



YARRAM & DISTRICT HEALTH SERVICE

Our vision is for YDHS to be a respected and caring partner in a strong community.

Our mission is to work with our community and our partners to improve health and wellbeing.

Values: we value:

Integrity: ethical and honest - accountable and professional

Collaboration: interested, informative and listening

Acceptance: inclusive and embracing

Respect: compassionate and caring

Enthusiasm: motivated and passionate

I. C.A.R.E

POSITION DESCRIPTION

Position Title	Occupational Therapist
Department	Allied Health
Qualifications	Bachelor of Occupational Therapy or equivalent Current and full registration with Australian Health Practitioners Registration Agency (AHPRA)
Classification:	Occupational Therapist Grade 2
Enterprise Agreement	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016 – 2020
Organisational Relationship	Reports to the Primary Health Manager

Position Summary

The Occupational Therapist will be responsible for providing safe, appropriate and quality Occupational Therapy services for Yarram and District Health Service clients ensuring objectives and standards of care are met. This role also involves providing support, training and guidance to Grade One Occupational Therapists, Allied Health Assistants and students.

The Occupational Therapist will work to provide therapy support across the community, acute care & residential care settings. This includes adult and paediatric community clients through SACS, CWH, HACC-PYP and CHSP funding. As well as limited full cost recovery through National Disability Insurance Scheme, Home Care Packages, DVA and TAC.

Responsibilities

1. Operational:

- Ensure client data and service delivery statistics for the Occupational Therapy Department are recorded in an accurate and timely manner as per organizational procedures.
- Ensure patient medical records are maintained in accordance with the requirements of the law, the Department of Human Services and Health Service policies and procedures for the Occupational Therapy Department.
- In conjunction with the Allied Health Coordinator ensure that the Occupational Therapy Department meets the requirements for clinical and performance indicators and targets in each program area.
- In conjunction with the Allied Health Coordinator manage the Occupational Therapy Department operations, programs and caseloads of staff.
- To provide leadership within Occupational Therapy team ensuring the service meets best practice guidelines.
- Participate in monthly operational meetings with the Allied Health Coordinator regarding administration and management issues for the Occupational Therapy Department and the wider Allied Health Team.
- To provide regular effective and quality clinical and operational supervision to the YDHS Grade 1 Occupational Therapists and Allied Health Assistants. This includes formal and informal supervision practice models.
- Participate in regular performance appraisals, including appraisals of other Occupational Therapy and allied health assistant staff.
- Maintain and participate in quality improvement activities within the YDHS quality improvement planning process to enhance the quality of Occupational Therapy service provision.
- To delegate to, supervise and direct Allied Health Assistants in relation to their scheduled Occupational Therapy time and tasks.
- Identify need for, assess, implement, review and evaluate Occupational Therapy programs for clients of the Yarram and District Health Service.
- Attend team meetings for both administration and client-based discussions (centre and/or community based), and where needed, to convene such meetings.
- Report to and liaise with the Allied Health Coordinator, Director of Primary Care Services and the Chief Executive Officer on aspects of Occupational Therapy service operation and future planning.
- Maintain and participate in quality improvement activities within the health service, under the framework of the Aged Care Quality Standards.
- Facilitate effective communication between departments of the health service to promote integrated work practices.
- Assist with recruitment, leave arrangements and professional development opportunities for Occupational Therapy staff.

2. Clinical:

- To deliver best practice Occupational Therapy intervention to clients.
- Plan, implement and evaluate Occupational Therapy intervention for allocated client caseload.
- Including the provision of education to staff in appropriate occupational therapy techniques for ongoing programs to be implemented.
- Provide services within individual or group programs, and as single or multiple therapist sessions.
- Establish and maintain professional relationships with clients, care givers and agencies which will aid in maximizing treatment outcomes.
- Enhance the independence and skills of primary caregivers, facilitating their ability to undertake the key agent of therapy role where appropriate.
- Provide appropriate equipment to clients (splinting, ADL assistive devices, home equipment, wheelchairs, etc.), in liaison with funding agencies as needed.
- Conduct home assessments and make recommendations for alterations and equipment needs. Liaise with tradespeople to facilitate completion of modifications.
- Provide a consultative and resource service to other health professionals, teachers, parents and others.
- Participate as a team member in the provision of occupational therapy services to ensure effective planning, treatment and care management to achieve established goals and objectives.
- Prioritise caseload requirements to provide an optimal therapy service, maximise the use of available resources, in consultation with the Allied Health Coordinator.
- Maintain confidentiality in matters relating to patients, residents and staff.
- Ensure client data and service delivery statistics are recorded in an accurate and timely manner as per organizational procedures.
- Prepare and maintain patient medical records in accordance with the requirements of the law, the Department of Human Services and Health Service policies and procedures.

3. Professional Development:

1. Participate in regular performance appraisals.
2. Contribute to and participate in appropriate professional development programs, in consultation with the Allied Health Coordinator, to develop and maintain relevant levels of knowledge and skills.
3. Take responsibility for professional development by reading journals and texts, attending appropriate in-services and continuing education programs, independent study and other educational activities. Maintain a current knowledge of professional issues in relation to the therapy service areas through available literature and resources.
4. Establish a professional network for specialist clinical support.
5. Participate in internal training and development activities. Provide education and training sessions to staff or community groups as directed by the Allied Health Coordinator.

4. Professional Behaviour:

- Uphold the client's rights to privacy, confidentiality, autonomy, dignity and safety at all times.
- Work within the scope of your role and escalate concerns.
- Participate in health promotion initiatives of the health service and allied health department.
- Act in a professional manner and demonstrate a high degree of personal integrity.
- Obtain and feedback to the department knowledge of professional issues through membership with the professional associations.
- Establish and maintain a professional relationship with fellow staff members and clients.
- Initiate and participate in discussion regarding patient care and departmental issues with the allied health team and wider organisation as appropriate.

5. Personal Behaviour:

- The ability to work independently.
- The ability to monitor, evaluate, modify and continually improve own performance.
- The ability to manage time effectively and prioritise tasks.
- The ability to problem solve in clinical and managerial settings.
- Demonstrated highly effective inter-personal and communication skills.
- Proficient computer skills in Microsoft Office, including Outlook, Excel and Word. Willingness to undertake training with computer programs including I-Patient Manager, Manad and Smart fleet.
- The ability to work collaboratively and function as part of a health care delivery team.
- Knowledge of strategies for management of stress and conflict resolution.
- Willingness to support other members of the Allied Health Team.

6. Quality Improvement:

- Identify areas for improvement within the allied health department.
- Evaluate established systems, policies and procedures regularly.
- Lead and participate in relevant quality improvement activities.
- Take responsibility for incorporating recommendations into daily practice.
- Participate in regular performance appraisals

Standard Position Requirements

1. Quality Management

Development and maintenance of a quality service through the:

- a) Application of professional standards
- b) Comply with the policies and procedures, practices and organisational goals and objectives of YDHS and the Unit.

2. Occupational Health and Safety

- a) Adhere to relevant statutory legislative and Health Service policy requirements to ensure that work and services are provided in a safe manner at all times.
- b) Ensure a safe environment exists for clients, staff and members of the public.
- c) Report any untoward incidents or hazards by completing an incident/hazard report and informing the appropriate manager and staff.
- d) Comply with the Occupational Health and Safety policies and procedures.

3. Risk Management

- a) Contribute to the development and maintenance of YDHS Risk Management Framework.
- b) Apply the framework to identifying, evaluating and minimising risk exposure for YDHS

Key Selection Criteria

1. Commitment to the YDHS Values of Care, Compassion, Respect, Integrity, Professionalism and safety.
2. Degree in Occupational Therapy or equivalent and current full registration with Australian Health Practitioner Regulation Agency (AHPRA).
3. Demonstrated Occupational Therapy clinical care skills, experience and ability to manage and prioritise a varied case load.
4. Understanding of Health Policy and funding arrangements for health service delivery.
5. Highly professional and effective behaviour, interpersonal and communication skills including computer literacy.
6. Experience providing effective and quality clinical supervision to Therapists and Allied Health Assistants.

Relevant Information

- Successful applicant will be required to provide an original Police Records Check, no older than three years.
- Successful applicant will be required to provide a satisfactory Working with Children check, if required for the position.
- Successful applicant will be required to complete a pre-existing injury declaration form prior to commencement.
- Successful applicant will be required to provide a copy of a current Victorian Driver's License.

Agreement

I have read and understand the above position description.

Effective date:

Employee's signature

Director signature

Signed original:

personnel file

Signed photocopy:

to employee

Created:

28/10/2000

Updated

29/05/2006

28/08/2009

20/04/2010

23/08/2011

02/01/2014

13/04/2018

07/05/2020

21/10/2020

Primary Care Manager