



ROLE DESCRIPTION

Role Title:	Senior Occupational Therapist		
Classification Code:	AHP3	Position Number	P30039
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	Mental Health Clinical Program		
Division:	Older Persons Mental Health Service		
Department/Section / Unit/ Ward:	Community		
Role reports to:	Operationally to the Team Manager Professionally to the Principal Occupational Therapist		
Role Created/ Reviewed Date:	Reviewed February 2020		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)		
Immunisation Risk Category:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)		

ROLE CONTEXT

Primary Objective(s) of role:
<p>Working as a part of the integrated multi-disciplinary team of community mental health service, the Senior Occupational Therapist undertakes clinical care coordination and is responsible for the delivery of a range of other clinical activities, including care planning, clinical review, psychosocial assessments and Mental Health assessments, consistent with the framework of the Clinical Business Rules.</p> <p>The Senior Occupational Therapist is an experienced clinician who applies specialised expertise to the development, delivery and continuous improvement of quality clinical work and provides discipline specific assessments, interventions and consultancy service to the team.</p> <p>The Senior Occupational Therapist works collaboratively with consumers, their families/carers and may liaise closely with a network of government and non-government organisations to assist consumers whose severity of mental disorder and/or level of disability necessitate regular review and follow-up to facilitate improved functioning and community tenure.</p> <p>The Senior Occupational Therapist is actively involved in clinical leadership responsibilities within the Team and the disciplinary group and provides professional supervision to designated staff and students.</p>

Direct Reports:
<ul style="list-style-type: none"> AHP 2 occupational therapists AHP1 Occupational Therapist (through direct professional supervision of AHP2 Occupational Therapist, other staff e.g. Allied Health Assistants as applicable)

- Required to professional and clinical support occupational therapy students

Key Relationships/ Interactions:

Internal

The Senior Occupational Therapist works within a multi-disciplinary team and is accountable to the Team Manager for functional/operational responsibilities.

The Senior Occupational Therapist is responsible to the Principal Occupational Therapist for their professional practice and development and will participate in professional supervision with the Principal Occupational Therapist.

The Senior Occupational Therapist accepts direction from the Lead Clinician in care planning when diagnostic ambiguity and conflicting clinical opinion are affecting ongoing consumer care.

The Senior Occupational Therapist operates as a member of the clinical leadership and works in collaboration with other team members.

The Senior Occupational Therapist may be required to deputise or undertake higher duties for senior positions and attend a range of meetings, committees and working parties.

The Senior Occupational Therapist is responsible for practice within own level of skills and knowledge base relevant to professional background and provides clinical supervision to AHP 1 and AHP 2 Occupational Therapists (as per Sa Health Allied Health Supervision Framework).

Works collaboratively with Principal Allied Health Leads regarding discipline specific matters, practices and quality improvements related to clinical service provision.

External

Develops and maintains cooperative and productive partnerships at various levels with a range of primary and secondary service providers including GPs, Non-government organisations, agencies working with the NDIS and other services providing psychosocial supports.

Challenges associated with Role:

Major challenges currently associated with the role include:

- This position spans teams although the incumbent sits in one of the teams.
- Balanced involvement in discipline specific, care coordination and team leadership duties
- Works with consumers with specialised and complex needs
-

Delegations:

Delegated Level N/A in accordance with CALHN's Delegation of Authority Document

Staff supervised: Directly provides professional clinical supervision to Occupational Therapists within CALHN Mental Health Service as per AHP classification.

Direct

Indirect

Special Conditions:

- It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- 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 employees.
- Must have a current, valid and unencumbered driver's license and willingness to drive a government plated car.
- Required to travel between locations and work within consumer's own environments
- Some out of hours work may be required
- May be required to participate on the on call roster, undertake shift coordination, duty work and rapid response
- Intrastate travel may be required.
- Required to comply with and meet SA Health's credentialing requirements including participating in supervision and continuing professional development.
- Must undertake supervision and professional development activities to meet their profession's standards and requirements.
- Required to have a sound knowledge of the Occupational Therapy Code of Ethics, Competency Standards for Mental Health Occupational Therapist and supervision standards.
- 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.

General Requirements:

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

- *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 by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- *Independent Commissioner Against Corruption Act 2012 (SA)*.
- *Information Privacy Principles Instruction*.
- 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.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

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.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Commitment:

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

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

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Provide professional high quality consumer care by	<ul style="list-style-type: none"> • Undertaking care coordination of an allocated caseload. • Undertaking assessments and planning recovery focussed services for individual consumers, including bio-psycho-social assessment and mental state examination, including risk assessment of all consumers referred to the service. • Implementing and evaluating the impact of a range of therapeutic interventions. • Developing and regularly reviewing Care Plans in collaboration with consumers and carers, including clients with complex presentation. • Undertaking individual caseloads including specialised and complex issues commensurate with Senior Occupational Therapist responsibilities • Planning, developing and implementing services that focus on enhancing the consumer's capacity to self-manage their illness in collaboration with consumers, their families or carers and other key stakeholders • 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 the community • Promoting occupational therapy philosophy, principles, ethics and values in all aspects of professional practice. • Working closely and developing effective partnerships with government and non-government agencies that may be involved in consumer care. • Utilising sections of Mental Health Act, Guardianship and Administration Act and other legislation as appropriate.
The Senior Occupational Therapist will provide occupational therapy expertise by:	<ul style="list-style-type: none"> • Providing discipline specific assessments and interventions to enhance consumer's living skills, functional and occupational capacity, • Developing in collaboration with the consumer and other key stake holders graded skills acquisition interventions. • Identifying consumer's occupational barriers to occupational performance and promoting the provision of strengths-based recovery approaches in the delivery of services. • Providing occupational therapy assessments for community support needs/services. • Managing and prioritising referrals to occupational therapy for community mental health consumers including providing direction to AHP1 or AHP2 occupational therapists around completion of referrals or need for discipline specific in reach. • Promoting environmental adaptations to support consumers to function within their own environments • Drawing on occupational therapy frames of references, values, ethics and knowledge when contributing to clinical review and service planning processes • Providing health promotion and service and community development initiatives to address identified gaps.

<p>Works as an effective member of a multi-disciplinary team by:</p>	<ul style="list-style-type: none"> • Contributing to the formulation and attainment of team goals and objectives • Identifying and facilitating strategies to address identified service gaps • Participating and facilitating staff development sessions and programs and when appropriate provide education, induction and orientation • Developing and maintaining collaborative relationships within the multidisciplinary team to ensure effective care. • Working under limited direction, accepting professional responsibility for a high standard of complex, specialised or strategically significant work and draws on professional direction in the application of new evidence based practice • Coordinating, participating in, initiating and implementing programs, methodologies, projects and assignments as negotiated with the team and other appropriate senior staff. • Contributing to the development and review of procedures and guidelines • Participating in the review of the effectiveness of internal and contracted service providers, and in the organisational response to address identified issues. • Participating in the analysis and interpretation of legislation, regulations and other guidelines to enable their operationalisation within the service. • Coordinating and/or contributing to mental health, social policy and research.
<p>The Senior Occupational Therapist contributes to clinical leadership within the team by:</p>	<ul style="list-style-type: none"> • Providing clinical leadership to the team to incorporate recovery focussed psychosocial and contemporary approaches / models into practice. • Supporting the Team Manager to develop and implement work flow processes, quality assurance processes and ensure optimal work outcomes. • Providing advice to the Team Manager and leadership team in the effective allocation of discipline-specific resources in the delivery of specialist services by the Team • Working with the Clinical Co-ordinator and other team members in the management of complex consumers • In the absence of the Team Manager, may provide leadership and management of the Team, including allocating work priorities, as required. • Providing specialist clinical expertise, consultative services and professional advice within the team / sector and to professional networks. • Provide input into the Performance Review and Development (PR&D) Plans of supervised staff • Leading specific quality improvements as relevant or designate
<p>Undertaking the collection, monitoring and evaluation of key performance indicators including quality assessment and standards analysis by:</p>	<ul style="list-style-type: none"> • Monitoring and evaluating intervention outcomes. • Being involved in continuous quality improvement and other relevant research and evaluation activities to promote service development and quality improvement. • Contributing to service development through discipline specific, multi-disciplinary and trans-professional research and evaluation as required

<p>The Senior Occupational Therapist is responsible to the Principal Occupational Therapist for professional practice and development by:</p>	<ul style="list-style-type: none"> • Providing professional supervision to AHP1 and AHP2 occupational therapists, and other nominated clinicians, staff members and students in the sector. • Actively participating in professional supervision. • Implementing SA Health's credentialing requirements. • Working collaboratively with other senior clinicians and Principal Occupational Therapist to address profession-specific issues and identified professional development needs. • Working collaboratively to support the Allied Health Leadership Group in the provision and governance of Allied Health Services. • Co-ordinating student placements and educational activities for students on professional placements across the sector • Ensuring standards for clinical work practice are met within the team through developing and implementing strategies in partnership with the Team Manager, leadership team and Principal Occupational Therapist. • Undertaking projects or responsibilities as delegated by the Principal Occupational Therapist.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Appropriate degree or equivalent qualification which gives entitlements registration as an Occupational Therapist with the Occupational Therapy Board of Australia.

Personal Abilities/Aptitudes/Skills:

- Advanced skills in undertaking comprehensive bio-psychosocial assessment, including mental state and risk assessments of consumers presenting with high or complex needs.
- Advanced skills in individualised care planning and coordinating comprehensive service provision and crisis intervention with people who have high or complex needs.
- High level of competence in the provision of a range of mental health occupational therapy assessments, interventions (individual and group work), evaluation, and report writing.
- Ability to provide professional clinical supervision to occupational therapy clinicians and students.
- Ability to operate with professional independence and exercise sound professional judgement in decision making and clinical practice.
- High level verbal and written communication and interpersonal skills.
- Ability to provide clinical leadership within the multi-disciplinary team and the occupational therapy group.
- Demonstrate commitment to ongoing professional development and translating evidence into clinical practice.
- Skills in psychosocial rehabilitation and recovery practices.

Experience

- Successful participation in a multidisciplinary team environment whilst maintaining a clear professional role and identity.
- Experience in providing clinical supervision to occupational therapists

Knowledge

- Specialised knowledge of theories and methods of Occupational Therapy service provision including mental health and older people
- Knowledge of evaluation and research methods and sources of specialised professional knowledge.
- Knowledge and understanding of state mental health service structures, the National and State Mental Health Plans and Strategic directions and relevant legislation and Acts pertaining to mental health services.
- Knowledge of Codes of Ethics, Acts and professional standards pertaining to own profession
- Broad knowledge of current psychiatric diagnostic and classification systems, medications and management, including medication side effects and drugs of abuse.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Relevant undergraduate or postgraduate qualifications specific to advanced skills in a specialised area of mental health care, clinical leadership, clinical practice, and/or community development.

Personal Abilities/Aptitudes/Skills:

Experience

- Experience in a clinical leadership role.
- Extensive experience in working with older people who have a severe mental illness.

Knowledge

- Knowledge of project management, research methods and quality assurance mechanisms

Organisational Context

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

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.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

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

Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

Division/ Department

The CALHN Mental Health Clinical Program (MHCP) provides comprehensive inpatient and community based mental health care to people living within the CALHN catchment area. Services are located in the two general hospitals, at Glenside Health Services and at a range of community sites. Services are available for people from 16 years. The MHCP partners with multiple government and non-government services in the coordination of treatment and support services. The service is multidisciplinary and employs a range of medical, nursing, allied health, administration and lived experience workers. The service is committed to the genuine engagement of consumers and carers as partners in service delivery.

Values

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

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:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

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

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: _____ **Role Title:** _____

Signature: _____ **Date:** _____

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of CALHN as described within this document.

Name: _____ **Signature:** _____ **Date:** _____