

Position Description

Position Title:	Occupational Therapy Clinical Educator
Reports to:	Manager Allied Health Education and Research Unit
Department:	Allied Health Education and Research Unit
Directorate:	Community Care and Mental Health
Cost centre:	N2009
Code & classification:	Occupational Therapist Grade 3, Years 1 – 4 (VG3 – VG6)
Employment conditions:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2026 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

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).

POSITION SUMMARY

The Occupational Therapy Clinical Educator position is an organisation-wide role focused on supporting Occupational Therapists working in all settings and campuses across Goulburn Valley Health throughout all career stages. The role reports to the Allied Health Education & Research Unit Manager and is embedded within the multi-disciplinary Allied Health Education & Research Unit.

The Occupational Therapy Clinical Educator position is a key role in the organisation to continually develop the capability and competency of the Occupational Therapy & allied health workforce to deliver high quality healthcare. This will support the attraction, recruitment and retention of a talented, collaborative and innovative workforce and also build capacity for career development within GV Health, including advanced practice roles. The position requires excellent communication and collaboration skills to work closely with key stakeholders including managers of Occupational Therapists, senior Occupational Therapists, Allied Health educators, researchers, tertiary education partners and key staff within GV Health.

The Occupational Therapy Clinical Educator will develop clinical education frameworks for Occupational Therapy staff and students that support consistency of professional practice and standards across the organisation. The Occupational Therapy Clinical Educator will share oversight of the clinical supervision program for Occupational Therapy students and will provide support for clinical supervision of Occupational Therapy professionals where requested by managers of Occupational Therapists. The role will also support quality and innovation projects and lead relevant professional and educational projects.

The Occupational Therapy Clinical Educator will also work collaboratively with the below internal and external stakeholders to address specific education and training needs, accreditation requirements, and quality assurance activities. This position, amongst others, is responsible for promoting GV Health as a quality regional health service provider

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- Foster the ongoing development of a positive learning culture for Occupational Therapists and allied health professionals at GV Health, prioritising continuous professional development.
- Collaborate with other Allied Health Educators to plan, deliver, and evaluate the GV Health Allied Health Graduate, Transition, and Leadership programs.
- Assess the existing clinical knowledge, skills, and capabilities of Occupational Therapists and allied health professionals at GV Health to identify learning needs and assist in developing, implementing, and delivering relevant organisational training plans.
- Partner with Managers and senior allied health professionals to deliver or support the delivery of clinical teaching and education within professional and educational scopes of practice.
- Coordinate and/or deliver training and education to Occupational Therapists and allied health professionals within GV Health, in consultation with Managers and senior allied health professionals.
- Support quality improvement and research initiatives within professional and educational scope of practice.
- Identify opportunities for supporting Occupational Therapy and allied health staff in their learning and development through scholarships, grants, and higher education programs.
- Actively engage in service improvement initiatives as part of a continuous quality improvement process.
- Support the work of the Allied Health Education and Research Unit to support the attainment of required training for Occupational Therapists and allied health professionals.
- Provide direct support and contribute to building capacity for the clinical supervision of Occupational Therapists and allied health students, potentially undertaking student supervision as appropriate to clinical scope of practice.
- Lead the delivery of No Lift Training and other relevant HEART modules for Occupational Therapists and allied health professionals at GV Health.
- Support the provision of a high quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- Approved tertiary qualification in Occupational Therapy.
- Current Registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)

Essential:

- Significant relevant professional experience with demonstration of highly developed clinical leadership skills
- Demonstrated experience in a public health setting including the planning, delivery and evaluation of allied health clinical teaching and education programs
- Experience in the direct clinical supervision of professional entry level students and provision of clinical supervision and mentoring
- Previous experience in the provision of clinical supervision of staff and students.
- Demonstrated ability to work independently and prioritise and manage a diverse workload

Desirable:

- Educational Qualification e.g. Certificate IV in Training and Assessment/Graduate Certificate/Masters in Education or Health Professional education, or currently working towards one of these qualifications.
 - Skills and experience in workforce development including mentoring, individual and group supervision and reflective practice.
 - Demonstrated experience conducting research or engaging in other scholarly work
 - Information technology skills including the development of e-learning strategies.
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KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
 - Development and maintaining of collaborative relationships with all other teams and professionals;
 - Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
 - Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
 - Support for the conduct and provision of allied health student placements.
 - Facilitation of opportunities for Allied Health staff to engage in training in clinical specialty areas, quality improvement, leadership and capability skills and other discipline specific education initiatives.
 - Collaboration with managers of allied health professionals to support identified education, training and student placement objectives.
 - Support for collaborative allied health educational initiatives by contributing to the identification, development and promotion of Allied Health showcases, regional training opportunities and presentations as requested by regional and state-wide educator networks.
 - Identification of scholarships and funding opportunities available for Occupational Therapists and allied health professionals
 - Promotion of a supportive learning culture for the Allied Health workforce at GV Health.
 - Planning, facilitation and evaluation of education and training programs for Occupational Therapists, allied health professionals and students including simulation based learning and use of e-learning modules
 - Planning, facilitation and evaluation of mandatory No Lift Training for allied health professionals, with a particular focus on Occupational Therapists, Physiotherapists and Allied Health Assistants
 - Contribution to ensuring quality, safety and risk plans and activities are implemented in accordance with the relevant frameworks and procedures
 - Maintenance of professional registration practice within scope
 - Participation in the Performance and Development review process
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AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required

to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;

- Maintain a safe working environment for yourself, your colleagues and members of the public;
- 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;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- 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;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Community Care and Mental Health

Occupational Therapy Clinical Educator

Reviewed by:

Manager Allied Health Education and Research Unit

Issue Date:

March 2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite 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.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)