



# Position Description

<b>Position Title:</b>	Occupational Therapist		
<b>Position Number:</b>	M10001	<b>Cost Centre:</b>	M1740
<b>Site/Facility:</b>	KOGARAH		
<b>Department:</b>	Occupational Therapy – Rotational		
<b>Enterprise Agreement:</b>	The Named NSW (Non-Declared) Affiliated Health Organisations' Professional & Associated Staff Agreement		
<b>Classification:</b>	Occupational Therapist Level 1-2		
<b>Vaccination Category:</b>	A		
<b>Reports To:</b>	Occupational Therapy Head of Department		
<b>Date of Preparation:</b>	10/04/2024	<b>Date Updated:</b>	

## Primary Purpose

Plan, coordinate and deliver high quality Occupational Therapy care to rehabilitation clients consistent with Calvary Health Care Kogarah and South Eastern Sydney Local Health District (SESLHD) policies, procedures and standards.

This position will rotate across Rehabilitation Services within Calvary Health Care Kogarah i.e. : In-patient Rehabilitation Unit (IRU) and Transitional Aged Care Service (TACS).

## 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.

At Calvary our vision as a Catholic Health, Community and Aged Care provider, is to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve.

Our Services include public and private hospital care, acute and sub-acute care, community care and Retirement and aged care services, in both rural and metropolitan areas.

Calvary Health Care Kogarah (CHCK) provides inpatient and community based Palliative Care and Rehabilitation and Aged Care services in the public health arena. CHCK operates within South Eastern Sydney Local Health District (SESLHD).

## **Accountabilities and Key Result Areas**

### ***People and Culture:***

- Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.
- 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.
- Maintain responsibility for personal/professional development by participating in evidence-based practice activities, training/education, and performance appraisals to continuously improve the level of service provided to patients/clients.
- Participate in regular performance reviews, demonstrating commitment toward professional supervision, quality, research, service planning, student placements and teaching of other staff.

### ***Excellence in Service Delivery:***

- Assess, plan, organise, deliver, and evaluate the provision of high-quality Occupational Therapy care in accordance with the Occupational Therapy Board AHPRA, Calvary Health Care Kogarah, NSW Health, and SESLHD policies and clinical practices, to achieve patient/client health outcomes within specified timeframes.
- Communicate effectively in a culturally sensitive manner with patients/clients, families, and other health care professionals to plan and implement intervention strategies. Ensure patient/client needs are identified, that they are empowered and their requirements are addressed where possible.
- Consult and liaise with health care professionals within the multi-disciplinary team to establish co-ordinated and continuity of care to patients/clients.
- Document all aspects of patient care, including education, progress notes and referrals in compliance with CHCK, NSW Health, and SESLHD documentation standards and procedures to ensure continuity of safe and effective patient care.
- Plan and prioritise own work requirements effectively to meet defined patient/client care objectives and non-clinical commitments within agreed timeframes.
- Makes decisions in relation to day-to-day operations and clinical care of patients/clients within scope of practice.
- Escalates issues outside of policies and procedures and complex or unusual care requirements to the Senior Occupational Therapist.

**Excellence in Service Development:**

- Plan and deliver Occupational Therapy education to patients/clients, their support people (families and or carers), and other health care professionals.
- Provide support and guidance to clinicians and to students on clinical placement and work experience as required.
- Facilitate consumer engagement and participation in quality activities.
- Participate in Quality Improvement projects across the LHD, within the hospital or the department as required.

**Wise Stewardship**

- Identify opportunities for improvement in clinical practice, as well as developing and leading ongoing quality improvement activities with other staff.
- Provides reports regarding quality improvement activities to the Senior OT and ensure all projects are documented according to the CHCK policy.
- Comply with CHCK and NSW Health documentation standards and discipline specific guidelines for any entries into the medical records.
- Communicate regularly and effectively with patients/clients, carers, the multidisciplinary team, and external service providers.

**WH&S Responsibilities:**

- Take reasonable care of your own health and safety and the health and safety of others in the workplace;
- Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
- Report to your supervisor any incident or unsafe conditions which come to your attention;
- Observe any additional requirements as outline in Calvary's WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)
- Mandatory Vaccination for all CHCK employees, compliant with NSW Health Policy PD2023\_022

**Key Relationships**

Internal:	<ul style="list-style-type: none"> <li>• Occupational Therapy Department, Multidisciplinary Team</li> <li>• Senior Occupational Therapists</li> <li>• Occupational Therapy Head of Department</li> <li>• TACS Coordinator</li> <li>• Director of Allied Health and Community Services</li> </ul>
External:	<ul style="list-style-type: none"> <li>• External referral sources</li> <li>• Service providers</li> <li>• Equipment providers</li> </ul>

**Position Impact**

Direct Reports:	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
Budget:	<i>No financial delegation</i>

## Selection Criteria

### Essential

1. Recognised qualification in Occupational Therapy in accordance with Schedule C of the NSW Health Service Health Professionals (State) Award, current registration with AHPRA Occupational Therapy Board of Australia, and demonstrated commitment to continuing professional development.
2. Experience working with older people in a hospital or community health care setting with demonstrated core competency skills in Occupational Therapy.
3. Demonstrated ability to work effectively as part of a multidisciplinary team and to exercise independent professional judgement in the provision of clinical care using evidence-based practice, commensurate with years of experience.
4. Demonstrated high level written, verbal and interpersonal skills, including a demonstrated sensitivity to the cultural needs of older patients and their carers.
5. Demonstrated high level organisational skills with the ability to respond to the demands and pressures of the role while managing time effectively.
6. Demonstrated commitment to quality improvement processes and ability to use professional and clinical digital technologies.
7. Current unrestricted NSW Class C drivers licence or equivalent, and a willingness to travel in accordance with the demands of the position.
8. Ability to work within the Mission and Values of Calvary Health Care Kogarah.

### Approvals

Job Holder's signature:

Date:

Manager's signature:

Date: