POSITION DESCRIPTION – Alfred Health / The Alfred / Caulfield Hospital / Sandringham Hospital

DATE REVISED: September 2017
POSITION: Grade 2 Occupational Therapist
AWARD/AGREEMENT: Health Professional Services Award
CLASSIFICATION TITLE: VF6 – VF9
DEPARTMENT/UNIT: Occupational Therapy
CLINICAL PROGRAM: Allied Health
DIVISION: Nursing Services
ACCOUNTABLE TO: Manager Occupational Therapy
HOURS OF WORK: Monday – Friday 0800-1630

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR VALUES

Our staff are expected to demonstrate and uphold our values of:

  Integrity, Accountability, Collaboration and Knowledge.

Our values provide the platform for the way we work and the decisions we make. Through this approach, our Vision and Mission are achieved.

DEPARTMENT

The Alfred Occupational Therapy service operates across The Alfred, Caulfield and Sandringham Hospitals. Occupational Therapy activity is aligned to Alfred Health strategic goals and operational performance targets.

The Occupational Therapy service is committed to the teaching and ongoing professional education of staff and students, research and quality improvement activities. All occupational therapy staff must meet the profession's competency-based minimum standards of practice at all times.

The acute Occupational Therapy service provides intervention to referred in-patients at The Alfred and Sandringham Hospital. There is an outpatient service for specific units, such as plastics. The sub-acute Occupational Therapy program provides a range of inpatient and ambulatory services in the area of rehabilitation, aged care, residential care and the community at Caulfield Hospital.
POSITION SUMMARY
The Grade 2 Occupational Therapist will have a key role in providing and ensuring excellent person centred patient care, effective communication, participation in the organisation and development of staff, (including teaching and supervision), and the Occupational Therapy program. This position is part of the grade 2 rotations through Alfred Health.

KEY RESPONSIBILITIES

SERVICE DELIVERY/CONTINUUM OF CARE

- Provide clinical services within the delegated area, using a client centred and occupation based approach, including the involvement of clients/carers/external providers in decision-making, and the provision of education appropriate to their needs
- Demonstrate independent clinical reasoning and clinical competencies in the area of practice, including expertise in assessment of occupational performance, treatment methods and measuring outcome
- Ensure the standards of occupational therapy services provided are based on the latest evidence.
- Contribute to the occupational therapy group program and evaluation of this program
- Contribute to the stream interdisciplinary team to ensure high quality coordinated services are provided in collaboration with client and family/carers.
- Communicate patient progress through attendance at relevant clinical/team meetings and documentation in the medical record.
- Establish and maintain communications with other clinical team members to foster teamwork.
- Maintain and update departmental resource files within allocated speciality areas.

PROFESSIONAL DEVELOPMENT and SUPERVISION

- Supervise grade one occupational therapist, allied health assistants and students (Grade two occupational therapists are expected to supervise at least one occupational therapy student annually).
- Regularly participate in supervision with stream leader to develop and evaluate professional performance and quality of care provided
- Participate in the Alfred Health staff Performance Management System
- Participate in professional development, including the development of leadership skill.

PROFESSIONAL STANDARDS OF PRACTICE

- Liaise with Senior Clinician to co-ordinate services and client care activities across the stream.
- Actively work in partnership with the Manager and Senior Clinician to facilitate departmental and stream meetings and professional development
- Participate in service planning both internal within the Occupational Therapy Department and external (ie Allied Health and Alfred Health)
- Contribute and participate in developing and maintaining teamwork amongst all staff members within the department.
- Initiate, lead and participate in department and interdisciplinary quality activities as directed
- Active involvement in research relevant to the role
• Ensure accurate documentation of daily statistics and other data as required, in line with department work instructions
• Contribute to the maintenance of departmental resources relevant to area of clinical practice
• Demonstrate an interest and involvement in professional bodies associated with area of interest/expertise
• Undertake other responsibilities as directed by the Manager of Occupational Therapy

QUALITY, SAFETY, RISK and IMPROVEMENT

• Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
• Follow organisational safety, quality & risk policies and guidelines
• Maintain a safe working environment for yourself, your colleagues and members of the public.
• Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
• Promote and participate in the evaluation and continuous improvement processes.
• Comply with principles of Patient Centred Care.
• Comply with Alfred Health mandatory continuing professional development requirements.
• Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:

• Provide Grade one occupational therapists and allied health assistants working in Occupational Therapy with appropriate supervision, training and instruction in accordance with Alfred Health policies.
• Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
• Comply with relevant privacy legislation.
• Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
• Comply with Alfred Health medication management and medication safety policies and guidelines.
• In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
• Research activities will be undertaken commensurate with the role

KEY CAPABILITIES:
Demonstrated sound knowledge in Occupational Therapy theory and practice skills

SKILLS

• Consistently exceeds base performance requirements for the position and uses initiative to work smarter
• Effective communication and interpersonal skills, professional appearance and manner
• Both responsive and proactive in meeting and anticipating customer needs and in providing high quality service
• Ability to exercise professional judgement and seek advice and assistance when required/appropriate
• Able to give and receive constructive feedback
• Effective planning, problem solving, organisation and prioritisation skills

ATTITUDE
• Customer focused
• Motivated and Enthusiastic
• Flexible and adaptive to demands of working environment
• Respectful to others, open, honest and has high integrity
• Will contribute beyond own tasks to achieve team goals

QUALIFICATIONS/EXPERIENCE REQUIRED
ESSENTIAL
• Bachelor of Occupational Therapy or recognised equivalent
• Eligible for membership of Occupational Therapy Australia
• Registered to Practice with AHPRA
• Experience in research and measuring outcomes of occupational therapy services
• Experience in clinical area relevant to the position
• Experience working in a multidisciplinary team
• A current unrestricted Australian Drivers Licence
• Current Working with Children check

DESIRABLE
• Minimum four years’ clinical experience and minimum two-year involvement with student supervision

Position Description authorised by: Jane Feutrill
Date: September 2017