

## POSITION DESCRIPTION

Allied Health Clinical Educator (Occupational Therapy)

### *Supporting Everyone to be healthy and live well*

#### **PURPOSE OF THE ROLE**

The Allied Health Clinical Educator (Occupational Therapy) is an organisation-wide role focused on supporting allied health professionals working at Echuca Regional Health (ERH) throughout all career stages. The role reports to the Allied Health Education Manager and is embedded within a multi-disciplinary education, training and research unit.

The Allied Health Clinical Educator (Occupational Therapy) plays a key role in the organisation to continually develop the capability and competency of the 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 ERH, including advanced practice roles.

The Allied Health Clinical Educator (Occupational Therapy) will work collaboratively with both internal and external partners to develop and support clinical education, contribute to meeting accreditation requirements, competency and capability frameworks, and quality assurance activities.

<b>Position Details</b>	
Position Title:	Allied Health Clinical Educator (Occupational Therapy)
Department	Education, Training & Research
Reports to:	Allied Health Education Manager (operational) Manager of Occupational Therapy (professional)
Positions Reporting to this role:	Nil
FTE:	0.4
Enterprise Agreement:	Allied Health Professionals EA 2021-2026
Position Classification:	Grade 3
Position Description last reviewed:	New position

<b>Key Accountabilities</b>
Collaborate with other discipline & Allied Health Educators to plan, deliver and evaluate Allied Health Graduate, Transition & Leadership programs
Assess the existing clinical knowledge, skills, and capabilities of allied health professionals at ERH to identify learning needs and assist in developing, implementing and delivering relevant organisational training plans
Coordinate and/or deliver training and education to health professionals and stakeholders, in consultation with Managers and senior allied health professionals
Support student learning and placements through supervision, onboarding and feedback processes in partnership with universities and placement providers
Maintain accurate records of education activities and contribute to reporting processes related to compliance, workforce development and accreditation
Support quality improvement and research initiatives within the professional and educational scope of practice
Identify opportunities for supporting 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

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improvement process

Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas

Excellent communication and collaboration skills to work closely with key stakeholders including allied health educators, managers, researchers and other key staff within ERH

#### Organisational Responsibilities

Positively promote ERH within and externally to the organisation

Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct

Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position

Comply with relevant registration bodies mandatory continuing professional development requirements

Carry out all work and interactions in alignment with the CARE values

Each employee has a responsibility to comply with and promote relevant legislation and professional standards in relation to safety, quality and risk relevant to their position

Each employee has a responsibility to comply with and promote compliance with the National Safety & Quality Health Service Standards and other industry standards and relevant regulatory requirements

Backfill the Allied Health Education Manager position for periods of leave

#### CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:

##### Collaboration



Works with a team focus  
Cooperates with others and gains input and support to assist in achieving objectives  
We work with others to achieve shared goals

##### Accountability



Monitors the impact of one's own behaviour on others  
Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them

##### Respect



Treats people fairly and openly  
Treats people with dignity  
Demonstrates personal standards of consistency, tolerance and patience

##### Excellence



Consistently supports and follows organisational policies and procedures  
Actively participates in identifying opportunities to improve what we do

#### Key Relationships

##### Internal

Community Services managers & staff, Education Training & Research team, Director of Allied Health, Director of Primary Mental Health, Other Clinical Educators

##### External

Undergraduate students, Post Graduate students, Universities, TAFE's and other education providers

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### Selection Criteria

#### Essential:

Tertiary Qualifications in Occupational Therapy

Current registration with the Australian Health Practitioner Regulation Authority (AHPRA) as required

At least 7 years' post qualifying experience relevant to discipline

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 (staff and students)

Demonstrated ability to work independently and prioritise and manage a diverse workload

Satisfactory evidence of; National police check, Working with Children's Check and NDIS Worker Screening Check and Vaccination status in line with relevant policies and procedures

#### Desirable:

Educational qualification e.g. Certificate IV in Training and/or Post graduate qualifications (or working towards) in relevant field

Skills and experience in workforce development including mentoring, individual and group supervision and reflective practice

Demonstrated experience conducting research or engaging in scholarly work

Information technology skills including the development of e-learning strategies

### TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: \_\_\_\_\_ Date:        /        /

Print Name: \_\_\_\_\_

cc: Employee File