

## POSITION DESCRIPTION

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<b>Position Title:</b>	Grade 2 Occupational Therapist - Acute Inpatients
<b>Business Unit/Division:</b>	Allied Health
<b>Award Agreement:</b>	Allied Health Professionals
<b>Classification:</b>	Grade 2 (VF6 – VF9)
<b>Employment Type:</b>	Fixed Term until 27/2/26, Full Time
<b>Reports to:</b>	Senior Clinician Occupational Therapist Clinical Leader Occupational Therapy Associate Director Occupational Therapy and Hand Therapy
<b>Date Prepared/Updated:</b>	August 2025

**General Role Statement:**

The Grade 2 Occupational Therapist will be accountable for providing evidence-based Occupational Therapy services to the acute Medical/Surgical ward at Broadmeadows Hospital 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

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**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:**

Creating a healthier future by working together, innovating and delivering great care.

**Our Values:**

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

**Our Priorities:**

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

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

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The Grade 2 Occupational Therapist will be accountable for providing evidence-based Occupational Therapy services to the acute medical/surgical ward through the application of competent clinical skills in assessment, intervention, and discharge planning. The Grade 2 Occupational Therapist works closely with the multidisciplinary team and plays a key role in discharge planning from the acute inpatient environment.

Broadmeadows Hospital also has a Rehabilitation ward and a Geriatric Evaluation and Management (GEM) ward. During times of increased demand, the Grade 2 Occupational Therapist may be required to assist on these wards. The Grade 2 Occupational Therapist will also play a key role in the evaluation and development of the Occupational Therapy service at Northern Health. Supervision of Grade 1 Occupational Therapists, Allied Health Assistants and undergraduate students is a requirement of this position.

Staff may be required to travel and work across the various Northern Health campuses, programs, and partner organisations. 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:

- Grade 1 Occupational Therapist
- Allied Health Assistant

### 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

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### Leadership

- Actively participate in assigned portfolios, working groups, committees, etc.
- Promotes a safe environment, eliminating harm to patients and staff
- Actively engages in the wider multidisciplinary team, promoting team work and respect

- Models professional behaviour and acts as a mentor/supervisor within disciplines and across programs
- Demonstrates positive role modelling on a day to day basis

**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 and 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
- Promote a culture of person-centred care

**Innovation and Culture Change**

- Actively engage in the organisational change process
- 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:***

- Apply current principles of evidence-based practice within the acute setting
- Manage a caseload with appropriate levels of support and supervision
- Assess, 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
- Demonstrate effective prioritisation of caseload and respond to referrals within agreed timeframes
- Actively participate in multi-disciplinary teams
- 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 in an accurate and timely manner
- Provide written reports to relevant external organisations, as required
- Demonstrate knowledge of culturally and linguistically diverse (CALD) 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

***Teaching/Research/Training:***

- Contribute to departmental and clinical research projects as directed
- Actively participate in in-service training

- To assist in the education of undergraduate Occupational Therapists and other students under the supervision and direction of the senior team members

**Organisational/Business Skills:**

- Record computer-based statistics in accordance with Northern Health policy
- Demonstrate an understanding of and actively participate in quality improvement and accreditation processes
- Assume extra responsibilities as directed by the Occupational Therapy Clinical Leader and Associate Director Occupational Therapy and Hand Therapy

**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 by maintaining a current knowledge of relevant literature, clinical development, and attending relevant courses.
- Demonstrate a willingness to share knowledge and information with others
- Ensure equipment and resources are utilised and maintained according to departmental protocols

## SELECTION CRITERIA

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**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.
- 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**

- Experience working as an Occupational Therapist within an acute setting

**Knowledge, Skills and Behaviours**

- Demonstrated experience, skills and knowledge in the provision of Occupational Therapy services in the acute setting.
- Demonstrates leadership skills and initiative in developing and promoting clinical care.
- Well-developed prioritisation and time management skills.
- Demonstrated effective interpersonal skills e.g. problem solving, decision making, etc.
- Demonstrated effective written and verbal communication skills
- Demonstrated negotiation and conflict resolution skills.

- Demonstrated ability to show initiative and flexibility.
- Demonstrated ability to work autonomously and co-operatively with others.
- Commitment to ongoing professional development and lifelong learning.
- 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 in the community

Employee Declaration

I  have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: