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| **Position Title** | Occupational Therapist |
| **Position Number** | N5702 |
| **Department** | Community Services |
| **Classification** | Grade 2 |
| **Agreement** | Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-20 |
| **Reports to:** | Director Community Services |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

To work co-operatively and effectively as part of the Community Services team, to deliver Occupational Therapy (OT) treatments to inpatients, outpatients, aged care residents and through outreach clinics managed by East Grampians Health Service (EGHS) and external agencies as required.

**Overview**

East Grampians Health Service aims to meet the needs of the community by offering a vast array of services to the community in Ararat. We offer outreach services to Willaura as well as the Bush Nursing Centres in Lake Bolac and Elmhurst and also provide contracted clinical services to correctional facilities in the immediate region. Our services include Dental, Physiotherapy, Exercise Physiology, Occupational Therapy, Podiatry, Speech Pathology, Dietetics, Diabetes Education and Social Work. These services support other clinical areas including our acute and residential aged care patients. Our community health centre also hosts speciality clinics such as consulting suites for visiting surgeons and Maternal Child Health Nurses.

**Our Values**

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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service is a rural health service located in Ararat and Willaura in Western Victoria and is an integral part of a thriving community that is committed to quality services providing health and wellbeing to people of all backgrounds.

Serving a diverse community, East Grampians Health Service delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, residents and the community.

**Our Vision**

To be leaders in rural health care

**Our Strategic direction**

EGHS strategic plan 2019-22 mirrors the Victorian Government Health 2040; Advancing Health, Access and Care guidelines and is underpinned by our organisational values and behaviours - ‘improving our communities health and quality of life through strong partnerships and by responding to changing needs’. We incorporate our opportunities through Better Health, Better Access, and Better Care, which are pivotal in achieving our vision of being ‘leaders in rural health care’:

**BETTER HEALTH**

* A system geared to prevention as much as treatment
* Everyone understands their own health risks
* Illness is detected and managed early
* Healthy neighbourhoods and communities encourage healthy lifestyle

**BETTER ACCESS**

* Care is always there when people need it
* More access to care in the home and community
* People are connected to the full range of care and support they need
* There is fair access to care

**BETTER CARE**

* Target zero avoidable harm
* Healthcare that focuses on outcomes
* People are active partners in care
* Care fits together around people’s needs

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY,%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

* Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check.
* All staff are expected to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.
* East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* Lead the Occupational Therapy team and provide clinical supervision of Grade 1 Occupational Therapist, Allied Health Assistants and supervise and train students on placements
* Provide person-centred and co-ordinated multi/interdisciplinary services to assist clients in achieving their optimum level of independence
* Provide appropriate clinical management based on diagnostic and prognostic indicators and technical knowledge
* Participate in service development and quality improvement activities in allied health and within Community Services
* Maintain currency of knowledge and clinical expertise through attendance and participation in relevant courses, conference, seminars, peer review and educational opportunities
* Promote and maintain and environment of teamwork and professionalism and attend relevant team meetings
* Resolve conflicts and patient complaints in a timely and respectful manner
* Accept accountability for own actions, understand clinical limitations and seek guidance
* Accurately document patient care in accordance with health service guidelines
* Comply with East Grampians Health Service Risk Management framework
* Complete all requirements of EGHS’ annual Mandatory Education Program
* Participate in the annual personal development process, identifying key areas for professional and personal growth
* Ensure confidentiality is maintained in all matters pertaining to patients/ residents/ staff as the Health Services Act and the Privacy Act
* Ensure accidents/incidents or malfunctioning equipment is documented in timely manner and relevant preventative action taken
* Adhere to EGHS Equal Employment Opportunities policies and practices
* Undertake any additional duties as indicated by the manager

**Key Performance Indicators**

* Demonstrates practice within the Vision, Mission and Values of EGHS.
* Demonstrates leadership and application of knowledge to operate within the agreed budget for the Department and facility and the organisation’s Financial Management framework
* Demonstrates understanding, application of knowledge and implementation of the organisation’s clinical governance framework to ensure the provision of high quality health care through continuous improvement.
* Demonstrates commitment to personal and professional development and participate as an active member of a team.
* Demonstrates knowledge and application of skills to ensure the organisation’s information management goals are met.
* Demonstrates knowledge and understanding of legislation and maintenance of a safe environment for employees, consumers and visitors
* Team’s clinical time/productivity maintained at average of 80% and external contracted hours with Correct Care met

Key Selection Criteria

**Essential Criteria:**

* Qualified as an Occupational Therapist and holding current registration with AHPRA
* Meet the specific eligibility requirements to register with Medicare Australia
* Demonstrated commitment to holistic patient centred care
* Demonstrated ability to contribute and practice collaboratively as part of a multidisciplinary team
* Demonstrated sound level of clinical skills and ability to work safety within scope of practice
* Commitment to flexibility and innovation in practice including an evidence based approach to care
* Highly proficient in the use of a range of computer software programs including Microsoft Office
* Excellent communication, negotiation, organisational and time management skills

Must comply to having or completion of:

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* Current drivers licence

**Desirable Criteria**

* Experience in a rural health setting

**Acknowledgement**

Employee Signature:

Employee Name: Date:

Manager Signature:

Manager Name: Date:

**Developed Date: July 2019**

**Developed by: Director of Community Services**