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| **Position Title** | Occupational Therapist - Graduate |
| **Position Number** | N5702 |
| **Department** | Community Services  |
| **Classification** | Grade 1 |
| **Agreement** | Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021 - 2026 |
| **Reports to:** | Direct - Allied Health Team LeaderIndirect – Director Community Services |

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| **POSITION DESCRIPTION** |  |

**Position Purpose**

To work cooperatively and effectively within a multidisciplinary team to deliver Occupational Therapy (OT) services within the health service and/ or in the community.

To implement relevant assessments, treatment and evaluation to a designated caseload of inpatients, outpatients, community clients, aged care residents, and outreach clinics.

To facilitate and promote client safety and quality of care in all settings, including group sessions.

To practice as an Occupational Therapist in accordance to the National OT standards, codes, registration requirements and guidelines.

**Overview**

EGHS Community Health Centre provides primary care to the Ararat and district community with Dental, Physiotherapy, Exercise Physiology, Occupational Therapy, Podiatry, Speech Pathology, Dietetics, Diabetes Education and Social Work services. While the majority of care is delivered from our Community Health Centre, allied health clinicians also provide outreach clinics to our Willaura campus and two Bush Nursing Centres. Allied Health and Dental teams also support other EGHS departments including our Inpatient Unit, Community Nursing and Residential Aged Care Facilities. Our centre hosts speciality clinics for visiting services and surgeons and is co-located with local Maternal Child Health services.

**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**

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

**BETTER ACCESS**

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

**BETTER CARE**

1. Target zero avoidable harm
2. Healthcare that focuses on outcomes
3. People are active partners in care
4. Care fits together around people’s needs

**Organisational Responsibilities**

* Be aware of and work in accordance with all EGHS policies and procedures and [Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.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/or Aged Care Quality Standards as it relates your area of work and associated accreditation.
* 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 and NDIS worker screen.
* 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.

**Responsibilities and Major Activities**

**CLINICAL**

* Safely and effectively carry out assessments for referred clients.
* Plan and carry out individual/ group treatments and interventions within own abilities and scope of practice.
* Provide person-centred care and liaise with multi/interdisciplinary services to coordinated client treatment objectives assist clients in achieving their optimum level of independence.
* Consult with more experienced clinicians when problems or complex cases arise.
* Observe, assess, record and report on the progress of clients as appropriate and within service guidelines.
* Participate in Share Care Meetings/ case conferences and complete shared support plans as required.
* Ensure all patients, residents, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination.

**ADMINISTRATIVE/ PROFESSIONAL**

* Participate in regular external clinical supervision, annual professional development planning & identifies key areas for professional and personal growth
* Maintain reliable documentation/record keeping and data management in accordance with EGHS and professional guidelines.
* Contribute to the evaluation the effectiveness of treatment and service delivery through regular quality improvement activities within the OT team and community health services.
* Ensure confidentiality is maintained in all matters pertaining to patients/ residents/ staff as the Health Services Act and the Privacy Act.
* Maintain currency of knowledge and clinical expertise through attendance and participation in relevant courses, conference, seminars, peer review and educational opportunities.
* Document and resolve conflicts, accidents/incidents and patient complaints in a timely and respectful manner.
* Comply with East Grampians Health Service Risk Management framework.
* Practice within policy and procedural guidelines & comply with East Grampians Health Service Governance Documentation framework
* Adhere to EGHS Equal Employment Opportunities policies and practices.

**Other Duties**

Graduate Occupational Therapists will:

* Work towards the supervision of occupational therapy students who are completing placement at EGHS

In consultation with a supervisor, **other duties** will be:

* Measured in accordance with the capabilities outlined in the Victorian Allied Health Capability Framework level 1
* Determined by meeting relevant standards and recognised practice

This ongoing consultation process will guide the modification of the position description as required.

**Key Performance Indicators**

Key performance indicators outline the assessment of meeting the responsibilities of the position listed above. These measures will be used as a part of a Personal Development Plan (PDP) to be commenced within the first 3 months of the appointment and then to be reviewed on an annual basis.

* Demonstrates practice within the Vision, Mission and Values of EGHS.
* Demonstrates initiative in advancing the quality of Occupational Therapy services within EGHS.
* Completion of all mandatory education requirements and ongoing professional development.
* Measured in accordance with the capabilities outlined in the Victorian Allied Health Capability Framework level 1.
* Actively participates in staff meetings and events displaying teamwork and professionalism.
* Consults with senior staff, understands own clinical limitations and takes accountability of own actions.
* Clinical utilisation time/productivity maintained at agreed rate. Direct client contact building to an average of 80% time from a baseline of 60% for a new graduate.

Key Selection Criteria

**Essential Criteria:**

* Tertiary qualification in Occupational Therapy 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 knowledge of varied methods of assessment, treatment and evaluation within Occupational Therapy practice.
* Demonstrated ability to function independently or as a member of a team.
* Ability to manage a clinical caseload effectively
* 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.
* Current drivers licence

Must comply to having or completion of:

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* NDIS Worker Screen

**Desirable Criteria**

* Understanding of rural community living and potential impacts of this on Occupational Therapy practice

**Acknowledgement**

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| **Employee Name:** |  |
| **Employee Signature:** |  | **Date:** |  |
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| **Manager Name:** |  |
| **Manager Signature :** |  | **Date:** |  |
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| **Developed Date:** | **September 2022** |
| **Developed By – Name:** | **Sarah Woodburn** |
| **Developed by – Title:** | **Director of Community Services** |
| **Date of Next Review:** | **September 2023** |