POSITION DESCRIPTION – Alfred Health

DATE REVISED: 25/2/2020

POSITION: Occupational Therapist Grade 2 Full Time (1.0 EFT) Fixed Term (Until 19/1/2021)

AWARD/AGREEMENT: Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Enterprise Agreement 2016 – 2020

CLASSIFICATION TITLE: Grade 2 (VF 6 - 9)

DEPARTMENT/UNIT: Occupational Therapy

CLINICAL PROGRAM: Allied Health

DIVISION: Nursing Services

ACCOUNTABLE TO: Allied Health Manager – Occupational Therapy

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 PURPOSE

To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do.
- Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental.
- Excellence is the measure we work to everyday. Through research and education, we set new standards for tomorrow.
- We work together. We all play vital roles in a team that achieves extraordinary results.
We share ideas and demonstrate behaviours that inspire others to follow.

DIRECTORATE

Alfred Health Allied Health Directorate comprises a number of Allied Health disciplines (Interpreters, Nutrition, Occupational Therapy, Orthoptics, Pastoral Care, Patient & Family Services, Physiotherapy, Podiatry, Prosthetics & Orthotics, Psychology and Speech Pathology) who provide patient centred care across all clinical programs that operate at Alfred Health. Allied Health disciplines provide patient centred care that will aim to optimise physical, psychosocial, communication and cognitive functioning. To ensure that the Allied Health workforce is fit for purpose, there is a robust governance structure that provides oversight of staff & student education, research, workforce innovation and quality & safety. The Allied Health Professional Practice Framework underpins the work of Allied Health at Alfred Health in contributing to Alfred Health’s purpose.

The Pharmacy and Allied Health Professionals Governance Guideline outlines the Professional Governance arrangements across Pharmacy and Allied Health at Alfred Health. The Allied Health Professional and Leadership Accountability Matrix provides an overview of operational and professional accountability of Allied Health across Alfred Health.

DEPARTMENT

Alfred Health Occupational Therapy Services operates across The Alfred, Caulfield and Sandringham Hospitals, with clinical services aligned to Alfred Health strategic goals and operational performance targets. The Occupational Therapy Service is committed to the provision of high quality, evidence-based care, and strongly values professional development and clinical supervision. Clinical service provision is focused on inpatient acute, rehabilitation and aged care streams, for diverse patient populations including emergency, general medicine, surgical, orthopaedic, neurological, trauma, spinal, amputee and burns/plastics specialty units.
POSITION SUMMARY

The Occupational Therapist - Grade 2 is responsible for the provision of Occupational Therapy Services within a designated clinical caseload, appropriate to their level of experience and competency. It is a condition of employment that individuals may be required to work across all Alfred Health sites and services, including weekend and Public Holiday shifts as rostered.

At Grade 2 level, Occupational Therapists are required to display autonomy of practice, whilst also contributing strongly to the interdisciplinary team. It is an expectation that Grade 2 clinicians will provide high quality inpatient assessment and intervention, to maximise functional independence, safety and quality of life for diverse client populations. This is achieved through a commitment to patient-centred care, collaborative practice and evidence-based knowledge.

The Grade 2 clinician leads various teaching/training and quality improvement activities across the Occupational Therapy Service, and is responsible for the supervision and mentoring of junior Occupational Therapy staff, Allied Health Assistants and/or undergraduate students. They may also be required to represent Allied Health and/or their discipline at various internal/external forums (as directed by the Allied Health Manager - Occupational Therapy).

Work Location

This offer of employment is made, and would be accepted, on the basis that you may be expected to work at any campus or all campuses of Alfred Health as and when required. Such a requirement may be ongoing, a temporary arrangement, on an adhoc basis, or a permanent change of work location.

KEY CAPABILITIES: DUTIES AND RESPONSIBILITIES

Clinical Care

- Models a client-centred approach in interactions with patients and their family/carers.
- Conducts client assessment and intervention independently, incorporating a range of assessment tools/frameworks and remedial, compensatory, educational and preventative strategies, to achieve optimal evidence-based client care.
- Displays emerging leadership in the context of interdisciplinary discharge planning to facilitate a safe, efficient and effective transition from the hospital setting to the most appropriate discharge destination.
- Develops treatment goals and plans interventions in conjunction with the patient, family and other clinical team members.
- Educates patients and family/carers regarding functional and ongoing care needs.
- Provides prompt liaison and referral to health services in acute, sub-acute, community, residential care and other disability related services.
- Assists with maintaining aids/equipment items in safe working condition, and ensures prudent use of aids/equipment.
- Prioritises clinical and administrative workloads, seeking assistance from the allocated supervisor (as necessary).
- Maintains an up-to-date knowledge of clinical developments and research findings within area of clinical practice.
- Documents assessment findings, care plans and recommendations in the patient’s medical history in accordance with organisational protocols.
• Adheres to Victorian privacy laws – Information Privacy Act 2000 and the Health Records Act 2001, as well as other laws that regulate the handling of personal information.
• Engages in an ethical and professional manner with clients, family/carers and staff members at all times in accordance with Occupational Therapy Australia Code of Ethics.
• Undertakes other duties as directed by the Allied Health Manager - Occupational Therapy.
• Undertakes roles/responsibilities across other Alfred Health sites/program areas to meet the service needs, as directed by the Allied Health Manager - Occupational Therapy.

**Communication & Teamwork**

• Establishes and maintains effective therapeutic relationships with patients and their families/carers.
• Establishes effective working relationships (both formal and informal) with the Occupational Therapy Department, relevant nursing, medical and allied health staff, Alfred Health service providers and community-based services, to promote an integrated approach to service delivery.
• Promotes best practice teamwork principles and actively contributes to the interdisciplinary team.
• Provides effective and timely feedback to other staff on patient assessment outcomes, and recommendations for on-going care.
• Actively participates in interdisciplinary team meetings/clinics, ensuring effective communication, dissemination of information and decision-making.
• Actively participates in departmental staff meetings (minimum 80% attendance for full-time staff).
• Provides other Occupational Therapists with assistance if own workload permits.
• Works in partnership with colleagues in other units to ensure an integrated approach to service delivery throughout Alfred Health.
• Consults effectively with senior OT and allocated supervisor.
• Fosters a culture of openness, respect, accountability and professionalism in the workplace.
• Promotes a friendly and cooperative work environment.
• Demonstrates a customer service focus and cultural sensitivity with interactions with patients, carers, staff and the community.
• Displays sound conflict resolution and negotiation skills.
• Demonstrates clarity in written skills.

**Organisational Skills**

• Demonstrates punctuality and timeliness.
• Ensures effective use of time and physical resources.
• Responds to referrals/clinical requests in agreed timelines, and in accordance with departmental protocols.
• Completes statistical collection and activity reporting in an accurate and timely manner.
• Meets clinical/non-clinical ratios and agreed performance targets.
• Independently organises daily tasks and prioritises competing demands to ensure completion of clinical work.
• Supports Grade 3 and Grade 4 clinicians to ensure workloads are coordinated, prioritised and fairly distributed across the team.
• Assumes responsibility for relevant administrative portfolios or other tasks, as directed by the Allied Health Manager - Occupational Therapy, Stream Leader and/or allocated supervisor.
Professional Development & Supervision
- Maintains a high standard of knowledge in relevant clinical areas through ongoing participation in professional development, quality and/or research forums, and integrates learning within clinical practice.
- Assumes responsibility for own learning needs, and develops personal learning objectives.
- Participates in regular professional supervision with allocated supervisor, in accordance with departmental protocols.
- Responds to constructive feedback from supervisor regarding work performance, and utilises supervision to reflect upon and improve clinical and/or professional practice skills.
- Provides formal supervision to Grade 1 OT clinicians and/or Allied Health Assistants, as directed by the Allied Health Manager - Occupational Therapy.
- Ensure that all direct reports receive appropriate performance management/enhancement, professional training and development opportunities.
- Complies with Occupational Therapy Board of Australia - CPD requirements, in order to maintain registration status as an Occupational Therapist.
- Participates in annual performance appraisal (at minimum).

Clinical Education & Teaching
- Provides primary supervision to Occupational Therapy and/or Allied Health Assistant students, as directed by the Allied Health Manager - Occupational Manager and/or senior OT.
- Contributes to the development and evaluation of the undergraduate student program in consultation with the Occupational Therapy Student Coordinator.
- Engages in teaching with internal/external stakeholders.
- Supports a culture of learning within the Occupational Therapy Service.

Service Development Activities & Research
- Demonstrates a clear understanding of social/political/economic factors affecting the public healthcare system and the implications for Alfred Health, Allied Health and the Occupational Therapy service.
- Displays knowledge of research, new developments and evidence-based practice in discipline specific, and related clinical areas.
- Demonstrates an emerging understanding of the value of research/practice developments for clinical care outcomes.
- Evaluates the needs of the Occupational Therapy service, and identifies areas of clinical service provision which may require improvement/change based on customer feedback, data analysis and available evidence.
- Demonstrates an ability to initiate, implement and evaluate simple service development and process redesign projects.
- Participates in research initiatives with supervision and support of senior OT staff, and contributes to associated presentations and publications.
- Ensures agreed performance targets specific to the Occupational Therapy service are met.
- Ensures compliance with National Safety & Quality Health Standards.

Leadership Behaviours
- Acts as a role model for professional behaviours to other staff and clients/carers, and at all times maintains a positive image of Alfred Health and the Occupational Therapy Service.
• Displays solid leadership within the Occupational Therapy service, and emerging leadership skills in the context of interdisciplinary clinical teams.
• Develops and coordinates specific components of the Occupational Therapy Service, in consultation with the Allied Health Manager - Occupational Therapy and Grade 3 and Grade 4 clinicians.
• Participates in Alfred Health wide and/or Allied Health working parties, and/or external forum, as directed by the Allied Health Manager - Occupational Therapy.
• Contributes to the promotion of excellence in all work undertaken.
• Complies with Alfred Health and profession specific Code of Ethics.

ATTITUDE

• Respectful in all interactions with patients, families/carers, staff and other external stakeholders.
• Customer-focused approach to patient care.
• Flexible and adaptive to demands of the working environment.
• Openness and honest.
• High integrity.
• Team-player.
• Motivated and enthusiastic.

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.
• Maintain responsibility for supporting enterprise security

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF

• 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
QUALIFICATIONS/EXPERIENCE REQUIRED

- B. App Sc (OT), B. Occupational Therapy, MOT prac or recognised equivalent.
- Full Registration held with Occupational Therapy Board of Australia (AHPRA).
- Member of OT Australia (or eligibility for membership).
- Current Victorian Driver's License (unrestricted).

Essential

1. Minimum three years’ clinical experience in Occupational Therapy.
3. Demonstrated ability to evaluate and modify service delivery in accordance with evidence-based practice.
4. Demonstrated skills in clinical supervision and teaching.
5. Demonstrated understanding and commitment to the principles of continuous quality improvement.
6. Well-developed communication and interpersonal skills to promote teamwork, and a proven ability to relate effectively to people at all levels of the organisation.
7. Demonstrated participation in professional development relevant to the position.
8. Established skills in organisation, planning and priority setting.

PERFORMANCE REVIEW

The performance of the Grade 2 in Medical Specialties stream will be reviewed annually and will be measured by the extent to which agreed objectives and outcomes are met. Objectives and required outcomes will be agreed in discussions between the Grade 3 senior clinician/stream leader or supervisor with the Grade 2 supervisee.

COMMITMENT TO CHILD SAFETY

Alfred Health has zero tolerance for child abuse and are committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.

Position Description authorised by:

Karen Roberts (Allied Health Manager – Occupational Therapy)

Date: 25/3/2020