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| **Position Title:** | Occupational Therapist  This position description is a supporting document to an employee’s “Letter of Appointment” and “Variation to Letter of Appointment” |
| **Department:** | Community Health |
| **Classification/Award:** | **Award**  Allied Health Professionals (Victorian Public Health Sector)  Single Interest Enterprise Agreement 2016-2020  **Classification**  Grade 1 or Grade 2, Year level according to experience  13 month contract to cover maternity leave |
| **Performance Review:** | A six month probation will apply to this position (6 months from date of commencement). Performance reviews will then be held annually. |
| **ROLE** | |
| The primary role of the Occupational Therapist (OT) position involves providing OT clinical assessment and OT care of individual clients. The OT works as a sole practitioner within the Allied Health team with other Allied Health professionals from other disciplines. | |
| **ORGANISATIONAL RELATIONSHIPS** | |
| Reports to: Director Community Health (DCH) and Allied Health Manager  Liaises with:   * Allied Health Professionals * Transition Care Program (TCP) Coordinator * Nurse unit managers * Acute Care Manager * Other South Gippsland Hospital Staff as required * Medical staff | |
| **KEY RESULT AREAS** | |
| * Demonstrated provision of high quality OT services to a range of clients including:   -People over 65  -Paediatrics and  -Acute ward patients of any age   * Provide an ongoing relationship with clients and families to promote continuity of care across the acute, transitional and community episodes of care * Demonstrated understanding of home modifications and adaptive equipment to improve client safety and independence. * Meet all targets for various funding streams, including HACC-PYP and CHSP. * Meet relevant contractual and statutory requirements. * Demonstrated care planning and case management skills, including the ability to formulate goal based care plans. * Contribution to referral systems and hand over processes across internal programs including the provision of clinical data as required. * Provision of ongoing case management as delegated. * Effective representation of patient and case management issues at relevant meetings, including team, family, multi-disciplinary and departmental meetings. * Demonstrated collaboration with internal staff, external clinicians and other stakeholders, including timely and appropriate discharge planning for each patient. * Effective supervision and delegation of appropriate clinical and administrative tasks to Allied Health Assistants (AHAs). * Participation in relevant organisational meetings. * Maintenance of documentation standards and compliance with the South Gippsland Hospital Record and Documentation policy. * Maintenance of best practice Policies and Procedures for Occupational Therapy | |
| **SPECIALIST SKILLS AND KNOWLEDGE** | |
| * Clinical skills relevant to discipline and grade. * Effective contribution to the multi-disciplinary care team. * Demonstrated best practice knowledge of OT safe practice standards and policies * Evidence of professional supervision and/or professional development | |
| **QUALIFICATIONS AND EXPERIENCE** | |
| * Bachelor of Occupational Therapy (OT) practice (minimum) * Current AHPRA registration * Experience in acute, sub-acute and/ or community care (desirable) * Experience supporting paediatric clients (desirable) * Current Victorian Driver’s Licence | |
| **KEY SELECTION CRITERIA** | |
| * Demonstrated OT clinical skills relevant to grade. * Well-developed verbal, written and IT communication and negotiation skills. * Ability to undertake OT clinical and risk assessment, set priorities and work in a timely and efficient manner according to various program requirements. * Ability to provide high quality coordinated OT services in both an acute and community setting in association with other clinicians, the client and family/carers. * Demonstrated ability to work collaboratively within the multi-disciplinary team or autonomously as a sole OT practitioner. * Ability to effectively supervise AHAs as required. * Demonstrated ability to maintain statistics/data | |
| **MANDATORY COMPETENCIES** | |
| Unless an employee is able to produce authorised evidence of successfully completing an approved mandatory competency, the employee will be required to successfully complete the competencies within the first six months of employment. Each employee is required then to successfully complete mandatory clinical competencies annually. | |
| **Organisational Values** | |
| South Gippsland Hospital staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.  These values are:  **Adaptability – Being flexible and accepting of new ideas and change for the better**  **Trust- We act with integrity and can count on each other**  **Excellence – We do our best at all times and look for ways to improve**  **Accountability – We accept responsibility for our actions, attitudes and mistakes**  **Mutual Respect – We treat others the same way that we would like to be treated**  It is expected that staff will also work according to these Values when working directly with other staff, clients and members of the community. | |
| **Occupational Health and Safety** | |
| All staff are expected:   * to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities: * to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.. * to seek guidance about new or modified work procedures. * to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.   If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in SGH OH&S policies. | |
| **Infection Control** | |
| An effective, integrated organisation-wide Infection Control Program is dependent upon the support, recognition, motivation, commitment and integrity of every staff member. All staff members have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of the position description and to adhere to the organisation's Infection Control Prevention and Control policies and procedures at all times. | |
| **Education** | |
| SGH is committed to education. All staff have a responsibility to undertake their own professional development and actively participate in the education of others. This may involve colleagues, health professionals from other disciplines or educating students. Inter-professional education is strongly encouraged and supported and is integral to a small rural hospital. | |
| **Confidentiality** | |
| Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of South Gippsland Hospital. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information.  Failure to comply with this agreement may result in disciplinary action and may include termination of employment. | |
| **Quality and Risk Management** | |
| In order to help ensure continued patient safety and quality of care:   * Staff are required to participate in the development and maintenance of a quality service through the application of professional standards; participation in quality improvement activities; and compliance with the policies, procedures, practices and organisational goals and objectives of SGH. * Staff are required to contribute to the development and maintenance of the SGH Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk. * Staff are required to abide by the Code of Conduct for Victorian Public Sector Employee | |
| **Special Requirements** | |
| * New staff will be required to satisfactorily complete a Police Records and Working with Children Check prior to commencing employment. * Should your role require you to drive a South Gippsland Hospital vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to Management immediately. * A completion of pre-existing injury or illness declaration will be required prior to appointment to the position. * All employees of South Gippsland Hospital are bound to work according to the policies and procedures of South Gippsland Hospital, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time. * All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff. | |

**INCUMBENT STATEMENT**

I, have read, understand and accept

*(please print name)*

the above Position Description.

Signed: Date

Copy to staff member: □ Yes □ No

Details certified correct by:

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date