

Position	Occupational Therapist
Classification	AHP2
Division	Mental Health Services
Department / Section / Unit / Ward	Morier Ward
Role reports to	Operationally: > Nurse Unit Manager Professionally: > Principal Occupational Therapist
CHRIS 21 Position Number M56549	Role Created / Review Date 01/07/2017
Criminal History Clearance Requirements <input checked="" type="checkbox"/> Child - Prescribed (Working with Children Check) <input checked="" type="checkbox"/> Vulnerable (NPC)	Immunisation Risk Category Category A (direct contact with blood or body substances)

JOB SPECIFICATION

Primary Objective(s) of role:

The Occupational Therapist is accountable to the Nurse Unit Manager for the coordination and provision of an Occupational Therapy service facilitating recovery-oriented rehabilitation which facilitates improved mental health outcomes for consumers during acute admission to the Margaret Tobin Centre. The Occupational Therapist will collaborate with members of the multi-disciplinary team, consumers, carers, community health teams and other community agencies in the development and implementation of consumer care plans and undertakes responsibility for the planning, development, coordination, implementation, evaluation and overall standard of Occupational Therapy services delivered at the centre

Direct Reports: (List positions reporting directly to this position)

-
- Required to provide clinical supervision to the AHP1 OT position and other Occupational Therapists as delegated.
- Required to provide supervision to the Activity Supervisor.
- Required to provide clinical supervision to Occupational Therapy students.

Key Relationships / Interactions:

Internal:

- Professionally accountable to the Principal Occupational Therapist.
- Clinically accountable to the Head of Unit.
- Liaison with consumers, their families and carers, other community and government agencies
- Operationally accountable to the Nurse Unit Manager.

External:

- > Maintains relationships with non-government organisations or other government organisations to meet the needs of the consumer and family/carer groups.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Working with individuals where there are multiple complexities and diverse cultural backgrounds.
- > Recognising and responding to clinical deterioration or other incidents and escalating appropriately.
- > Providing evidenced based care, developing clinical skills while keeping up to date with professional standards of practice and quality management initiatives consistent with organisational policies.
- > Working collaboratively within the multidisciplinary team.

Delegations: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial N/A

Human Resources N/A

Procurement N/A

Resilience

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN values and strategic directions.

General Requirements

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined in the Immunisation for Health Care Workers in South Australia Policy Directive.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > Required to comply with the SA Health credentialing policy, SALHN credentialing procedure and meet

credentialing requirements.

Handling of Official Information

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

Special Conditions

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for *Health Care Act 2008* employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
 - > Some out of hours work may be required

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> > Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan.
Provide continuity of care and support for the consumer through mental health and wider health and social systems by:	<ul style="list-style-type: none"> > Providing services to consumers which promote and facilitate the use of supports available at the local community level and which take into account social and cultural diversities. > Linking and co-ordinating an appropriate range of resources and specialist and general services within and across Sectors. > Advocating and negotiating on behalf of the consumer with relevant groups/organisations. > Communicating with other mental health professionals when consumers move across the Local Health Network Boundaries or with non –government organisations.
Providing recovery-oriented rehabilitation services to consumers by	<ul style="list-style-type: none"> > Developing ward environments which value and accommodate the consumer's lived experience in rehabilitation planning. > Conducting mental health occupational therapy assessments of consumers including the use of structured interview, practical living skill activities, problem solving and verbal/written tasks and gathering of collateral information from carers, support workers, ward staff and other interested parties. > Prepare written OT assessment reports including making recommendations in relation to accommodation and community support and/or ongoing rehabilitation needs, with specific focus on quality discharge planning. > Planning and implementing OT services to consumers including the utilising of OT expertise in group program implementation, coordination and evaluation, individual living skills assessment/training, leisure/recreational and vocational/educational assessment, intervention and follow up. > Observing and reporting on consumers' involvement in group programs and on consumers' strengths and difficulties in performing group and 1:1 activities in accordance with consumers' rehabilitation goals. > Promoting awareness of available community supports and resources to consumers and staff > Working in collaborative partnerships with consumers by: <ul style="list-style-type: none"> - ensuring consumer expertise is recognised and acknowledged - supporting, promoting and facilitating consumer participation policies, guidelines, structures and initiatives - ensuring consumer needs for information, training and support to enable their participation, are addressed - recognising social and cultural diversity and ensuring access is available to culturally specific and culturally sensitive services > Working assertively and in partnership with carers by: <ul style="list-style-type: none"> - ensuring carer input is recognised, acknowledged and supported - ensuring carer needs for support, information, education and training are addressed - promoting opportunities for carer participation - recognising social and cultural diversity and ensuring access is available to culturally specific and culturally sensitive services.

Participating as a member of the multi-disciplinary team and contributing to effective team functioning and quality outcomes for consumers by:

- > Developing ward environments which value and accommodate the consumer's lived experience in rehabilitation planning.
- > Conducting mental health occupational therapy assessments of consumers including the use of structured interview, practical living skill activities, problem solving and verbal/written tasks and gathering of collateral information from carers, support workers, ward staff and other interested parties.
- > Prepare written OT assessment reports including making recommendations in relation to accommodation and community support and/or ongoing rehabilitation needs, with specific focus on quality discharge planning.
- > Planning and implementing OT services to consumers including the utilising of OT expertise in group program implementation, coordination and evaluation, individual living skills assessment/training, leisure/recreational and vocational/educational assessment, intervention and follow up.
- > Observing and reporting on consumers' involvement in group programs and on consumers' strengths and difficulties in performing group and 1:1 activities in accordance with consumers' rehabilitation goals.
- > Promoting awareness of available community supports and resources to consumers and staff
- > Working in collaborative partnerships with consumers by:
 - ensuring consumer expertise is recognised and acknowledged
 - supporting, promoting and facilitating consumer participation policies, guidelines, structures and initiatives
 - ensuring consumer needs for information, training and support to enable their participation, are addressed
 - recognising social and cultural diversity and ensuring access is available to culturally specific and culturally sensitive services
- > Working assertively and in partnership with carers by:
 - ensuring carer input is recognised, acknowledged and supported
 - ensuring carer needs for support, information, education and training are addressed
 - promoting opportunities for carer participation
 - recognising social and cultural diversity and ensuring access is available to culturally specific and culturally sensitive services.
- Participating as a member of the multi-disciplinary team and contributing to effective team functioning and quality outcomes for consumers by:
- > Contributing specific OT knowledge and expertise to multi-disciplinary team activities which promote the valuing of the consumer's lived experience and ward environments
- > Contributing OT specific interventions and perspectives to the range of services provided by the team
- > Working, as a member of the multi-disciplinary team, with consumers reflecting the most critical/complex situations and providing clinical consultancy at an experienced level
- > Participating in multi-disciplinary clinical and discharge planning meetings for individual consumers including use of video-conferencing, with consumers, carers/family, community mental health teams, GPs and other relevant interested parties
- > Collecting required data to assist in the evaluation of service outcomes
- > Ensuring adherence to the standards and ethics applicable to the

	<p>service</p> <ul style="list-style-type: none"> > Participating in staff development sessions as well as facilitating and, when appropriate, providing education and staff development programs
Contributing to the ongoing quality improvement and service development by:	<ul style="list-style-type: none"> > Performing roles and responsibilities in accordance with the National Standards for Mental Health Services > Actively participating in strategic planning activities within the SALHN Mental Health and the implementation and evaluation of relevant strategies included in the strategic plan/s > Actively participating in service evaluation activities in collaboration with staff, consumers, carers and the general community > Actively participating in accreditation activities > Attending mandatory in-service programs > Participating in regular performance review and development activities including appraisals > Supervision of OT student placements > Initiating and participating in quality improvement activities > Participating in on-going professional development > Contributing to the provision of multi-disciplinary in-service training and development specific to OT > Collecting required data to evaluate service effectiveness
Contribution to effective operation of unit	<ul style="list-style-type: none"> > Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers. > Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector). > Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements. > Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions. > Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.
Promoting cooperation, teamwork and consumer involvement by:	<ul style="list-style-type: none"> > Demonstrating respect courtesy and care by valuing team members for their unique potential and skills > Working collaboratively with all colleagues and consumers > Delivering non-discriminatory treatment and support that is sensitive to the social and cultural values of the consumer, the consumer's family and carers and to the general community > Participating in communication forums with staff, consumers, their families and carers

	<ul style="list-style-type: none"> > Being aware of own communication style and behaviours and modifying these to achieve positive outcomes and relationships with consumers and staff > Providing honest feedback whilst being receptive to and encouraging constructive critical feedback > Working with other team members to resolve conflict situations > Establishing and maintaining effective relationships , including participating in regular team meetings and ongoing communication within the team > Being actively involved in formulating team aims and objectives and contributing towards their attainment
Contributing to and complying with policies, procedures and practices by:	<ul style="list-style-type: none"> > Complying with all relevant legislation, Government policies and procedures and the <i>Code of Conduct for South Australian Public Sector Employees</i> > Complying with all relevant Southern Adelaide Local Health Network and Flinders Medical Centre procedures and operating policies > Maintaining and protecting confidentiality and privacy for consumers, their families and carers by complying with the <i>Freedom of Information Act, Australian Standards for Medical records, Code of Fair Information Practice, National Mental Health Standard 5 – Privacy and Confidentiality</i> > The appropriate and effective utilisation of SALHN Mental Health resources , facilities, equipment and supplies > Contributing towards the provision of a safe work environment for self and others by: <ul style="list-style-type: none"> o reporting of all accidents, incidents or near misses o complying with reasonable instructions or procedures aimed at protecting the health and safety of themselves and others o carrying out responsibilities as detailed in occupational health, safety and injury management policies and procedures > Contributing to the maintenance of a health, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity Legislation which ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Appropriate Degree or equivalent qualification which entitles registration as an Occupational Therapist with the Occupational Therapy Board of Australia

Personal Abilities/Aptitudes/Skills

- > Ability to provide occupational therapy assessments, work within a rehabilitation framework and develop and implement occupational therapy interventions for consumers within the team and area.
- > Ability to provide occupational therapy consultancy within the team and area.
- > Must be highly motivated and have the ability to engage with consumers who have high service needs.
- > Ability to work collaboratively with all key stake holder to design individual service plans and coordinate comprehensive service provision including rehabilitation programs from a psychosocial perspective, for consumers who have enduring and complex needs
- > Ability to understand the value systems and cultural differences of people from diverse backgrounds.
- > Effective written and verbal communication skills and ability to express complex ideas succinctly and logically.
- > Commitment to engage in supervision and ongoing professional development
- > Ability to effectively and efficiently manage time and other resources.
- > With experience, ability to work without direct supervision and exercise more autonomy.
- > Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
 - Quality management and the provision of person and family centred care.
 - Risk management.

Experience

- > Extensive experience in the co-ordination, development, implementation and evaluation of group programs and of occupational therapy services for consumers with complex living skill needs.
- > Experience in mental health service provision within a multidisciplinary team in an acute setting.
- > Experience working with consumers who have a serious illness and/or disability and complex needs.
- > Experience working with carers and service providers.
- > Experience in the provision of sensory modulation assessments and interventions.
- > Experience in the provision of a broad range of mental health Occupational Therapy assessments.
- > Experience in staff and student supervision.
- > Experience in evaluating service and professional outcomes.
- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)

Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > Knowledge of the principles, processes and environments that support recovery.
- > Knowledge of sensory modulation interventions.
- > Knowledge of the needs of people with a mental health related disability and their families.
- > Knowledge of issues related to co-morbidity for people with a mental health related disability.
- > Knowledge of OT models of practice for the assessment, treatment and clinical rehabilitation of people with a mental health related disability.
- > A sound understanding of key issues relevant to Aboriginal and Torres Strait Islander people and people from Culturally and Linguistically Diverse backgrounds.

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- > Knowledge of legislation and policy relating to services for people with a mental health related disability.
- > A working knowledge and understanding of OH&S policies and procedures.
- > Knowledge of National Mental Health plans, policies, strategies.
- > Working knowledge of research methods and quality improvement procedures.
- > *"Proven commitment to the principles and practise of: EEO, Ethical Conduct, diversity and WHS; Quality management and client oriented service; Risk management."*

>

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- > Negotiating skills in collaborative planning, implementation and evaluation of treatment programs.
- > Ability to work within an environment of change.
- > Ability to work as an independent practitioner within a multidisciplinary team.
- > Ability to manage personal time and resources.

Experience

- > Clinical experience within an acute mental health service
- > Experience in accessing, liaising with, monitoring and evaluation of resources and community projects.
- > Experience in the development of group programs based on needs analysis and evidence based practice.
- > A broad range of experience working with people with mental health problems.
- > Proven experience in basic computing skills, including email and word processing

Knowledge

- > Awareness of the Charter of Health and Community Services rights.
- > Knowledge of current psychiatric diagnostic and classification systems and assessment tools.
- > Knowledge of current psychiatric medications and management, including medication side effects and drugs of abuse.
- > Knowledge of community resources, formal and informal, relevant to those having enduring and severe mental disorder and disability.

Educational/Vocational Qualifications

Other Details

- > NA

Organisational Overview

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Our Legal Entities

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

Role Acceptance

I have read and understand the responsibilities associated with the AHP1 Occupational Therapist in the SALHN Mental Health and organisational context and the values of SA Health as described within this document.

Name

Signature

Date