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|  | Position Description  [Hyson Green Mental Health Unit]  Version:1 |

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| **Position Title:** | | MENTAL HEALTH OCCUPATIONAL THERAPIST | | |
| **Position Number:** | |  | **Cost Centre:** | Allied Health Dept |
| **Site/Facility:** | | Calvary Bruce Private Hospital | | |
| **Department:** | | Hyson Green | | |
| **Enterprise Agreement** | | Calvary Bruce Private Hospital Health Professionals and Support Services Enterprise Agreement 2019 | | |
| **Classification:** | | Level 2-3 | | |
| **Reports To:** | | Allied Health Manager | | |
| **Date of Preparation:** | | 30th Oct 2024 | **Date Updated:** | 30th Oct 2024 |
| **Primary Purpose** | | | | |
| To provide a recovery-focused, trauma-aware occupational therapy service to the Calvary Bruce Private Hospital (CBPH) Hyson Green (HG) inpatient and out-patient mental health unit. This includes working with individuals currently receiving acute care and facilitation of groups on the unit.  A key role of this job is to oversee the planning, coordination, and evaluation of the therapeutic group program in the in-patient unit.  **CLINICAL & TECHNICAL SKILLS AND ABILITIES:**   * Provide specialised mental health occupational therapy services to people currently receiving treatment in the inpatient and out-patient mental health unit. * Undertake specialist assessments and provide reports as required which emphasise a person’s strengths as well as identifying their difficulties. * Recognise the difference between clinical recovery and personal recovery, and support personal recovery as a priority in service planning and delivery. * Work collaboratively with other members of the multidisciplinary team to provide services which are person-centred and supports the family and significant others. * In consultation with multidisciplinary team, independently plan, implement and evaluate group sessions which are trauma–aware and promote social connection, skill development, movement and self-regulation. * Ensure the person is actively involved in setting priorities for treatment and interventions and ensure that their goals are identified and promoted in service planning. * Provide feedback on patient / client specific programs to the multidisciplinary team. * Effective and appropriate delegation and supervision of clinical tasks to the AHA. * Perform other duties in keeping with the clinical and administrative responsibilities of the role as requested by Nurse Unit or Allied Health Manager.   **COMMUNICATION:**   * Maintain timely, effective and professional verbal and written communication at all levels within HG & CBPH and with external professionals and organisations as required. * Attend relevant handover meetings, case conferences and family meetings and take a lead role as required. * Demonstrate skills in negotiation and conflict resolution. * Follow CBPH policy and procedures for clinical documentation and abbreviations.   **PROFESSIONAL DEVELOPMENT:**   * Establish, maintain and fulfil an annual personal professional development plan. * Undertake designated mandatory CBPH training within the required timeframes. * Actively participate in training and professional development as required to achieve the program and department objectives of CBPH. * Actively participate in the development, delivery and coordination of orientation, induction, mentoring, supervision, education and professional development of allied health staff, students (including work experience students) and other CBPH personnel as required. * Ensure maintain Australian Health Practitioner Regulation Agency (AHPRA) and Continuing Professional Development (CPD) requirements at all times.   **TEACHING AND TRAINING:**   * AHA staff supervision as per Allied Health – Discipline Professional Supervision procedure and in line with relevant department organisational structure. * Undertake staff and student teaching and supervision, in the Mental Health Service as required.   **CONTINUOUS QUALITY IMPROVEMENT AND RISK MANAGEMENT:**   * Adhere at all times to Occupational Health and Safety (OH&S) policies and procedures and comply with “Employee” responsibilities. * Be aware of the Health Service’s accreditation process, including being actively involved in promoting and striving to integrate the mandatory requirements of accreditation into all aspects of the patient care journey. * Participate in quality improvement activities and regularly review own work practices to ensure continuous improvement in meeting customer expectations and requirements * Proactively participate in the identification, evaluation and management of risk in line with CBPH Risk management Policy and Procedure. | | | | |
| Organisational Environment | | | | |
| At Calvary, our vision as a Catholic Health, Community and Aged Care provider, to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve. We put the person at the centre of care in all that we do. Calvary continues our mission focus in providing high quality care to the sick and vulnerable and in particular to those people approaching and reaching the end of life, their families and carers in all our services.  Calvary’s 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 Bruce Private Hospital is one of Canberra’s leading private healthcare providers.  Our values of Hospitality, Healing, Stewardship and Respect underpin all that we do. As an equal opportunity employer, we encourage applicants from culturally diverse backgrounds, people with disabilities and various life experiences and faiths. Here at Calvary Bruce Private we work together to provide opportunities that empower and enrich our staff. | | | | |
| Quality & Risk Management | | | | |
| In order to help ensure continued employee and patient safety and quality of care:   * Staff are required to participate in the development and maintenance of a quality service through the application of professional standards; participation in quality improvement activities; and compliance with the policies, procedures, practices and organisational goals and objectives of CBPH. * Staff are required to contribute to the development and maintenance of the CBPH Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk across the organisation. * A positive risk culture at CBPH is embedded by our belief that everyone has a role in risk. You are encouraged to identify opportunities for improvement and play a role in assisting the organisation to achieve its risk objectives. * Staff are required to abide by the Code of Conduct for CBPH. | | | | |
| **Key Relationships** | | | | |
| Reports to: | * Allied Health Manager * Nursing Unit Manager * Senior CBPH OT | | | |
| Supervises: | * Level 1-2 or Grade 1 Occupational Therapist(s) as designated. * Allied Health Assistant (AHA), in relation to delegated tasks. * Undergraduate Occupational Therapy students. * Work Experience Students. | | | |
| Overall: | * Develop and maintain professional work relationships within direct team and with wider CBPH staff – both clinical and non-clinical. * Develop and maintain professional working relationships with consumers and external service providers. | | | |
| **Performance Appraisal** | | | | |
| A review of performance shall be undertaken within six months following commencement and annually thereafter. There is an expectation that staff will assume responsibility for completion of any learning requirements advised by the organisation. This includes all Mandatory Training and Clinical Competencies as required (annually or in accordance with timelines specified in relevant health service policies and procedures).**e policies and procedures).** | | | | |
| **Health & Well-Being** | | | | |
| The health and wellbeing of employees is a priority for CBPH and we recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals.  You will commit to:   * Reporting through the Incident Management System any near misses or incidents as they occur. * Partaking in the promotion of the health and wellbeing of employees. * Contributing to an inclusive and health promoting environment. * Promoting our Calvary values and vision. * An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making. | | | | |
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| Direct Reports: | * Allied Health Manager | | | |
| Selection Criteria | | | | |
| **MANDATORY:**   1. Bachelor of Occupational Therapy or equivalent. 2. Registration with Australian Health Practitioner Regulation Agency (AHPRA). 3. Current Drivers Licence.   **KEY SELECTION CRITERIA:**   * Demonstrated experience and ability to function as an occupational therapist independently and within a multidisciplinary team environment. * Demonstrated experience in delivering mentoring, clinical supervision, training and support to other occupational therapy staff, other health professionals, occupational therapy students and relevant agencies, as appropriate to level of experience. * Commitment to, and understanding of, contemporary mental health service provision, including, but not limited to, recovery-oriented practice and trauma-informed care. * Well-developed time management, problem solving and decision making skills in order to complete tasks in designated timeframes. * Experience in leading quality improvement and continuing education activities within the Inpatient Mental Health Unit and the broader Occupational Therapy Team.   **DESIRABLE:**   * Membership of Occupational Therapy Australia and relevant Special Interest Groups / Associations. * Post graduate qualifications in mental health.   **PERSONAL ATTRIBUTES**   * High level of emotional intelligence – Has the ability to understand and manage own emotion and those of surrounding people; understand how own emotion can impact and affect others. * Relationship building – Ability to build and maintain strong relationships with patients / clients, carers / significant others, multidisciplinary team members and external service providers. * Decision making and problem solving – Able to make decisions or solve problems in a timely manner; understands when and how to seek help if required. * Time management – Able to organise individual / group activities and prioritise tasks. * Integrity and trust – Is an open and honest individual, a trusted team player and practises appropriate confidentiality. * Ethics and values – Maintains core values and ethical standards, applies values in a manner that contributes to the wider team culture. | | | | |