
POSITION TITLE:	Occupational Therapist
RESPONSIBLE TO:	Director of Primary and Community Services
DEPARTMENT:	Community Services
AWARD:	Allied Health Professionals
CLASSIFICATION:	As per contract
REPORTS TO:	Director Primary and Community Services
CONTRACT:	As per employment contract

POSITION STATEMENT

The Occupational Therapist at Orbost Regional Health is responsible for the provision of Occupational Therapy services in both the acute and community service settings, as well as providing community education and support for the prevention of illness and development of a healthy community. The Occupational Therapist will provide high quality Occupational Therapy services to clients within a multidisciplinary framework, ensuring a best practice approach.

The Occupational Therapist will work closely with the Allied Health team and the Allied Health Assistant (AHA) workforce.

RESPONSIBILITIES AND KEY PERFORMANCE INDICATORS (Outcomes)

- Delivery of quality and innovative client centred Occupational Therapy services across the multi-purpose service including NDIS with support to acute/ aged care/ early years and community services when needed.
- Work with the Allied Health Assistants to best meet the needs of all Allied Health clinicians
- Participate in treatment and discharge planning for acute patients.
- Delivery of post-acute care and Transition Care Program for acute patients.
- Delivery of Occupational Therapy service within the NDIS framework in consultation with multidisciplinary team and engaging in clinical work that is guided by evidence-based practice.
- Assess, plan, implement and evaluate specific group and individual occupational therapy programs in consultation with multi-disciplinary team members, and contribute to assessments, care planning and review as required.
- Undertake and participate in case management of complex clients as agreed with clients, carers, health professionals and other relevant service providers.
- Actively participate in formal and informal case conferences, appropriate referrals and participation in clinical duties as required.
- To develop, facilitate and assist with the running of health promotion, rehabilitation, support and wellbeing programs.

- To ensure that consumers are consulted and involved in the planning of key health promotion activities, and that all key activities are planned and evaluated according to the ORH review and planning process.
- To assess and respond to the need for clinical, educational and support outreach services in occupational therapy.
- Establish and maintain accurate and up to date client files according to ORH policy.
- Collect statistical data for occupational therapy services and ensure reports are provided as requested and within required timeframes.
- Documentation of care, build individualized care plan and discussion with stakeholders with client's consent.
- As part of the community services team, participate in the ongoing evaluation and review of occupational therapy services and resources, including the identification of occupational therapy service needs, forward planning and service development.
- Participate in relevant professional networks and maintain currency of knowledge within the occupational therapy field.
- Participate in continued professional development as determined by work plan and individual professional needs.
- Where required, provide supervision for staff in the completion of their roles and responsibilities, with particular focus on clinical skills based competencies. This includes monitoring of performance, providing guidance and facilitating education and training where skills are not at the required standard.
- Actively contribute to the maintenance of good manual handling practices as they relate to workplace occupational health & safety.
- Identify and support applications for rural funding opportunities wherever possible.

QUALIFICATIONS

Mandatory:

- Bachelor of Occupational Therapy or equivalent
- Eligible for AHPRA membership

Other requirements:

- Current Victorian Driver's licence
- Satisfactory criminal history check (National Police Certificate) and Working with Children Check is required **prior** to employment in the role.
- Intra-state travel may be required for training and or supervision depending on local requirements
- All employees of Orbost Regional Health are required to participate in an annual Performance Appraisal process, ensuring all documentation is provided for the personnel file.
- All employees will undertake an organisational orientation induction program and complete mandatory training requirements relevant to position.

KNOWLEDGE, SKILLS and ATTRIBUTES

- Demonstrated understanding of contemporary occupational therapy theory and practice.
- Demonstrated competence in care planning and review, clinical and problem solving skills.
- Demonstrated ability to work as an effective member of a multi-disciplinary team.
- Ability to work independently and be self-motivated.
- Experience in planning, implementing and evaluating occupational therapy and health promotion programs.

HUMAN RESOURCES

- Employees must comply with and demonstrate the Organisational Behavioural Values **Respect, Integrity, Compassion, Excellence, Community**
- All employees of Orbst Regional Health are required to participate in an annual Performance review and planning process, ensuring all documentation is provided for the personnel file.
- Participate in the annual review and planning process, completing an annual performance review which is in line with the strategic objectives of Orbst Regional Health
- During the annual performance review discussion review the annual information updates as listed in attachment 2.
- All employees will undertake an organisational orientation induction program and complete training requirements relevant to position, including mandatory training as listed in attachment 1.
- On an annual basis complete mandatory training as per attachment 1.
- ORH promotes the safety and wellbeing of all children and particularly those from culturally and/or linguistically diverse backgrounds. Working with children checks are required for staff who work with children under 16, and understanding of implementation of safe practices with children including mandatory reporting of child abuse is a requirement of ongoing employment.

ADMINISTRATION

- Be conversant with Orbst Regional Health policies and procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system

OCCUPATIONAL HEALTH AND SAFETY

- Ensure that work practices are carried out in accordance to the Occupational Health and Safety policies, and the operational policies and procedures of the organisation.
- Ensure daily tasks are carried out in such manner that minimises risks to patients/residents, other staff members and visitors.
- Are confidently able to complete a Riskman incident report and report any safety issues immediately to the supervisor and/or Safety Representative.
- Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.

QUALITY AND SAFETY

- Demonstrate a commitment to the delivery of quality services.
- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.

- Ensure all Multi Purpose Service activities are in accordance with the
 - National Safety and Quality Health Service Standards (organisation wide)
 - Community Care Common Standards (Home and Community Care)
 - Department of Human Services Standards (Disability and Homelessness Support)
 - National Disability Insurance Scheme (Disability care)
 - Royal Australian College of General Practitioners Standards (Medical Clinic);
 - Diagnostic Imaging Standards (Radiology).
- Actively participate in the Orbost Regional Health quality program and accreditation processes against the above standards.
- Are confidently able to complete a Riskman quality activity.
- Be able to identify risks and follow the Orbost Regional Health Risk Management Policy and procedure.
- Have processes to monitor and evaluate the performance of the services provided by the work area.
- Be aware of Orbost Regional Health’s approach to quality and safety that includes: Risk management, Clinical governance, Patient centred care and Consumer rights and responsibilities, Diversity, Workplace Health, Safety & Wellbeing, Performance reporting and Monitoring, Partnering with Consumers, Quality Improvement and Open Disclosure. Refer Staff Guides located in Prompt.

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AUTHORITY AND CONDITIONS

- All employees of Orbost Regional Health must sign a Confidentiality Statement. This is to ensure that employees shall not at any time, either during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of Orbost Regional Health are required to recognise consumer rights and operate within the Charter of Human Rights.
- Adhere to the level of authority under the Organisation Instrument of Delegation.
- This position carries a Level (n/a) under the Instrument of Delegation.

I have read, understood and accepted this Position Description.

..... (Employee Name) (Director/Manager Name)
..... Signature Signature
..... Date Date

Orbost Regional Health reserves the right to review and amend this document at its discretion.

KEY SELECTION CRITERIA

Essential Criteria

- Bachelor of Occupational Therapy or equivalent
- Eligible for AHPRA membership
- Demonstrated ability to work as part of a multi-disciplinary team.
- Current Police Check, WWC or Working with Aged as relevant
- Drivers Licence
- NDIS worker screening check

Desirable Criteria

- Demonstrated understanding of contemporary occupational therapy theory and practice
- Demonstrated competence in care planning and review, clinical and problem solving skills.
- Experience in providing adult and paediatric occupational therapy service
- Ability to work independently and be self-motivated.
- Experience in leading, planning, implementing and evaluating occupational therapy and health promotion programs.
- Demonstrated ability to contribute as a member of a high functioning, effective team
- Some basic knowledge about different funding streams including NDIS, HCP, CHSP, DVA and etc.

Orbest Regional Position Description - Attachment 1

Organisation wide – Mandatory Training

Focus area	Frequency	Classification	Staff	Training Type	Committee Responsible
Emergency Response	Orientation & Annual	Mandatory	All ORH Staff	Online training	Emergency Preparedness & Resilience
Manual Handling	Orientation & Annual	Mandatory	All ORH Staff	Online training	OH&S
No Lift	Orientation & Annual	Mandatory	Nursing Staff	Online training and practical assessment	OH&S
Hand Hygiene	Orientation & Annual	Mandatory	All ORH Staff	Online training	Infection Control
Basic Life Support	Orientation & Annual	Mandatory	All Nursing Staff Medical Staff	Self-directed learning package-clinical skills practical assessment	Clinical Standards
Medication Administration General Adult & IV competency	Orientation & Annual	Mandatory	All Nursing staff (including medication endorsed ENs).	Online training	Clinical standards
Falls Prevention	Orientation & Annual	Mandatory	All nursing staff	Online training	Clinical Standards
Neonatal Resuscitation	Orientation & Annual	Mandatory	All Midwives	Online training	Clinical Standards
Advanced Life Support	Orientation & Annual	Mandatory	All ALS responders – grade 5/ ANUMs	Self-directed learning package-clinical skills practical assessment	Clinical Standards
Triage	Orientation & Annual	Mandatory	Grade 5 / ANUM	Online Training	Clinical Standards
Blood Safe	Orientation & Annual	Mandatory	All Nursing Staff	Online Training	Clinical Standards
Aseptic Technique	Orientation & Annual	Mandatory	All Nursing & Medical Staff	Online Training	Infection Control
Bullying and Harassment	Orientation & Annual	Mandatory	All ORH Staff	Online Training	People and Culture
Risk Management	Orientation & Annual	Mandatory	Managers	Online Training	OH&S
Occupational Violence	Orientation & Annual	Mandatory	All ORH Staff	Online Training	OH&S
OHS	Orientation & Annual	Mandatory	All ORH Staff	Online Training	OH&S
Cybersecurity training for health services	Orientation & Annual	Mandatory	All ORH Staff	Online Training	MPS Managers
NDIS worker Orientation Module	Orientation & Annual	Mandatory	All ORH Staff	Online Training	NDIS

Orbost Regional Health Position Description – Attachment 2
Organisation wide – Orientation & Annual Information Update

Focus area	Frequency	Classification	Staff	Training Type
Occupational Health & Safety	Orientation & Annual	Info Update	All ORH Staff	Manager Discussion
People & culture	Orientation & Annual	Info Update	All ORH Staff	Workshop
Diversity	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Clinical Governance	Orientation & annual	Info Update	All ORH staff	Manager Discussion
Resource Management	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Risk Management	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Quality Improvement	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Partnering with Consumers	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Performance Reporting and Monitoring	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Patient Rights & Responsibilities	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Emergency management & Business Continuity	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Review & Planning Process	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Environmental sustainability	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion