

POSITION DESCRIPTION

| | |
|-----------------------------------|---|
| POSITION TITLE | Occupational Therapist Grade 1 |
| DIRECTORATE | Community Programs |
| RESPONSIBLE TO | Chief Occupational Therapist |
| DIRECT REPORTS | Not Applicable |
| AWARD | Health Professional Services Award 2003 |
| CLASSIFICATION | To be determined |
| EMPLOYMENT STATUS | Temporary Full Time |
| HOURS PER FORTNIGHT | 80 with ADO |
| DATE OF CREATION/AMENDMENT | January 2009 |
| CREATED/AMENDED BY | Liz Denniston |

POSITION OBJECTIVE

To provide occupational therapy assessment, clinical treatment and management for both inpatient and/or community clients. The areas of clinical responsibility may vary according to staffing levels and community need. The Grade 1 will have core theoretical skills, and can demonstrate the application of theory to practice. They will be active participants in developing their knowledge and skills through supervision, mentoring and professional development.

RESPONSIBILITIES & PERFORMANCE INDICATORS

This position may be involved in rotating between inpatient services and community services, or a combination of the following:

*Specific duties and responsibilities for programs attached where indicated

***Inpatients- Rehabilitation Unit
 Inpatients- Geriatric Evaluation & Management (GEM)
 Inpatients- Acute
 Community rehabilitation centre

SPECIFIC KNOWLEDGE AND EXPERIENCE:

- Can demonstrate achievement in sound theoretic knowledge and the ability to apply that knowledge.
- Can demonstrate core competencies.
- Skills in conducting investigative literature searches.
- Ability to apply principles of evidence informed practice.
- Working as a member of a team.
- Participation in a variety of tasks, as delegated, commensurate with experience.

INTERPERSONAL SKILLS:

- Demonstration of effective, coherent and appropriate: verbal communication to clients and to team members; written reports relating to clinical services delivery; ability to convey sensitive information to others.
- Demonstrated ability to initiate discussion with manager or supervisor regarding issues of concern.
- Participates in external forums, which will enhance personal knowledge and professional development.

REASONING:

- Works within established guidelines and organisational policies and procedures. Can contribute to the evaluation of guidelines in immediate work area.
- Makes mainly clinical decisions.
- Seeks approval from senior OT for proposed options.
- Can identify a problem within the service and take it to a higher level for resolution, i.e. knows their own limitations and when to take an issue to senior staff.
- Demonstrates awareness of the OTA professional code of ethics and other relevant documentation or legislation, eg privacy act, organisational policies, competency standards for entry level OT's.

INDEPENDENCE AND INFLUENCE

- Attends and participates in meetings, internally and with external agencies in relation to a patient's care.
- Contributes to identification of issues.
- Problem solving and decision making confined to a clinical level.
- Demonstrates awareness of clinical issues.
- Able to support and delegate to Allied Health Assistants.
- A senior OT will delegate workload.
- Should have access to senior OT support and guidance, within or external to organisation.
- Participates in, but is not responsible for performance management process.
- Takes a support role in student education, commensurate with experience.

QUALIFICATIONS

Essential:

Degree in Occupational Therapy, Current Drivers Licence, Police Check, eligibility for membership to OT Australia

Desirable:

Experience working in an Occupational Therapy department in a physical clinical setting; either employed or as an undergradaute.

KEY SELECTION CRITERIA

- Meets mandatory Occupational Therapy qualifications
- Demonstrates ability to work as part of a multi-disciplinary team
- Ability to recognise workload difficulties or areas of clinical skill limitation and actively seek and utilise supervision from senior therapists
- Developed organisational and time management skills
- Commitment to receiving supervision
- Effective communication skills

OCCUPATIONAL HEALTH & SAFETY

Each employee has the right to a safe working environment and they should advise their supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of his or her own health and safety, to comply with Mt Alexander Hospital's Occupational Health and Safety policies and procedures and to participate in appropriate safety education and evaluation activities.

HOSPITAL POLICIES & PROCEDURES

It is every employee's responsibility to access and have knowledge of relevant policies and procedures that relate to their employment. All hospital-wide policies and procedures can be accessed on the Mt Alexander Hospital Intranet site.

RISK MANAGEMENT

Mt Alexander Hospital supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

PERFORMANCE MANAGEMENT

It is a condition of employment that employees participate in the Performance Management Planning and Review program on a regular basis.

QUALITY IMPROVEMENT

Each employee has a responsibility to participate and commit to ongoing quality improvement activities.

EMPLOYMENT PRINCIPLES

Mt Alexander Hospital is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit
- Employees are treated fairly and reasonably
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights & Responsibilities Act 2006
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment

VALUES & CONDUCT

Employees are required to comply with the values outlined in the State Services Authority Code of Conduct as it applies to Mt Alexander Hospital.

| |
|---|
| Responsiveness |
| <ul style="list-style-type: none"> • providing frank, impartial and timely advice to the Government • providing high quality services to the Victorian community • identifying and promoting best practice |
| Integrity |
| <ul style="list-style-type: none"> • being honest, open and transparent in their dealings • using powers responsibly • reporting improper conduct • avoiding real or apparent conflicts of interest • striving to earn and sustain public trust at the highest level |
| Impartiality |
| <ul style="list-style-type: none"> • making decisions and providing advice on merit without bias, caprice, favouritism or self-interest • acting fairly by objectively considering all relevant facts and applying fair criteria • implementing Government policies and programs equitably |
| Accountability |
| <ul style="list-style-type: none"> • working to clear objectives in a transparent manner • accepting responsibility for their decisions and actions • seeking to achieve best use of resources • submitting themselves to appropriate scrutiny |
| Respect |
| <ul style="list-style-type: none"> • treating others fairly and objectively • ensuring freedom from discrimination, harassment and bullying • using their views to improve outcomes on an ongoing basis |
| Leadership |
| <ul style="list-style-type: none"> • actively implementing, promoting and supporting these values |
| Human Rights |
| <ul style="list-style-type: none"> • making decisions and providing advice consistent with human rights • actively implementing, promoting and supporting human rights |

ADDITIONAL REQUIREMENTS

- This position description is subject to review and amendment at any time, as appropriate and as approved by the relevant Director.
- To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.
- The successful applicant will be required to provide a current Police Records Check prior to commencement. A Working With Children Check may also be required for particular positions.

| ACCEPTANCE OF THE POSITION | | | |
|--|--|------|--|
| <i>I understand, agree to and accept the role as outlined in accordance with this position description</i> | | | |
| NAME (please print) | | | |
| SIGNATURE | | DATE | |

| REPORTING MANAGER | | | |
|--|--|------|--|
| <i>Signed on behalf of Mt Alexander Hospital</i> | | | |
| NAME (please print) | | | |
| TITLE | | | |
| SIGNATURE | | DATE | |