

POSITION DESCRIPTION

Position Title	Occupational Therapist Grade 1		
Division	Primary Healthcare	Unit	Allied Health
Campus	Leongatha & Korumburra		
Classification	Occupational Therapist Grade 1		
Award	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016 - 2020		
Reports To	Allied Health Manager		
Position Approved By	Director Primary Healthcare		

Position Outline:

The key objective of this position is to provide efficient and effective Occupational Therapy services in order to enhance the delivery of treatment for Community and Allied Health clients. This includes:

- Providing treatment to inpatient, outpatients and community based clients as required.
- Providing high quality, responsive assessment and interventions appropriate to the role of OT.
- Evaluating all OT assessments and interventions to ensure that clients' needs are met.
- Liaising with other disciplines and agencies to develop appropriate and effective treatment for clients.
- Development of technical skills through working with other disciplines to enhance the role of OT.
- Imparting OT philosophy and skills to the benefit of other disciplines.
- Working within the multidisciplinary team to ensure that OT related priorities match those of other disciplines, whilst also meeting the clients need.

Working with a diverse range of people, you are required to uphold GSHS values and ensure our patients and families are treated with respect and professional care.

Divisional Context:

Primary Health at GSHS is a dynamic team of nurses, health professionals, allied health assistants and managers who provide a broad range of community-based and ambulatory care services to the South Gippsland Shire, including:

- Diabetes Education
- Dietetics
- Disability Services
- Drug Treatment Services
- Home Care Packages
- Intake & Assessment
- Medical Imaging
- Occupational Therapy
- Physiotherapy
- Planned Activity Groups
- Podiatry
- Social Work
- Specialist Nursing
- Speech Therapy
- Volunteer Coordination

Health Service Context:

GSHS is a major provider of healthcare in the South Gippsland Shire. GSHS offers a broad range of services that meet the needs of a diverse and sparsely populated area with many small rural communities. With two main acute facilities based at Leongatha and Korumburra, GSHS offers a broad range of specialist, general, acute, subacute, ambulatory, residential aged care and community services.

Although GSHS is made up of a number of sites, they all operate as part of the one organisation and therefore the service profile is informed by the geographical nature of the diverse communities as well as the strategic imperatives of the Department of Health & Human Services.

Vision, Mission and Values:

The Values are detailed in GSHS' Employee Charter and form part of your terms and conditions of Employment as does the Code of Conduct for Victorian Public Sector Employees. GSHS expects all employees to behave in accordance with these requirements at all times whilst employed by the organisation.

Vision	Mission
<i>Excellence in Healthcare</i>	<i>Building a Healthier Community Together</i>

Gippsland Southern Health Service - Values and Behaviours		
Value	Above the Line Behaviour	Below the Line Behaviour
Excellence	<ul style="list-style-type: none">• Continuous Improvement• Evidence Based Practise• Consistency of Practice• Innovative Practice• High Standards	<ul style="list-style-type: none">• Unwilling to Improve• Lack of Innovation• Non-Adherence• Inconsistency• Acceptance
Individuality	<ul style="list-style-type: none">• Be Tolerant• Acknowledge Rights• Personalise• Support Individuals• Practice Self Care	<ul style="list-style-type: none">• Lack of Respect• Discriminating• Being Inconsiderate• Being Judgemental• Being Dismissive
Collaboration	<ul style="list-style-type: none">• Value Teamwork• Involve Others• Actively Listen• Ask and Offer Solutions• Support Decisions and Change	<ul style="list-style-type: none">• Poor Communication• Criticising Others• Being Negative• Not Open• Withholding Information
Accountability	<ul style="list-style-type: none">• Take Responsibility• Set Clear Expectations• Manage Performance• Results Focused• Ethically Bound	<ul style="list-style-type: none">• Blaming Others• Unethical Behaviour• Underperforming• Unreliable• Shirking Responsibility
Respect	<ul style="list-style-type: none">• Respect People• Respect Privacy• Respect Property• Respect Views• Be courteous	<ul style="list-style-type: none">• Being Rude• Being Negative• Being Disrespectful• Being unhelpful• Disrespecting Property
Empowerment	<ul style="list-style-type: none">• Take Initiative• Actively Participate• Ask Questions• Clarify Expectations• Empower Others	<ul style="list-style-type: none">• Authoritarian• Discrimination• Blaming Others• Not Sharing• Stifling Development

Key Responsibilities

Understanding the concepts of the Active Service Model, and applying these to your interactions with clients (doing 'with' the client, not 'for' the client). Assisting clients to access information needed to support informed decision-making and informed choices in relation to their care/service. Being aware of the diverse needs of all clients, and understanding the importance of diversity in health care. Being aware of advocacy principles and how they relate to clients. Promoting and upholding the provision of quality client care for all people without prejudice.

This is achieved specifically:

Contribute to the provision of Occupational Therapy services by provision of assessment, consultation, intervention and therapy to:

- Providing treatment to inpatient, outpatients and community based clients as required.
- Providing high quality, responsive assessment and interventions appropriate to the role of OT.
- Evaluating all OT assessments and interventions to ensure that clients' needs are met.
- Liaising with other disciplines and agencies to develop appropriate and effective treatment for clients.

Promote Primary Health Care principles by:

- Assisting in the development and implementation of health education and promotion programs.
- Assisting in the development and implementation of early intervention programs.
- Providing services within a Primary Health Care framework.
- Managing equipment to allow for service provision.

Ensuring that all clients have a SCTT (Service Coordination Tool Template) completed every twelve months (min), including:

- Consumer Information.
- Functional Assessment Summary.
- Summary and Referral information.
- Profile: Living and Caring Arrangements.
- Consent to Share Information.
- Other sections as deemed necessary.

Other responsibilities include:

- Completing SCTTs for new clients, reviewing and completing for existing clients.
- Adding new clients to client management software and ensuring changes to client details are updated.
- Documenting following all attendances within Community Based File (CBF) case notes, highlighting any issues, accomplishments and other items of note.
- Ensuring that all documentation conforms to established professional, organisational and legal standards including those governing the use of abbreviations.

Key Selection Criteria:

Mandatory

- A Bachelor or Masters in Occupational Therapy or other approved qualification.
- Eligible for registration with Occupational Therapy Australia and full general registration with AHPRA.
- Clinical or practical student experience to enable a complete general Occupational Therapy service.
- Knowledge of Occupational Therapy Code of Ethics.
- Ability to communicate effectively, verbally and in writing.
- Current Police Check, Working with Children Check and NDIS Worker Screening check.
- Current Driver's Licence.
- Self-motivated and flexible with the capacity to be understanding, display empathy and problem solve effectively.
- Must be able to work within a multi-disciplinary setting and communicate effectively with professionals both within and outside the organisation.

Desirable

- Knowledge of Occupational Health, Safety and Welfare and Equal Employment Opportunity Legislation.
- Knowledge of quality improvement principles.
- Skills to provide advice to a team of service providers.
- Experience to enable a complete general Occupational Therapy service to be offered to a rural community.
- Understanding of work role in a predominantly rural area with its attendant issues.

NDIS Worker Screening Check

This role has been identified as a “risk assessed role” under the NDIS (Practice Standards – Worker Screening) Rules 2018 and as such is subject to the provision of an NDIS Worker Screening Check prior to commencement. During their term of employment, all incumbents are required to notify GSHS, via their manager if the NDIS Quality and Safeguards Commission issues:

- An interim bar;
- A suspension;
- An exclusion;
- The closure of an application for a worker screening clearance; or
- The revocation of a clearance.

OH&S

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 their own health and safety, to comply with GSHS OH&S policies and procedures and to participate in appropriate safety education and evaluation activities.

Policies & Procedures

It is everybody’s responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All GSHS policies and procedures can be accessed on the intranet site.

Person Centred Care

Person Centred Care (PCC) is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. PCC is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples’ physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff are required to adhere to these principles.

Values & Conduct

Staff are required to comply with GSHS Employee Charter. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all staff will embrace GSHS’ Employee Charter and demonstrate these in their daily work.

GSHS operates under the Code of Conduct for Public Sector Employees. This Code of Conduct, together with any professional Code of Conduct relevant to the role being performed, form part of each employee’s conditions of employment and it is expected that all staff will familiarise themselves and comply with this Code of Conduct and those relevant to the role they perform at GSHS.

Child Safety

GSHS is a Child Safe organisation. The GSHS Child Safe Policy and Procedure applies to all staff, volunteers, students and contractors of GSHS. GSHS staff will:

- Protect and promote the health, safety and well-being of all children.
- Recognise vulnerability and identify risk and harm to children early.
- Respond appropriately, effectively and in a timely way to reduce risk and support children and their families to achieve improved outcomes.
- Promote culturally competent and responsive health care.
- Work together with families, community services providers and the statutory system in the best interests of children (DHHS Healthcare that Counts Guiding Principles, 2017).

Violence & Aggression

GSHS seeks to promote a safe and inclusive workplace and community that are free from all forms of violence and aggression. GSHS staff:

- Are aware that supports are available for GSHS staff and volunteers who may be experiencing family violence.

- Identify, respond to and support consumers impacted by family violence as guided by organisational procedures.
- Identify, report and access support in relation to incidents of occupational violence and aggression.

Diversity & Inclusion

GSHS is an equal opportunity employer. We recruit, employ, train, compensate and promote regardless of race, religion, colour, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.

Risk Management

GSHS 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.

- Contribute to effective risk management within their area of influence.
- Adhere to organisational risk management policy and procedures.
- Assist in fostering a risk-aware culture and ensure that any staff members in their supervision understand their responsibilities.
- Identify new and emerging risk.
- Contribute feedback to risk management review processes.

Professional Development & Performance Management

Ensures best practice at all times by ensuring that professional skills are regularly updated and mandatory competencies are maintained in accordance with GSHS Policy.

It is a condition of employment that staff participate in the performance review program in accordance with the parameters set out in GSHS policy and procedures.

Quality Improvement

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

Clinical Supervision

GSHS' participates in programs designed to provide students with on-the-job training whilst being supervised by an appropriately skilled person. All staff of GSHS are required to provide such supervision from time-to-time.

Registered Health Professionals are required as part of their status as registered Health Professionals to provide clinical supervision from time to time, whether recognised as part of their job responsibilities or not. GSHS expects that the highest standards of best practice will be applied at all times where staff are required to provide clinical supervision to either staff or students.

Privacy & Confidentiality

All GSHS Employees are required to comply with the provisions of the Privacy & Confidentiality Policy and any legislative requirements detailed in the Federal Privacy Act, 1988, the Health Records Act 2001, Section 141 of the Health Services Act Victoria, 1988 and the Freedom of Information (Amendment) Act, Victoria 1999.

All staff are required to read, understand and sign the Confidentiality and Privacy Agreement that sets out specifically what is required, upon commencement of employment. These provisions form part of the terms and conditions of employment and any breach will be subject to disciplinary action as per the Performance Development and Discipline Policies, along with the relevant Enterprise Agreement.

Additional Requirements:

To ensure a healthy and safe environment for everyone, smoking is not permitted on GSHS grounds, buildings or vehicles.

All staff are required to provide a current National Police Records Check prior to commencement. A Working with Children Check may also be required for particular positions (all “Risk Assessed Roles” must provide a valid Working with Children Check)

All “Risk Assessed Roles”, in accordance with the National Disability Insurance Scheme (Practice Standards – Worker Screening) Rules 2018, must provide an NDIS Worker Screening Check prior to commencement. If the Worker Screening Check has been applied for, but not issued prior to commencement, a written Risk Management Plan, that includes direct supervision, must be in place until such time the NDIS Worker Screening Check is issued.

In addition, all staff undertaking “Risk Assessed Roles” must complete the NDIS Worker Orientation Module, “Quality, Safety and You”, available online through the NDIS Quality and Safeguards Commission.

All “Risk Assessed Roles” are listed on the NDIS Worker Screening Database and notified to individuals via their employment offer.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at GSHS’ discretion and activities may be added, removed or amended at any time.

Sign-off to verify agreement with this Position Description:

Incumbent		Date	
Manager		Date	