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|  | Occupational Therapist  Calvary health care Tasmania  Version:2 |

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| **Position Title:** | | Occupational Therapist | | | |
| **Position Number:** | |  | **Cost Centre:** | | A4701 |
| **Site/Facility:** | | Calvary Health Care Tasmania, STV and STL | | | |
| **Department:** | | Allied Health | | | |
| **Enterprise Agreement:** | | *Calvary Health Care Tasmania Hospital Staff (non-nursing) Enterprise Agreement 2019* | | | |
| **Classification:** | | Gr 2 | | | |
| **Reports To:** | | Allied Health Manager | | | |
| **Date of Preparation:** | | 01/09/2013 | **Date Updated:** | | 04/08/2023 |
| **Primary Purpose** | | | | | |
| * Responsible for providing skilled Occupational Therapy services in relevant clinical areas of the Calvary Health Care Tasmania, Launceston Campus’s and in accordance with the mission and values of the LCM Health Care and CHCL policies and procedures. * Responsible for undertaking administrative, consultative, educational and supervisory tasks as approved by the Allied Health Manager * An active member of the multidisciplinary team in the assessment, planning and provision of occupational therapy services for inpatients at Calvary Healthcare Tasmania, Launceston Campus’s. * To maintain the Code of Ethics of OT Australia | | | | | |
| Organisational Environment | | | | | |
| Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres.  Calvary continues the mission of the Sisters of the Little Company of Mary, a mission focused on caring for those who are sick, dying and in need. We express our values of hospitality, healing, stewardship and respect through “being for others” exemplified by the Spirit of Calvary and the example of Venerable Mary Potter.  As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans. | | | | | |
| Accountabilities and Key Result Areas | | | | | |
| **1. Mission & values**   * Understand, support and promote the Mission and Values of Calvary Health Care * Contribute to the expression of the values and culture of Calvary Health Care St Luke’s and St Vincent’s campuses   **2. Clinical**   * Utilise assessment tools appropriate to the client and situation, including formal and informal assessments, observation and case history. * Communicate assessment results through verbal and written reports, which are accurate, informative, accessible and succinct. * Demonstrates a broad clinical knowledge * Able to deliver difficult, novel, complex or critical professional work independently * Complete relevant patient reports including funding applications and discharge summaries in a timely manner in accordance with departmental and CHCT policies. * Initiate referrals to other disciplines where necessary. * Use resources efficiently considering wise stewardship   **3. Customer Service**   * Individual and collective responsibility for high standards of service delivery to allocated clients * Conducts assessments and formulates, implements and reviews interventional plans for patients, clients and families, as a member of a multi-disciplinary team. * Undertakes case management responsibilities as required   **4. Team Work / Communication**   * Develop and maintain high level positive communication and relationships with all Doctors, the Executive, the Allied Health Team and all staff * Confidently conveys ideas and information * Engages in effective communication within the Occupational Therapy and Allied Health Teams * Consults with Medical, Nursing and other Health Professionals in the delivery of the clients therapeutic program as required * Maintains comprehensive and reliable reporting procedures in line with established standards. * Attends and participates in multidisciplinary case conferences as required and able to be a strong advocate within the multidisciplinary team * Educates family/carers about client needs.   **5. Risk management processes and systems**   * Takes reasonable care of your own health and safety and the health and safety of others in the workplace * Complies with relevant Calvary WHS policies, procedures, work instructions and requests * Assists in identification, analysis, assessment, monitoring, reporting and managing of risks. * Takes responsibility for implementing Little Company of Mary Health Care (LCMHC) Risk Management strategy within span of control * Promotes risk management practices by patients, visitors, staff and contractors   **6. Work ethic/organisation/engagement**   * Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect * Practice in accordance with Calvary policies and procedures, APHRA guidelines, the position description, Code of Conduct and relevant professional standards * Maintain manner that is courteous, punctual, and professional in presentation and adheres to the CHCT dress code   **7. Quality Improvement**   * Participates in and/or coordinates audits as required for both work processes and equipment * Takes a key role in the development and implementation of the Continuous Quality Improvement Program and national patient safety standards accreditation * Demonstrates the application of a comprehensive knowledge base of the principles and standards required for best practice and enhanced clinical outcomes   **8. Leadership**   * Maintains a positive service culture based on active learning, innovation and professionalism to achieve effective and efficient delivery of clinical services * Contributes to review and development of clinical standards, objectives, policies and procedures. * Promotes effective and efficient use of available resources within the service. * Provides supervision of Therapy Assistants as required   **9. Professional Development**   * Commitment to and facilitation of own professional development to enhance skills, experience relevant to the role and contemporary practice * Complete all mandatory training requirements as per the Calvary training matrix. * Document a professional development plan as a component of performance appraisal annually * Complete CPD requirements as per AHPRA guidelines | | | | | |
| **Key Relationships** | | | | | |
| Internal: | * Allied Health Manger/Clinical Supervisors * Executive team as required * Nursing and Allied Health teams * Medical officers * Hospitality and patient services teams | | | | |
| External: | * Visiting Medical Officers * Patients family and friends * Visitors * Equipment providers * Community care providers, ongoing care providers | | | | |
| **Position Impact** | | | | | |
| Direct Reports: | * Allied Health Manager/Clinical Supervisors | | | | |
| Budget: |  | | | | |
| Selection Criteria | | | | | |
| **Essential Qualifications:**   * Bachelor degree or equivalent in Occupational Therapy * Evidence of current registration with the Australian Health Practitioner Regulation Agency * Eligibility of membership with OT Australia * Demonstrated and on-going entitlement to work in Australia * Valid Full Australian Driver’s Licence.   **Preferred Qualifications:**   * FIM accredited   **Employee Screening Checks**:  Employees must undergo:   * National Police Record Check and working with vulnerable people checks * Evidence of immunisation status * COVID-19 vaccination is a mandatory requirement unless assessed exempt   **Criteria:**   * Demonstrated ability to provide a high standard of evidence based OT clinical assessment and intervention to patients with a variety of conditions * Demonstrated ability to communicate effectively with staff, patients and their relatives and health professionals who provide services within health care organisations and the wider community * Proven ability to function effectively in a multidisciplinary team * Demonstrated knowledge of quality improvement and demonstrated participation in quality activities * Demonstrated adaptability and flexibility to work across different service types as well as the ability prioritise workloads in order to achieve effective and efficient service provision * Commitment to ongoing professional development * High level written and verbal communication skills * Demonstrated ability to take initiative and work unsupervised | | | | | |
| Performance Evaluation | | | | | |
| * **Probation**: Performance is evaluated against the Key Performance Areas and demonstrated integration of Calvary’s Values and Mission at an initial 6 week performance review and again at the end of a minimum 3 month probationary period. * **Evaluation**: Regular performance discussions and a formal review are conducted with the Allied Health Manager | | | | | |
| Approvals | | | | | |
| Job Holder’s signature: | | | | Date: | |
| Manager’s signature: | | | | Date: | |