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| **Position Title** | Occupational Therapist  |
| **Position Number** | N5702 |
| **Department** | Community Services  |
| **Classification** | Dependent on experience |
| **Agreement** | [Allied Health Professionals (Victorian Public Health Sector) (Single Interest Employees) Enterprise Agreement 2021 - 2026](https://intranet.eghs.net.au/Files/Human%20Resources/Awards%20Agreements/Allied%20Health%20Professionals%20%28Victorian%20Public%20Sector%29%20%28Single%20Interest%20Employers%29%20Enterprise%20Agreement%202021-2026.pdf) |
| **Reports to:** | Direct – Senior Occupational TherapistIndirect - Allied Health Manager |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

To work cooperatively and effectively within the multidisciplinary team, to deliver Occupational Therapy 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 (including paediatrics), aged care residents, and outreach clinics as part of the East Grampians Health Service (EGHS). 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**

East Grampians Health Service aims to meet the needs of the community by offering a number 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%2C%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 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**

**CLINICAL**

* Provide appropriate clinical management based on diagnostic and prognostic indicators and technical knowledge
* Safely and effectively, carry out assessments for referred clients
* Plan and carry out individual/ group treatments and interventions
* Provide person-centred care and liaise with multi/interdisciplinary services to coordinated client treatment objectives assist clients in achieving their optimum level of independence. This includes home visits, equipment prescription, and education and home modifications
* Observe, assess, record and report on the progress of clients as appropriate and within service guidelines
* Participate in Shared Care Meetings/ case conferences 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
* Ensure confidentiality is maintained in all matters pertaining to patients/ residents/ staff as the Health Services Act and the Privacy Act

**ADMINISTRATIVE**

* Provide clinical supervision of Allied Health Assistants and students on placements (or working towards same)
* Maintain reliable documentation/record keeping and data management in accordance with Departmental and professional guidelines
* Contribute to the evaluation of the effectiveness of treatment and service delivery through regular quality improvement activities within the OT team and community health services
* Attend staff meetings and participate in staff in-services as required while maintaining an attitude of teamwork and professionalism
* Maintain currency of knowledge and clinical expertise through attendance and participation in relevant courses, conference, seminars, peer review and educational opportunities. Participate in the annual personal development process, identifying key areas for professional and personal growth
* Document and resolve conflicts and patient complaints in a timely and respectful manner.
* Ensure accidents/incidents or malfunctioning equipment is documented in timely manner and relevant preventative action take
* Comply with East Grampians Health Service Risk Management framework.
* Practice within policy and procedural guidelines and comply with East Grampians Health Service Governance Documentation framework.
* Complete all requirements of EGHS’ annual Mandatory Education Program.
* Adhere to EGHS Equal Employment Opportunities policies and practices.
* Undertake any additional duties as indicated by the manager.
* Accept accountability for own actions, understand clinical limitations and seek guidance.

**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.
* Measured in accordance with the capabilities outlined in the relevant Victorian Allied Health Capability Framework
* 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%.

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.
* Experience in community based and acute health service settings.
* Demonstrated commitment to holistic patient centred care.
* Demonstrated knowledge of varied methods of evidence based assessment, treatment and evaluation within Occupational Therapy practice.
* Highly proficient in the use of a range of computer software programs including Microsoft Office.
* Demonstrated ability to function independently or as a collaborative member of a team.
* Excellent communication, negotiation, organisational and time management skills.
* Ability to manage a clinical caseload effectively
* 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 Check
* Immunisation requirements (annually)

**Desirable Criteria**

* Understanding of rural community living and potential impacts of this on Occupational Therapy practice
* Experience in supervising staff and students

**Acknowledgement**

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| **Employee Signature:** |
| **Employee Name:** | **Date:** |
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| **Manager Signature** |
| **Manager Name:** | **Date:** |
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| **Updated Date: May 2023** |
| **Developed By: Director Community Services** |