researchers

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

ROLE STATEMENT

The Grade 2 Occupational Therapist will work as part of the multidisciplinary Paediatric Service providing Occupational Therapy services to children and adolescents aged 0 – 18 years.

The Grade 2 Occupational Therapist will be accountable for providing quality client care through the application of competent clinical skills in assessment, implementation of treatment plan, and management of a varied paediatric caseload. They will have a leading role in ensuring excellence in client care, education of staff, and students. The Grade 2 Occupational Therapist may be required to take on additional duties as directed by the Clinical Leader of Occupational or Associate Director of Allied Health – Occupational Therapy.

The Northern Health allied health paediatric outpatient service is located at Craigieburn and includes NWAU funded goal focused therapy (1-6 sessions) for clients who have difficulty with activities of daily living; short term SACS funded rehabilitation services to children and adolescent's post-acute illness / injury such as ABI or cardiac surgery.

The Grade 2 Occupational Therapist will have a key role in the Multi-Disciplinary Assessment Clinic based at Craigieburn Health Service which provides assessment for pre-school age children with complex developmental needs. Experience in providing holistic, evidence-based assessment and linking children and families with community-based services including ECEI/NDIS will be advantageous.

The position may also be required to provide inpatient assessment/treatment of 'at risk neonates and infants' (e.g. premature, low birth weight, complex birth) within the Neonatal Unit of Northern Hospital Epping which involves linking in with appropriate services post discharge.

The role will require the Grade 2 Occupational Therapist to be flexible with their working hours to meet the changing operational demands and may include working after hours, on weekends and public holidays. Staff may be required to travel and work across the various Northern Health campuses, programs, and partner organisations. The role may, at times, require working remotely, such as from home and via Telehealth. Compliance with mandatory training as per NH Policy is a requirement of this role. Failure to complete this training within required timeframes may result in a suspension of duties until training is completed.

This position is responsible for:

- Allied Health Assistants
- Undergraduate Occupational Therapy students

All employees:

Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.

- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Leadership

- Actively participate in assigned portfolios, working groups, committees, etc.
- Promotes a safe environment, eliminating harm to patients and staff
- Actively engage in the wider multidisciplinary team, promoting team work and respect
- Models professional behaviour and acts as a mentor/supervisor within disciplines and across programs
- Demonstrate role modelling on a day to day basis
- Supports the Senior Clinicians in their role of supervising staff
- Supports the Senior Clinicians in duties as required

Strategic and Project Management Leadership

- Actively participate in quality improvement initiatives across Northern Health
- Actively engage consumers in service improvement activities as per the NH Consumer Participation and Patient Experience Framework
- Represent and advocate for allied health in all designated roles and responsibilities

Organisation-Wide Contribution

- Support the achievement of accreditation under the National Safety and Quality Health Care Standards
- Participate in local and organisational wide education, activities, initiatives

Diversity and Inclusion

- Conduct self in a way that is respectful of others
- Support achievement of Northern Health's Cultural Responsiveness Plan
- In collaboration with other staff, initiate and support training and events that promote diversity, inclusion and gender equity

Innovation and Culture Change

- Actively engage in the organisational change process
- Promote a culture of person-centred care
- Enable empowering environments where employees and colleagues can be themselves, raise concerns and innovate without fear of failure
- Display an innovative mind-set

Role Responsibilities***Clinical Practice:***

- Demonstrate a patient centred focus in the provision of care
- Apply current principles of evidence-based practice within paediatric caseload
- Manage a complex caseload with limited support and supervision
- Assess client, plan and implement appropriate intervention at Grade 2 level of competence
- Involve patient and carers in decision making regarding their care and negotiate agreed plans of action
- Utilise occupational performance outcomes to advocate for patients/ clients
- Respond to referrals within agreed timeframes
- Demonstrate effective prioritisation of caseload
- Record computer-based statistics data in accordance with Northern Health policy
- Actively participate in a multi-disciplinary team
- Develop and practice negotiation and conflict resolution skills
- Provide appropriate education to patients and carers
- Apply knowledge of relevant community resources, information and referral processes to clinical practice
- Document appropriate information and outcomes (e.g. in medical histories) in an accurate and timely manner
- Provide written reports to relevant external organisations, as required
- Practice within relevant professional and ethical standards
- Demonstrate knowledge of culturally and linguistically diverse communities
- Utilise interpreters with non-English speaking patients and/or carers in line with best practice guidelines
- Contribute to and be responsible for the evaluation, development and implementation of clinical programs in conjunction with senior staff
- Knowledge and utilisation of appropriate outcome measures

Teaching/Research/Training:

- Contribute to departmental and clinical research projects as directed by senior OT team members
- Actively participate in in-service training
- To be responsible for education of undergraduate OT, other undergraduate and staff, and work experience students under the supervision and direction of the senior OT team members

Organisational/Business Skills:

- Respond to referrals within agreed timeframes
- Demonstrate effective prioritisation of caseload
- Record, collect and report on computer-based statistics data in accordance with Northern Health policy
- Actively participate in a multi-disciplinary team
- Demonstrate an understanding of and actively participate in quality improvement and accreditation processes
- To assume extra responsibilities as directed by the Clinical Leader OT e.g. assist with staff leave cover, annual leave, conference and study leave

Professional Responsibilities:

- Comply with the OT Australia Code of Ethics
- Practice according to the Australian Occupational Therapy Competency Standards
- Active participation in regular supervision with documented learning objectives as outlined in Northern Health Allied Health supervision framework
- Utilise opportunities to develop a professional knowledge and skill base

- Demonstrate commitment to professional development, through maintaining a current knowledge of relevant literature, clinical development, and attending relevant courses and willingness to share knowledge and information with colleagues
- Actively participate in a department committee or cohort allocated to the position
- Assume extra responsibilities as directed by the Occupational Therapy Clinical Leader and Associate Director Occupational Therapy and Hand Therapy
- Ensure equipment and resources are utilised and maintained according to departmental protocols

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- Recognised tertiary qualification in Occupational Therapy.
- Current full registration with the Occupational Therapy Board of Australia (AHPRA).
- Current Australian Drivers Licence.
- SWEP Green prescriber status.
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Experience

- Demonstrates recent experience working as a Paediatric Occupational Therapist
- Experience working with neurological conditions.
- Experience working in the areas of autism, motor skills assessment and sensory processing.
- Experience working with infants and neonates.

Knowledge, Skills and Behaviours

- Demonstrates expertise in the provision of paediatric Occupational Therapy assessment and rehabilitation/intervention.
- Demonstrated clinical skills at a grade 2 level of competence
- Proven ability to promote and advocate the role of occupational therapy within a multidisciplinary team
- Demonstrated effective verbal communication skills with colleagues and patients
- Demonstrated written communication skills as evidenced in documentation and written reports
- Experience and/or interest in developing skills in clinical education
- Demonstrated effective interpersonal skills e.g. problem solving, decision making
- Proven ability to manage stressful clinical and/or non-clinical situations appropriately
- Demonstrated ability to negotiate and resolve conflicts
- Effective and competent time management strategies
- Demonstrated ability to show initiative and flexibility
- Demonstrated ability to work autonomously and co-operatively with staff in Occupational Therapy and other disciplines
- High standard of professional behaviour
- Ability to work in a multi-disciplinary team
- Commitment to ongoing professional development

- Competent computer skills particularly in word processing, e-mail, internet use, and the ability to learn dedicated software
- An appreciation and understanding of cultural diversity (CALD) in the community

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: