

POSITION DESCRIPTION

INCORPORATING DUTY STATEMENT

POSITION TITLE:	OCCUPATIONAL THERAPIST
CLASSIFICATION:	Level 3

Department..... Occupational Therapy
Facility Royal Rehabilitation Centre Sydney
Award / Agreement..... NSW Health Service Health Professionals (State) Award
Hours..... 38 per week

ORGANISATIONAL RELATIONSHIPS

Responsible to:
Operational Clinical Operations Manager
Immediate Supervisor Professional Leader of Occupational Therapy
Level 4 Occupational Therapist
Responsible for: Level 1 and 2 Occupational Therapists, Occupational Therapy Assistants – only during Level 4 Occupational Therapist absences.

Performance Review & Development Planning - 3 months after commencement, annually thereafter

QUALIFICATIONS, SKILLS & EXPERIENCE

Essential:

- Degree in Occupational Therapy
- Extensive knowledge of spinal injury rehabilitation
- Excellent written and verbal communication skills
- Commitment to professional growth and development
- Committed to working within a team framework
- Excellent time management and self organisational skills
- Demonstrated skills in developing clinical practise and leading quality improvement activities
- Class C unrestricted Driver license

Desirable:

- Experiencing in liaising with community based services
- Experience conducting home assessments and prescribing modifications
- Experience in equipment prescription
- Experience supervising other staff and students

Physical Requirements Refer Attachment 1

POSITION OVERVIEW – OBJECTIVE, NATURE AND SCOPE

- Provide high quality, timely Occupational Therapy services to clients to maximise function, performance of activities of daily living and participation in activities that are meaningful to the client.
- Comply with centre-wide and Occupational Therapy Service specific policies/procedures and initiatives to “work in partnership with people to maximise abilities and optimise lifestyles following injury or illness” as per Royal Rehabilitation Centre Sydney’s mission statement.
- Work as part of the team within the clinical unit and the Occupational Therapy service at Royal Rehabilitation Centre. This may involve working in or providing cover to other units from time to time upon request.
- Assist Level 4 Occupational Therapist to coordinate the Spinal Injury Unit’s Occupational Therapy service including supervising other staff and students, coordinating quality activities within the unit, ensuring processes are efficient and followed within the unit and resources maintained.

ORGANISATION CONTEXT

Key Relationships - Internal

- Level 4 Occupational Therapist (direct supervisor)
- Professional Leader of Occupational Therapy
- Clinical Operations Manager
- Occupational Therapists within unit
- Therapy Assistants
- Compensable Case Coordinator
- Rehabilitation Engineering
- all colleagues at Royal Rehab

Key Relationships - External

- Life Time Care and Support Authority
- Enable NSW
- Equipment Loan Pools within Northern Sydney Local Health District
- Housing NSW
- Community based occupational therapists, public and private
- Insurance companies
- Equipment suppliers
- Home and Community Care services
- Commonwealth Rehabilitation Service
- Other educational and vocational services

Delegations / Authority

Budget Nil

Financial Delegations: Nil

Personnel Delegations: Provide guidance to Occupational Therapy Assistant re client care issues.

Challenges

- Be aware of processes for ordering items from stores, petty cash purchases, equipment maintenance/loan/trial and obtain approval from Level 4 Occupational Therapist

ROLE RESPONSIBILITIES

- To commence an initial interview with all new clients or family on the day of admission or next working day to obtain information develop goals and explain the OT role and proposed therapy schedule.
- To carry out assessment and intervention to address occupational roles, occupational performance tasks/ activities (self care, productivity, leisure, rest) and performance component areas (biomechanical, sensory-motor, cognitive, interpersonal and intrapersonal) as per the Model of Occupational Performance (Chapparo & Ranka, 1994).
- To prescribe appropriate functional equipment/assistive devices and modification to equipment to maximise a client's independence and train clients/carers in the correct and safe use of the equipment.
- To liaise with equipment suppliers/LTCSA/Enable NSW/PADP/Loan pools and client/carers regarding client's equipment needs.
- To perform home visits for clients prior to discharge to assess existing barriers to independence and make recommendations for modifications and referrals as appropriate.
- To work alongside other team members in client rehabilitation programs and regarding client progress
- To liaise with insurance company through unit's compensable case coordinator.
- To educate carers in skills necessary to assist in the management of clients returning home.
- To educate clients as required, e.g. back care, lifting, work simplification/energy conservation, relaxation/stress management, positioning, precautions of movement.
- To advise clients regarding return to driving and liaise with Medical staff and refer to the Driver assessment program if concerns exist.
- To refer clients to appropriate follow up services (hospital and community based) or support/community groups as required
- To document Occupational Therapy intervention and complete reports in the medical record in accordance with service procedures and standards in a timely manner (e.g. complete discharge summaries, FIM score forms as required).
- To attend and participate in case conferences to review client status, set goals for ongoing intervention and organise discharge plans.
- To provide coverage to other units as required.
- To formally supervise Level1/2 staff when Level 4 OT on leave.
- To perform specific additional duties included in Level 3 OT role as discussed with Level 4 OT.
- To participate in the provision of education and professional development programs for staff and students.
- To identify opportunities for improvement in clinical practise, develop and lead quality improvement activities with other staff

KEY ACCOUNTABILITIES**Strategic Accountabilities**

- To participate in the development and implementation of the centre and Occupational Therapy service business plan.
- Assist in the implementation and development of services and policies within the Occupational Therapy service and Unit

KEY ACCOUNTABILITIES**Professional Accountabilities**

- To provide courteous and professional service to external and internal clients at all times
- To comply with the Dept of Health and Centre codes of conduct.
- To comply with the centre's uniform/dress code policy.
- To treat all personal details of medical, social or family history of a client as confidential at all times.
- To attend and participate in scheduled Occupational Therapy service staff meetings and in-services.
- To demonstrate a commitment to own professional development and keeping skills and knowledge up to date e.g. via attending in-services, journal club, courses

Human Resources Management

- To respect the rights of others and assist in the prevention of harassment or bullying in the workplace.
- To notify the Workforce Coordinator, Clinical Operations Manager, Level 4 Occupational Therapist and Professional Leader of Occupational Therapy when taking ADO's or absent due to illness.
- To follow centre and Occupational Therapy dept policy (and complete the relevant forms) when applying for leave (FACS, ARL, study).
- Participate in the supervision of Occupational Therapy and work experience students and staff.

Financial Accountabilities

- To comply with Occupational Therapy service policies regarding the order, purchase and payment of goods

Site Management

- To take care of own health and safety at work and that of others who may be affected by your acts at work. This includes cooperating with management in complying with Occupational Health and Safety obligations by adhering to health and safety policies and procedures, and taking prompt action in reporting defects, risks and potential hazards.
- To attend mandatory training sessions as required (ie CPR, Fire training, Evacuation and Infection Control & No Lift annually, Driver Education every 2 years).
- To comply with the centre's Smoke Free Workplace Policy (and smoke only in designated areas on designated breaks).
- To drive hospital vehicles in a safe and responsible manner. (Note if clients are not in attendance, you may be required to travel to visits in your own vehicle at times. Mileage/ petrol costs can be claimed).
- To assist with the maintenance of therapy areas and equipment.

Clinical

- To maintain appropriate records of client intervention in accordance with Occupational Therapy Service and centre standards.
- To liaise with other health professionals in the implementation (and development as required) of client intervention programmes.
- To attend team meetings, case conferences, family conferences and goal planning meetings on a regular basis.
- To adhere to the centre's No Lift policy for all clinical areas.

Quality

- To participate in the Centre's, Unit's and Occupational Therapy Service's continuous quality improvement program and accreditation process.
- To participate in the centre's performance review and planning process.
- To complete and enter statistics for the following day by the 1st working day of the following month.
- To contribute to the collection and evaluation of client and service outcome data

GENERAL RESPONSIBILITIES**Legislative - Occupational Health and Safety**

Royal Rehabilitation Centre is committed to providing a healthy and safe workplace for all employees, clients and visitors. To facilitate this safe and healthy workplace it is your responsibility to:

- (a) Ensure that all potential hazards, accidents and incidents are identified and notified;
- (b) Ensure your own safety and that of others.

Legislative - Equity

Royal Rehabilitation Centre endorses the Federal and State Governments policy to bring equality in employment for all employees to assist them to achieve their full potential. The Service will ensure merit based selection and that all facets of employment are fair, by making unlawful, discrimination of persons based on sex, pregnancy, race or ethno-religious, marital status, age, homosexuality, transgender, disability or carer's responsibilities.

As an employee of Royal Rehab it is your responsibility to:

- (a) Deal with others in a fair and equitable manner free from harassment and discrimination;
- (b) Ensure that a working environment free from sexual or any other harassment is recognised as a basic right.

Legislative - Principles of Multiculturalism

Staff should

- a. Respect and make provision for the culture, language and religion of others within an Australian legal and institutional framework where English is the common language
- b. Organise access to health care interpreting services to facilitate communication with clients who are deaf or from non-English speaking backgrounds as required
- c. Abide by the principles of multiculturalism as outlined in the Community Relations Commission and Principles of Multiculturalism Act 2000
- d. Implement Ethnic Affairs Priority Statement (EAPS) within their area of responsibility

Other - Code of Conduct & Ethics

Royal Rehabilitation Centre requires a professional standard of behaviour from staff which:

- Demonstrates respect for the right of the individual and the community;
- Promotes and maintains public confidence and trust in the work of government agencies.

Other - Organisational Values

Employees are expected to demonstrate a high standard of personal and professional behaviour including:

- Ethical Behaviour
- Integrity and Honesty
- Customer Focus Service
- Sensitivity to the rights and needs of others
- Impartiality and Transparency
- Respecting the dignity of others, and
- Privacy and Confidentiality

Other - Quality Improvement

Royal Rehabilitation Centre has adopted the Australian Council on HealthCare Standards and Quality Improvement Program (EQulP) a continuous quality improvement approach to facilitate effective and efficient provision of quality care to clients of Royal Rehab. All employees are expected to be actively involved in the review and evaluation of processes and services within the employees’ area of responsibility or interest.

Other - Environmental Policy and Waste Minimisation

Royal Rehabilitation Centre acknowledges the links between the public health system and the environment. As part of its commitment to being a good corporate citizen, Royal Rehab will seek to implement changes that ensure its activities are undertaken in a manner consistent with best environmental health and safety practice. Employees are expected to be accountable for efficient resource utilisation including reduction of waste.

Other - Smoke Free Policy

Royal Rehabilitation Centre is committed to adopting a Smoke Free Workplace, which will preclude all staff and visitors from smoking within the Centre.

Royal Rehabilitation Centre

It is a requirement that all Royal Rehab employees read, understand and adhere to Royal Rehab Policies and Procedures, paying particular attention to the following:

- Manual Handling
- Infection Control
- Security
- Fire Safety, and
- Emergency Procedures

Effective Date:	Authorised by:	Delegate’s Signature:

Original Copy - (unsigned Department P&P
 Photocopy – signed Employee
 Copy – signed Personnel File – Human Resources

JOB DEMANDS CHECKLIST

Tasks performed: ie: Client Assessments, Administration, Client Treatment, Liaison, Client/Patient Care

Frequency Definitions	
O = Occasional	Activity exists up to 1/3 of the time when performing the task
F = Frequent	Activity exists between 1/3 and 2/3 of the time when performing the task
C = Constant	Activity exists more then 2/3 of the time when performing the task
R = Repetitive	Activity involves repetitive movement

PHYSICAL DEMANDS	DESCRIPTION	FREQUENCY				
		O	F	C	R	N/A
KNEELING/SQUATTING	Tasks involve flexion/bending at the knees and ankle possible at the waist, in order to work at low levels		x			
LEG/FOOT MOVEMENT	Tasks involve use of leg and or foot to operate machinery	x				
HAND/ARM MOVEMENT	Tasks involve use of hands/arms ie stacking, reaching, typing, mopping, sweeping, sorting, inspecting			x		
BENDING/TWISTING	Tasks involve forward or backward bending/twisting at the waist	x				
STANDING	Tasks involve standing in an upright position without moving about	x				
DRIVING	Tasks involve operating any motor powered vehicle	x				
SITTING	Tasks involve remaining in a seated position during task performance		x			
REACHING	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended	x				
WALKING/RUNNING	Tasks involve walking or running on even surfaces		x			
	Tasks involve walking on uneven surfaces	x				
	Tasks involve walking up steep slopes	x				
	Tasks involve walking down steep slopes	x				
	Tasks involve walking whilst pushing/pulling objects		x			
CLIMBING	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees	x				
WORKING AT HEIGHTS	Tasks involve making use of ladders, footstools, scaffolding etc. Anything where the person stands on an object rather than the ground					x
LIFTING/CARRYING	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands	x				
	1) Light lifting/carrying 0 - 9kg	x				
	2) Moderate lifting/carrying 10-15kg	x				
	3) Heavy lifting/carrying 16+kg					x
RESTRAINING	Tasks involve restraining patients/clients, others	x				
PUSHING/PULLING	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking.	x				
GRASPING	Tasks involve gripping, holding, clasping with fingers or hands		x			
MANUAL DEXTERITY	Tasks involve fine finger movements ie: keyboard operation, writing		x			

SENSORY DEMANDS	DESCRIPTION	FREQUENCY				
		O	F	C	R	N/A
SIGHT	Tasks involve use of eyes as an integral part of task performance ie: looking at screen/keyboard in computer operations			x		
HEARING	Tasks involve working in a noisy area ie: boiler room, workshop					x
SMELL	Tasks involve the use of the smell senses as an integral part of the task performance ie: working with chemicals	x				
TASTE	Tasks Involve the use of taste as an integral part of task performance	x				
TOUCH	Tasks involve the use of touch as an integral part of task performance			x		

PSYCHOLOGICAL DEMANDS	DESCRIPTION	FREQUENCY				
		O	F	C	R	N/A
	Tasks involve interacting with distressed people		X			
	Tasks involve interacting with people who as part of their lives may be aggressive, verbally or sexually uninhibited	X				
	Tasks involve viewing/handling deceased and/or mutilated bodies					X

EXPOSURE TO CHEMICAL HAZARDS	DESCRIPTION	FREQUENCY				
		O	F	C	R	N/A
DUST	Tasks involve working with dust ie: sawdust					X
GASES	Tasks involve working in areas effected by gas, or working directly with gases					X
FUMES	Tasks involve working with fumes ie: which may cause problems to health if inhaled					X
LIQUIDS	Tasks involve working with liquids which may cause skin irritations if contact is made eg: dermatitis					X
HAZARDOUS SUBSTANCES	Tasks involve handling of hazardous substances including storage or transportation					X
BIOLOGICAL MATTER	Tasks involve work with human biological matter through examination, storage, transport or disposal	X				
ALLERGENIC SUBSTANCES	Tasks involve exposure to allergenic substances	X				
ANTI-BIOTICS	Tasks involve handling, transport, administration of, disposal of antibiotics					X

WORKING ENVIRONMENT	DESCRIPTION	FREQUENCY				
		O	F	C	R	N/A
LIGHTING	Tasks involve working in lighting that is considered inadequate in relation to task performance eg: glare, not enough natural light					X
COLOUR	Tasks involve differentiation of colour	X				
SUNLIGHT	Exposure to sunlight (while driving)					X
TEMPERATURE	Tasks involve working in temperature extremes eg: working in a cool room, working outdoors, boiler room					X
CONFINED SPACES	Tasks involve working in confined spaces					X

ACCIDENT RISK	DESCRIPTION	FREQUENCY				
		O	F	C	R	N/A
SURFACES	Tasks involve working on slippery or uneven surfaces (home visits)		X			
HOUSEKEEPING	Tasks involve working with obstacles within the area, bad housekeeping	X				
HEIGHTS	Tasks involve working at heights					X
MANUAL HANDLING	Tasks involve manual handling			X		
NOISE	Tasks involve working in a noisy environment					X
RADIATION	Tasks involve exposure to x-rays					X
ELECTRICITY	Tasks involve working with electrical apparatus and currents	X				
MACHINERY	Tasks involve use of machinery and equipment:					
	(1) Light	X				
	(2) Heavy (car for home visits)					X
	(3) Portable	X				
BIOLOGICAL HAZARDS	Tasks involve working with blood, blood products/body fluids		X			

OTHER ISSUES	DESCRIPTION	FREQUENCY				
		O	F	C	R	N/A
WORKPLACE ACCESS	Tasks involve difficult access or movement from site to site	x				
PERSONAL PROTECTIVE EQUIPMENT	Tasks involve use of Personal Protective Equipment		x			
SAFETY CRITICAL ISSUES	Tasks involve responsibility for safety of others			x		

(Please make a statement summarising significant physical/other demands required to perform this job.
ie: This position will involve frequent hand/arm movements and prolonged sitting.)

Signature _____

Date _____

Position _____