




Seymour Health - Position Description

Position Title:	Occupational Therapist Hospital Admission Risk Program (HARP)
Directorate/Team:	Health Independence Programs
Classification/Award:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2016-2020
Performance Review:	A three (3) month probation will apply to this position (3 months from date of commencement). Performance reviews will then be held annually on anniversary of commencement.
Version Number:	1.0 Date Written: / /
Version updates:	
Approved by:	Signature: 
	Name: Chris McDonnell
	Position: Chief Executive Officer
	Date: / /
Seymour Health	
<p>Seymour Health consists of:</p> <ul style="list-style-type: none"> • 30 bed public facility which provides public and private acute medical and surgical, renal dialysis, day procedure and urgent care • 30 bed high care aged residential care facility, • Community services, including District Nursing, Planned Activity Group and Palliative care, • Health Independence Programs which include: Sub-Acute Ambulatory Services consisting of Occupational Therapy, Physiotherapy, Podiatry, Cardiac and Pulmonary rehabilitation, Welfare, Exercise groups, Dietitian and Diabetes Education. Hospital Admission Risk Program (HARP), and Post Acute Care, • Support services including administration, food, hotel and maintenance services. • Private pathology and medical imaging services are available on site. • Visiting specialists and local General Practitioners provide the medical services. • Oral Health Services. 	

HEALTH INDEPENDENCE PROGRAM

Seymour Health's, Health Independence Program provides inter-disciplinary rehabilitation services and support to enable clients who are disabled, frail, chronically ill or recovering from surgery or injury, to achieve and retain optimal functional independence. The Aim of the HARP Occupational Therapist is to assist the clients in their care to improve or maintain their functional capacity and maximise their potential so that they can live independently within their community.

ORGANISATIONAL RELATIONSHIPS

Reports to: Health Independence Program & Oral Health Services Manager

Manages/Coordinates: Care Coordination of HARP clients

Internal Liaisons: Director of Clinical Services, Director of Quality & Performance development, HR Department, Education Department, Allied Health Staff, Nursing Staff, Visiting Specialists & External program providers

External Liaisons: General Practices, Referring Hospitals/Health Services

KEY RESPONSIBILITIES AND DUTIES

The Allied Professional (AHP) is directly responsible for the clinical assistance or support provided to client/s individually or in group settings. This assistance is delivered across hospital, community and home environments.

The role involves completing a variety of direct and indirect clinical and administrative tasks.

- The AHP will assess the client/s and then decide whether the intervention/treatment can be effectively and safely delivered with the assistance by the AHA.
- Completion of Initial Needs Assessment (INI) paperwork, comprehensive assessments, home risk assessments and home assessments and prescription of aides and equipment.
- Loan equipment prescription management.

Other responsibilities include;

- Participate in department and organisation meetings as required
- Active participant in quality programs
- Participate and report to the National Standards Committee Meeting
- Supervise and support other team members, and students.
- Attend discharge planning meetings in Acute services and provide OT support for discharges when Grade 2 OT on leave.

SPECIALIST SKILLS AND KNOWLEDGE

- Demonstrated willingness to undertake relevant training/course to develop skills and acquire knowledge
- Ability to work unsupervised, or with limited supervision
- Advanced customer service skills and communication skills

Key Performance Indicators

Leadership

Demonstrates the experience and understanding of the need for leadership

- Maintain effective channels of communication with patients/clients, allied health colleagues, MD care team members and community service providers.
- Maintain and develop effective liaison and consultation with other Health Professionals
- Maintain knowledge of Acts, codes, regulations and principles relating to patient care.
- Responsible for the provision of clinical care and support to meet the needs of patients
- Maintain a professional and ethical manner
- Ensure the smooth running and economical management of the service at all times.
- Develop and promote the workings of the Health Independence Program team and Seymour Health
- Supervision of Allied Health assistants

Assist the Health Independence Program Coordinator and the HARP Team Leader as directed.

Continuum of care

- Responsible for the management and delivery of the Occupational Therapy needs of enrolled patients.
- Ensure that quality and standards of patient care are met in all clinical areas.
- Ensure that all relevant documentation is achieved both paper based and electronically if required.
- Ensure each client and their family/carer receives individualised person centered care.
- Work effectively within the multi-disciplinary team.

Improving Performance

- Participate as directed in Quality Improvement programmes within Seymour Health
- Participate in HIP team meetings and Case conferencing, internal Seymour Health meetings and external meetings as directed.
- Development of departmental policies, procedures and evidenced based clinical practice guidelines in all aspects of Occupational Therapy care– this includes ensuring these documents remain current.
- Participate in Seymour Health quality and risk management activities – including one Occupational Therapy quality activity for HIP team per annum.
- Attendance at Seymour Health, service, community and external meetings as directed.

Human Resources Management Capabilities & Application

Demonstrated knowledge and application of the capabilities required for this position

- Comply with Seymour Health procedures, policies and standards.
- Participate in employee performance appraisal process at probationary 6 months and annually thereafter.
- Assume responsibility for professional development ensuring that practice remains current and promotes high quality client centred care.

Information Management

- Maintain accurate data collection in data systems relevant to unit/service including reporting systems and projects as required.
- Assist in the analysis of data relevant to service.

Quality / Safety and Risk Management

Commitment to ensuring quality services are delivered to both internal & external clients through the quality, safety and risk management system

- Act in accordance with all relevant legislation & SH policies and procedures
- Actively participate in ongoing quality and safety activities
- Actively promote and measure implementation of SH Infection Control policies and procedures
- Review evidence based clinical guidelines
- Maintain and apply the principles of OH&S, Safe home visiting, Manual Handling and Infection Control in delivery of care for self, staff and clients.
- Ensure annual update of competencies – including manual handling.
- Attendance at Mandatory training within Seymour Health.
- Coordination of the Manual Handling program within the organization and associated reporting.

ADMINISTRATION SKILLS

- Accurate concise documentation skills
- Intermediate Computer skills & working knowledge of HMS & Harrison applications

QUALIFICATIONS, EXPERIENCE and REGISTRATION

- Bachelor of Applied Science (Occupational Therapy) or equivalent

MANDATORY CLINICAL COMPETENCIES

Unless an employee is able to produce evidence of successfully completing a mandatory clinical competency, the employee will be required to successfully complete the competencies within the first three months of employment. Each employee is required then to successfully complete these mandatory clinical competencies annually.

Mandatory Clinical Competencies to work in specific areas of Nursing Services are shown in the attachment to this document.

Organisational Values

Seymour Health staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.

These values are:

- **Respect**

Seymour Health is committed to the respectful treatment of all staff. The value of respect is evident through the recognition and acknowledgement of the various views, beliefs, contributions, skills and experiences of others

- **Accountability and Responsibility**

Seymour Health expects all staff to be accountable for their area of responsibility. The value of accountability and responsibility is evident through the acceptance and ownership of individual roles and behaviours in the context of striving to meet the objectives of the organisation.

- **Honesty, Integrity and Trust**

Seymour Health is committed to an environment that values honesty, trust and integrity where actions and words are always authentic and consistent.

- **Support**

Seymour Health is committed to supporting each person to be successful within their role in the organisation. The value of support is evident through clear and consistent direction, leadership, resources, enabling systems and professional development.

- **Open and Transparent Communication**

Seymour Health is committed to effective, consistent and inclusive communication. The value of open and transparent communication is evident through clear expectations, common understandings, and respected confidentiality.

It is expected that staff will also work according to these Values when working directly with clients and members of the community.

Occupational Health and Safety

All staff are expected:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities:
- to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace..
- to seek guidance about new or modified work procedures.
- to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in Seymour Health OH&S policies.

Key Selection Criteria

Essential:

- Bachelor of Applied Science (Occupational Therapy) or equivalent
- AHPRA registration
- Understanding of Chronic Disease Management
- Well developed interpersonal and verbal communication skills
- Demonstrated ability to work independently under own initiative Ability to work co-operatively within the Multidisciplinary team(MDT)
- Proven organisational skills with ability to prioritise and manage a diverse workload
- Computer literacy at a intermediate level
- Ability to deliver assistance to programs with a caring and positive attitude
- Current Victorian Drivers Licence
- Approved SWEP prescriber
- Knowledge of Accreditation Standards (NSQHS standards)applicable to the area of Health Services in which this position is located.
- The exercise of sound judgement and decision making needs to be demonstrated through providing examples from their previous work.

Desirable:

- Previous experience working within a MDT team environment with an ability to provide discipline specific assistance to client program/services
- Previous experience in home and community program delivery would be advantageous
- Any other requirements that would be advantageous but not essential to be able to undertake the role.

Special Requirements

- New staff will be required to satisfactorily complete a Police Records Check prior to commencing employment.
- New staff will be required to have a Working with Children's Check Employees are required to advise Seymour Health of any changes that may affect the current Police Records check status, and advise Management immediately.
- Should your role require you to drive a Seymour Health vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to the Seymour Health Management immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- All employees of Seymour Health are bound to work according to the policies and procedures of Seymour Health, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time.
- All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff.

INCUMBENT STATEMENT

I, _____ have read, understand and accept
(please print name)
the above Position Description.

Signed: _____ Date _____
Copy to staff member: Yes No