

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 Community Hospital
- 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
- Mernda Community Hospital

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.

Essential:

- 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.



POSITION DESCRIPTION

Position Title:	Occupational Therapist Grade 3 Senior Clinician Acute Inpatients – Surgical
Business Unit/Division:	Allied Health
Award Agreement:	Health Professionals Award
Classification:	VG3- VG6
Employment Type:	Permanent, Full Time, 1.0 EFT (80 hours a fortnight)
Reports to:	Clinical Leader Occupational Therapy Associate Director of Occupational Therapy and Hand Therapy
Date Prepared/Updated:	April 2026

ROLE STATEMENT

General Role Statement:

The Senior Clinician Occupational Therapist is accountable for ensuring excellence in patient care through the application of competent clinical skills in assessment, intervention, and complex discharge planning within the acute surgical patient cohorts. The clinical caseload for this position is primarily surgical covering the vascular/gastro ward and other surgical outlier patients. The position is also expected to provide daily clinical assistance to manage the high throughput demand of the orthopaedics/plastics ward and may assist the emergency department and other medical and surgical acute wards depending on clinical demand and staff leave.

This Occupational Therapy Leadership role is responsible for assisting with access and flow across the organisation through the provision of timely coordinated services, including the implementation of clear and sustainable discharge plans and ensuring resources are allocated to areas of greatest demand.

The Senior Clinician Occupational Therapist will demonstrate a strong commitment to evidenced based practice and will lead quality improvement and service development initiatives within Occupational Therapy and Allied Health. The Senior Clinician Occupational Therapist will work collaboratively with the Clinical Leader Occupational Therapy and Associate Director of Allied Health – Occupational Therapy to identify and manage risk through implementation of risk management strategies. The Senior Clinician Occupational Therapist will also play a pivotal role in the provision of supervision and clinical education to Occupational Therapy staff and students. The Senior Clinician Occupational Therapist may be required to take on additional duties as requested by the Associate Director of Allied Health – Occupational Therapy.

The role may require staff to be flexible with their working hours to meet the changing operations demands and can 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. 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 2 Occupational Therapist/s
- Grade 1 Occupational Therapist/s
- Allied Health Assistant/s

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

- Works in partnership with the Associate Director, Clinical Leader and Nurse Unit Managers
- Works with Clinical Leader and Associate Director in developing a positive culture in the department
- Models professional leadership and acts as a mentor/supervisor within disciplines and across programs
- Interprets and assist others in their understanding of the structural and financial constraints of the public health system, including the importance of KPIs
- Demonstrates a detailed understanding of the broader organisational context and interprets this for others as required
- Ensures Grade 2, Grade 1, Allied Health Assistants and students within program area comply with all Occupational Therapy department procedures and clinical protocols
- Develops, coordinates, and supervises a student program when required
- Models professional leadership and acts as a mentor/ supervisor within disciplines and across programs
- Represents discipline/allied health on working parties, committees and meetings
- Promotes initiatives of the Allied Health Directorate

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:***

- Directs, models and implements work practices ensuring a client focus in the provision of care
- Demonstrates and leads expertise in the provision of Occupational Therapy assessment of acute inpatients.
- Completes complex assessments and implements appropriate Occupational Therapy Interventions to an acute surgical caseload.
- Demonstrates effective and efficient discharge planning skills
- Demonstrates detailed knowledge of relevant community resources, information and referral processes, and utilises this knowledge in clinical practice to promote independence and facilitate timely discharges.
- Models creative use of knowledge/practice wisdom.
- Assesses, plans and implements interventions at a Grade 3 level of competence.
- Involves clients and carers in decision making and negotiates agreed plans.
- Models and practices highly developed negotiation and conflict resolution skills.
- Demonstrates detailed knowledge of relevant community resources, information and referral processes, and utilises this knowledge in clinical practice.
- Manages their own varied caseload with limited supervision and oversees the caseload allocation of others.
- Records appropriate information and outcomes (e.g. in medical histories) in an accurate and timely manner.
- Completes a high standard of written reports to relevant outside organisations as required.
- Models highly developed professional and ethical standards.
- Fosters and models a detailed understanding of culturally and linguistically diverse communities (CALD).
- Integrates evidence-based practice into their clinical work.
- Acts as a consultant to others regarding clinical practice.
- Demonstrate identification and implementation of relevant outcome measures to demonstrate effectiveness of interventions.
- Knowledge and utilisation of appropriate outcome measures.

Teaching/Research/Training:

- Works with Clinical Leader to identify and promote research opportunities with a view to publishing the results.
- Actively participates in a department committee or portfolio allocated to the position.
- Fosters and promotes active participation in in-service training.
- Works with Clinical Leader to conduct gap analysis on staff skills/competencies and expertise to meet specific requirements of each position, required client interventions, specialist skills.
- Works with Clinical Leader and Director to establish competencies for each grading.
- Actively engages with Allied Health Learning and Research Unit as appropriate.
- Works with Clinical Leader and Director to build collaborative partnerships with universities and research institutions to develop capacity of expertise for ongoing research within the Department.
- Actively participates in quality improvement and accreditation processes and leads other staff through the process.

Organisational/Business Skills:

- Respond to referrals within agreed timeframes
- Effective and high-level prioritisation of caseload
- Record, collect and report on computer-based statistics data in accordance with Northern Health policy
- Actively encourage and support OT team in working with a multi-disciplinary team
- Lead and actively participate in quality improvement and accreditation processes

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
- Lead and support 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:

- Recognised tertiary qualification in Occupational Therapy.
- Current full registration with the Occupational Therapy Board of Australia (AHPRA).
- Current Australian Drivers Licence.

Experience:

- Recent experience working in an acute hospital, with a thorough understanding of the function and priorities for an acute surgical caseload.
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Desirable:

- Post graduate qualification in relevant areas of practice or working towards same

- Experience working in an Interdisciplinary role.

Knowledge, Skills and Behaviours:

- Demonstrates a thorough understanding of the relevant assessment and interventions for the client cohort, and able to support staff with complexities relevant to assessment and intervention
- A minimum of seven years of relevant clinical practice (preferable)
- Demonstrates a high level of competence with complex discharge planning and knowledge of pathways to promote and facilitate efficient, safe and sustainable discharge
- Ability to make decisions quickly, demonstrates efficiencies in practice and has excellent prioritisation and time management skills
- Demonstrates leadership qualities and fosters psychological safety within teams
- Demonstrates highly developed interpersonal skills and ability to develop relationships
- Demonstrates sound clinical skills based on knowledge and experience.
- Demonstrated ability to promote the role of Occupational Therapy
- Demonstrated interdisciplinary approach to practice
- Demonstrated detailed understanding of the broader organisational context and interprets this for others as required
- Demonstrates an ability and a commitment to lead quality improvement and evidence-based practice
- Demonstrates and models a strong commitment to ongoing professional development
- Possesses practical negotiation and conflict resolution skills.
- Ability to lead a multi-disciplinary team.
- Demonstrates and models a strong commitment to ongoing professional development.
- Demonstrates competency in computer skills particularly in word processing and Internet use, and the ability to learn dedicated software.
- Possesses knowledge and understanding of the cultural diversity of the community.
- A strong willingness to be involved in research

Employee Declaration

I have read, understood and accept the above Position Description.
 (Please print name)

Signature: Date: