



POSITION DESCRIPTION

TITLE: **OCCUPATIONAL THERAPIST**
Functional relationships: See Organisation Chart and lines of Communication.
Responsible: Ambulatory Care Centre Care Manager
Employment conditions: Part time position, in compliance with Seymour Health's industrial agreements, by laws, policies and procedures.

ROLE SUMMARY:

1. Provide Occupational Therapy Services at Seymour Health to:
 - Clients enrolled in CDM Service
 - Clients in Ambulatory Care Centre
 - Clients in Acute and Aged care departments
2. Provide supervision, guidance and training of staff as outlined in position description.
3. Ensure quality care and safety of patients/clients and staff.
4. Maintain and develop the professional status of the Chronic Disease Management service, Occupational Therapist position within Seymour Health.

Qualifications & Experience

- Bachelor of Applied Science (Occupational Therapy) or equivalent
- Experience in working in home and community settings
- Understanding of Chronic Disease Management
- Current drivers licence
- Experience in group based work
- Ability to work independently under own initiative
- Ability to work co-operatively and effectively within a multi-disciplinary team
- Computer literacy in an IBM compatible environment
- Membership of O.T. Australia

Award classification: Health Professional Service Award Grade 1 or 2 dependant on experience

Development review: Initial review at 3 months, then annually or earlier as needed. Review criteria are based on position description.

Devised by: Community Services Director

Devised date: August 2007

Reviewed date:	October 2009
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STATEMENT OF ACCOUNTABILITIES

- 1. Client and Staff Safety**
To ensure all work areas are safe and secure for self, staff and clients at all times.
- 2. Standards of Practice**
To ensure standards of duties are adhered to by being a role model and leader, implementing quality activities and performing staff appraisals.
- 3. Standards of Client Care**
To ensure each client and their family receives quality and individualised care.
- 4. Communication**
To ensure the effective-running and economical management of the Occupational Therapy Service at all times. To promote effective communication between service, Hospital and Community settings.
- 5. Professional Development**
To actively develop/ maintain self skills and capabilities ensuring professional skills are optimal and current, to guarantee client safety and job satisfaction. Participate in Professional Supervision as required.
- 6. Organisational Goals**
To assist the Allied Health division of the hospital through involvement in various activities, to meet its organisational goals.
- 7. Management**
To ensure the effective running and economical management of the service at all times in liaison and consultation with the Ambulatory Care Centre Coordinator.

RESPONSIBILITIES

- 1. Patient and Staff Safety**
 - 1.1 Maintain up-to-date working knowledge of all emergency protocols and equipment. Ensure the education of designated staff in the same.
 - 1.2 Undertake emergency and mandatory training as set out in Hospital protocols.
 - 1.3 Assess the Occupational Therapy health needs and security of clients on a regular basis.
 - 1.4 Maintain timely and accurate client progress notes.
 - 1.5
 - (a) Maintain a good working knowledge of Occupational Health and Safety practices and participate in risk assessment processes.
 - (b) Ensure assessments are conducted and staff education is provided.
 - (c) Ensure staff compliance with minimal handling principles and practices.
 - 1.6 Ensure that damaged and faulty equipment is reported and recorded immediately to the maintenance department.
 - 1.7 Adhere to staff home visiting policy and procedures.

2. Standards of Practice

- 2.1 Maintain up-to-date clinical and organisational skills.
- 2.2 Act in a professional and ethical manner, and be accountable for clinical decision making.
- 2.3 Monitor, investigate and report incidents and accidents relevant to Department and participate in investigation of incidents as requested.
- 2.4 Participate in the evaluation of proposed new equipment/aids in regard to safety, efficiency and suitability for departmental areas/clients.
- 2.5 Participate in Quality and EQulP Programmes with one quality initiative for HARP /OT position annually to be engaged in.
- 2.6 Provide high quality allied health services to clients within a multi-disciplinary service model.
- 2.7 Document detailed assessment and health/goal plans for all patients.
- 2.8 Identify service provision gaps and /or duplication of service provision within catchment area
- 2.9 Ensures the affairs of Seymour Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law.

3. Standards of Client Care

- 3.1 Conduct Occupational Therapy assessments as appropriate to the client's needs and plan and implement a treatment programme to meet the stated goals.
- 3.2 Conduct home based assessments and therapy as part of the treatment programme as required. Arrange for modifications as required - Document information / drawings for maintenance and home modifications as required.
- 3.3 Participate in group based activities with team members internally and within Community as developed.
- 3.4 Participate in regular ongoing review of client needs.
- 3.5 Refer patients on to appropriate services providers as per identified assessment needs.
- 3.6 Assist clients in the purchase of equipment and seek funding where appropriate.
- 3.7 Provide support, supervision and guidance to the team allied health assistants in relation to client needs.
- 3.8 Develop and review policies and procedures specific to both Occupational Therapy practice in all service areas.

4. Communication

- 4.1 Promote efficient and effective channels of communication between clients, staff, community and other service providers.
- 4.2 Provide efficient and effective management of resources. Manage controllable expenses. Participate in the budgeting process with ACC Coordinator by providing input on needs and requirements of service areas.
- 4.3 Develop and review policies and procedures for the Occupational Therapy service.
- 4.4 Participate in maintaining accurate records of departmental equipment and equipment for client use.
- 4.5 Communicate sickness notification & Annual Leave requests through ACC Coordinator to ensure ongoing service provision planning.
- 4.6 Provide feedback from meeting attendances to inform and ensure continuous quality improvement

5. Professional Development

- 5.1 Identify training and development needs for self, coordinate with appropriate resources to meet those needs and evaluate outcomes.
- 5.2 Be committed to personal and professional development through internal and external programs.
- 5.3 Participate in Seymour Health annual staff performance reviews.
- 5.4 Ensure participation in professional Accreditation program in order to gain accreditation as required by AAOT.
- 5.5 Maintain membership of relevant professional groups.
- 5.6 Participate in organisational, professional and regional meetings as required.

6. Organisational Goals

- 6.1 Attend and contribute to departmental meetings and other meetings as required.
- 6.2 Develop creative efficient methods related to enhancing own position and other hospital objectives.
- 6.3 Contribute in review process of job description yearly or earlier depending on requirements of the position.
- 6.4 Participate in the preparation and development of submissions for additional funding.

7. Management

- 7.1 Ensure regular development review of self and staff. Assist with review of peers as required.
- 7.2 Supervise Allied Health Assistant together with Physiotherapy and Nursing colleagues
- 7.3 Participate in selection of appropriate staff as required.
- 7.4 Convene monthly meetings for diversional / allied health assistant staff and ensure adequate attendance.
- 7.5 Develop appropriate policies and procedures in conjunction with staff relevant to work practice in all areas of Seymour Health.
- 7.6 Ensure a comprehensive orientation and general education programme for all staff.
- 7.7 Participate in ensuring an accurate record of all equipment is maintained and equipment loaned is returned within agreed time period.
- 7.8 Submit activity data for evaluation and reporting purposes
- 7.9 Undertake specific projects deemed to be appropriate as requested by Executive staff.
- 7.10 Other tasks as specified by the ACC Coordinator within professional and role competencies.