



### Position Description

<b>Position Title:</b>	Occupational Therapist This position description is a supporting document to an employee's "Letter of Appointment" and "Variation to Letter of Appointment"
<b>Department:</b>	Community Health
<b>Classification/Award:</b>	<b>Award</b> Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2020-2021 <b>Classification</b> Grade 2, Year level according to experience <b>Casual Position</b>
<b>Performance Review:</b>	A six month probation will apply to this position (6 months from date of commencement). Performance reviews will then be held annually.

#### ROLE

The Occupational Therapy service provides high quality assessments and interventions to maximise the functional independence, health, safety and quality of life of inpatients and community based clients. A strong knowledge and skill base, with a commitment to patient-centred care, collaborative practice and evidence-based knowledge contributes to positive client outcomes and service development.

#### ORGANISATIONAL RELATIONSHIPS

Reports to: Director Community Health (DCH) and Allied Health Manager

Liaises with:

- Allied Health Professionals
- Transition Care Program (TCP) Coordinator
- Nurse unit and Acute Care managers
- Other South Gippsland Hospital Staff as required
- Medical staff
- External organisations and suppliers as required

#### KEY RESULT AREAS

##### General Key Result Areas

- Maintains Occupational Therapy registration, meeting all requirements of the Australian Health Practitioners Regulation Agency (AHPRA)
- Demonstrated provision of high quality OT services to a range of clients both within the hospital setting (on the ward) and in the community
- Ensures effective therapeutic services are provided in association with other clinicians, the client and family/carers

- Demonstrated understanding of home modifications and adaptive equipment to improve client safety and independence.
- Ensures client involvement in decision making, care planning and discharge planning, providing a patient advocacy role when required and promoting a culture of person-centred care
- Establishes sound, collaborative working relationships with the multi-disciplinary Allied Health team, other internal staff, external clinicians and other stakeholders
- Meet all targets for various funding streams, including HACC-PYP and CHSP if required.
- Meets contractual and statutory requirements of the role including but not limited to National Health and safety Standards, TCP guidelines, Aged Care Standards and other funding guidelines as relevant
- Demonstrated care planning and case management skills, including the ability to formulate goal based care plans.
- Reports effectively to the Allied Health Manager including escalating all clinical and non-clinical concerns
- Maintains timely statistical data and documentation on all patient contact and clinical support activity in compliance with the South Gippsland Hospital Record and Documentation policy.
- Delegates appropriate clinical and administrative tasks to Allied Health Assistants (AHAs)
- Contribution to referral systems and hand over processes across internal programs including the provision of clinical data as required.
- Effective representation of patient and case management issues at relevant meetings, including team, family, multi-disciplinary and departmental meetings.
- Contributes to the planning, development and evaluation of the OT service
- Sets priorities and works in a timely and efficient way according to various program requirements and all SGH Policies and Procedures, spending a minimum of 80% of time on client related activities
- Manages and report risk and actively work toward implementing risk reduction strategies
- 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 if required
- Actively participates in regular supervision, the annual staff performance review and professional development opportunities
- Participates in annual SGH mandatory competency training and assessment
- Assists with the administration of the OT department, including the ordering of equipment and other activities as directed by the Allied Health Manager

#### **Acute Ward (Inpatient) Occupational Therapy**

- Provides high quality clinical assessments, interventions and OT care to acute ward inpatients.
- Communicates effectively with acute staff and clinical managers
- Effectively represents patients at relevant meetings including but not limited to family, discharge planning and other multi-disciplinary care meetings.
- Manages adequate equipment stock levels
- Provides input into discharge planning including appropriate referrals to community services

#### **Transition Care Program (TCP) Occupational Therapy**

- Provides high quality clinical assessments, interventions and OT services to TCP clients.
- Communicates effectively with TCP staff and the multi-disciplinary TCP team
- Effectively represents client and physiotherapy issues at relevant meetings, including but not limited to family, multi-disciplinary, TCP and discharge planning meetings.
- Provides weekly OT plan for TCP clients

#### **Community Occupational Therapy**

- Provides high quality clinical assessments, interventions and physiotherapy care to community based clients in both individual and group therapy settings
- Provides education to community clients including but not limited to mobility, falls prevention and safe use of equipment. Delivers group sessions where appropriate.
- Provides effective representation of client and OT related issues at relevant meetings, including community based family, multi-disciplinary and coordinated care meetings.
- Provide multi-disciplinary approach to service delivery by liaising with and referring into relevant services as required
- Community OT services may be provided to clients using a range of funding streams including CHSP, HACC-PYP, NDIS and Home Care Package funding.
- 

### **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



South Gippsland **Hospital**

**Position Description**