



POSITION DESCRIPTION

Position Title:	Occupational Therapist
Department:	Occupational Therapy and Transitional Aged Care (Rotational)
Location:	War Memorial Hospital
Uniting Purpose:	To inspire people, enliven communities & confront injustice
Uniting Values:	Imaginative, Respectful, Compassionate, Bold

Classification:	Occupational Therapist Level 1/2
Vaccination risk category:	A
Award:	Medically Supervised Injecting Centre (MSIC) and War Memorial Hospital (Waverley) (WMH) Health Service Employees Agreement 2016
Employment status:	Fixed Term Full Time
Hours:	76 hours per fortnight

Position reports to:	Occupational Therapy Head of Department and Transitional Aged Care Manager (according to rotation)
Position Supervises:	Occupational Therapy students as applicable
Key relationships:	<p>A. Inpatients Occupational Therapy Head of Department, Occupational Therapy staff, Inpatient Rehabilitation and Outpatient multidisciplinary teams, Uniting colleagues, clients, their families and carers.</p> <p>B. Transitional Aged Care Team – Community, Inpatient and Outpatient multidisciplinary teams (MDT) within South Eastern Sydney Local Health District (SESLHD) referring from public & private hospitals, Home Care Package and Commonwealth Home Support Program community partners. General & specialist medical practitioners, Ronald Coleman Lodge (RCL) Transitional Aged Care Unit.</p>

War Memorial Hospital
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POSITION PURPOSE

This position provides a comprehensive range of Occupational Therapy rehabilitation services to the War Memorial Hospital Inpatient unit, as well as the Community via the Transitional Aged Care Program (TACP). The TACP is located at War Memorial Hospital (Waverley) and provides community and residential TAC to clients in the Eastern Suburbs of Sydney as part of the South Eastern Sydney Local Health District (SESLHD). This position rotates regularly between the WMH Occupational Therapy Department & the TACP.

The position functions as part of an inter-disciplinary team who plan, coordinate and deliver high quality interventions consistent with AHPRA, Uniting and NSW Health Policies and Procedures to achieve the best patient / client outcomes within specified timeframes.

TACP is a Commonwealth funded program which provides a time limited, low intensity, community and residential program to frail elderly clients who are ready for discharge from hospital care, but are unable to return home without additional therapy and care services.

POSITION OBJECTIVES

- Plan, coordinate and deliver high quality Occupational Therapy care to patients in the Inpatient rehabilitation and to the Transitional Aged Care (TAC) Program settings
 - Demonstrate commitment and participation to quality improvement and evidence based practice and a commitment to ongoing clinical and professional learning
 - Contribute to the development and evaluation of client and service needs and participate in quality initiatives and research projects within appropriate team and/or hospital as required
 - Provide case management to patients within the TAC program
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KEY RESPONSIBILITIES

Financial management & awareness:

- Aware of the need for efficient and effective use of hospital resources and services
- Aware of the need for efficient and effective use of client services and resources
- Aware of TAC funding mechanisms and occupancy requirements

Operational processes:

- Assess, plan, organise, deliver, evaluate and report on the provision of high quality and client focused occupational therapy services in accordance with Uniting, NSW Health and SESLHD policies and clinical practices to achieve client health outcomes within specified timeframes
- Document all aspects of client care in compliance with SESLHD, WMH and Uniting documentation standards and discipline specific guidelines.
- Work within own scope of professional competence in line with principles of best practice, professional conduct and clinical governance
- Awareness and compliance with relevant SESLHD & Uniting policies and WMH business rules
- Maintain a high level of personal, professional and clinical performance by active participation in appropriate continuing education and professional development activities.
- Keep updated regarding current research in the field of aged care Occupational Therapy practice and be involved in implementing innovative approaches to service delivery.
- Participate in quality initiatives and research projects within the Occupational Therapy department and/or hospital as required
- Facilitate the delivery of an effective, flexible, innovative and integrated Occupational Therapy service
- Demonstrates the ability to plan, organise and manage time effectively

- Demonstrate flexibility and the ability to work effectively within a changing healthcare environment

Client management & engagement (internal & external stakeholders):

- Deliver occupational therapy services (which may include treatment, investigation, diagnosis and case management) in accordance with AHPRA, NSW Health and War Memorial Hospital policies and procedures, to patients of WMH
- Assess, plan, implement and evaluate Occupational Therapy intervention in consultation with the client and where appropriate their families and/ or carers and to meet goals within specific time frames
- Demonstrate a commitment to assuring high standards and strive for a client centered service, and ensure client privacy and integrity are respected at all times
- Plan, deliver and evaluate group intervention sessions as required
- Communicate effectively in a culturally sensitive manner with patients/clients, families, and other health care professionals.
- Assess, provide and review functional equipment to clients as required
- Assess the need for home and environmental modifications and organise the implementation as required
- Provide case management services for a portion of TAC packages
- Development and review of resources and other educational materials suitable for patients and provide education to patients, their families or carers as appropriate
- Provide facilitation of links with a range of community based services to ensure best outcomes for clients in the community
- Liaison and referral to other health professionals as required ensuring effective and timely clinical handover is given to ensure continuity of safe patient care
- Participation in clinical care meetings, case conference and multidisciplinary meetings as required
- Provide clinical supervision and support to in-house care assistants, undergraduate and work experience students on observatory placements
- Participates in the local education requirements at WMH

People management & teamwork:

- Facilitate delivery of an effective, flexible, innovative and integrated Occupational Therapy and TACP services
- Act as an appropriate and effective role model that supports and reflects the organisational values through demonstrated behaviours and interactions with patients/clients/employees
- Communicate effectively with Allied Health professionals, nursing staff, medical staff, and other members of the multi-disciplinary team.
- Liaise with and maintain effective relationships with patients and their families, other health professionals, supervisors, students and researchers as required when referring for ongoing treatment
- Contribute to effective team dynamics and client and stakeholder relationships utilising high level communication and negotiation skills
- Provide general clinical advice to members of the multidisciplinary team, service managers and other stakeholders regarding service delivery and clinical service development
- Actively contribute to service and caseload management and planning within the TACP multidisciplinary team
- Actively engage and participate in the company's performance management framework and review processes and have an awareness of own strengths and areas for development
- Actively participate and engage in regular supervision sessions and annual performance reviews

- Provide supervision to work experiences students and students on clinical placement as required
 - Actively participate in relevant in-service training sessions and evidence based practice activities within both the Occupational Therapy department and the wider multidisciplinary team.
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KEY PERFORMANCE INDICATORS

Financial management & awareness: (TAC rotation only)

- Support the TAC community & residential teams in efficient and effective departmental service delivery mindful of resources
- Actively engages and facilitates maximal package occupancy for business sustainability and optimal package usage
- Aware of processes and policies pertaining to financial matters relevant to the TAC team
- Adheres to cash handling and petty cash processes within the TAC department, minimising where possible
- Awareness of parameters of working within a budget and working within agreed resources

Operational processes:

- 100% compliance with annual APHRA registration renewal
- Clinical assessment, programs and intervention strategies are implemented and conducted to facilitate client participation
- Evidence of active involvement in the planning and implementation of quality improvement activities
- Evidence of actively participating in Occupational Therapy and War Memorial Hospital service evaluations and accreditations
- Evidence of participation in in-services, staff education, internal and external meetings, and research activities
- Evidence of actively contributing to the development of clinical practices, procedures and protocols.
- Evidence of all clinical events being documented in accordance with SESLHD, WMH and Uniting documentation standards.
- Evidence of reports and statistics submitted by designated deadlines
- Service delays identified and investigated
- Relevant data utilised to inform management decisions and practice
- Ensures client care delivery is within the parameters of NSW Health/Commonwealth TAC Guidelines

Client management & engagement (internal & external stakeholders):

- Applies TAC guidelines in assessing clients suitability for TAC program
- Demonstrates maintenance of healthy positive relationships with internal and external stakeholders
- Disseminates client related feedback to team
- Participation in WMH TAC client satisfaction surveys and Information from client and carer stories are utilised to remodel service delivery
- Care delivery shall be evaluated through performance indicators and outcome measures to ensure care meets the clients' needs
- Evidence of effective planning and prioritisation of work requirements enabling patient/client care objectives to be met within agreed time frames
- Evidence of effective communication and consultation with patients/clients and their families and carers, to ensure the provision of high quality patient centred care
- Evidence of advocacy for clients and carers with other service providers

- Participation at team meetings, case conferences and other relevant meetings.
- Service attendance and discharges monitored

People management & teamwork:

- Evidence of active contribution to effective team dynamics utilizing high level communication and negotiation skills
- Evidence of engagement with MDT to critically reflect on and explore potential to improve practice
- 100% up to date Mandatory training, professional development plans and performance reviews
- Formally identified clinical supervisor and evidence of active participation in regular clinical supervision
- Participates in a facilitative approach in efficient use of WMH resources inclusive of staffing

Work Health Safety and Welfare Requirements:

All staff are required to assist in creating and maintaining a safe and healthy work environment by working in a safe and healthy manner, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision.

- Incident rates monitored related to policy and procedure requirements or breaches
- Evidence of training in relation to clinical service provision and policies and procedures
- 100% compliance with mandatory training requirements
- Incident and complaint response and turnaround times are within requirements
- Escalation of issues identified in relation to resources and unit performance
- Evidence that complaint causes are used to remodel service delivery
- Evidence of Quality Improvement outcomes
- Risk assessments are undertaken and documented
- Reporting of incidents related to WHS, infection control and sterilisation issues
- Monitoring of locally agreed Key Performance indicators

PROFESSIONAL SKILLS AND KNOWLEDGE

Qualifications, Skills & Experience:

- Degree or post graduate qualification in Occupational Therapy and current General Registration with AHPRA with demonstrated ability to provide Occupational Therapy intervention in an aged care rehabilitation setting.
- Demonstrated ability to provide comprehensive client centred assessment, outlining clinical reasoning, care plan development and case management in consultation with the client, carer and multidisciplinary team
- Demonstrated ability for assessment and treatment of pressure care, equipment prescription, home assessments, prescription of home modifications and group work
- Demonstrated ability to manage clients with complex psychosocial issues and/or chronic and complex health care needs
- Demonstrated ability to work effectively and autonomously and as part of a multi-disciplinary team and to exercise independent professional judgement on routine matters, commensurate with years of experience

- Demonstrated high level written and verbal communication, and interpersonal skills with an ability to communicate across all levels and departments within WMH and external stakeholders and to proactively engage with patients/clients to enhance service delivery
- Demonstrated commitment to quality improvement and evidence based practice and a commitment to ongoing clinical and professional learning
- Demonstrated understanding of Work Health and Safety principles and hold a current NSW Drivers' license Class C

Employee		Managers Name:	
Name:		Title	
Date:		Date:	
Signature:		Signature:	

JOB DEMANDS CHECKLIST

Job Title: Occupational Therapist Service/Unit: WMH
 Department: Transitional Aged Care / OT Manager / Supervisor: TAC Manager
 Assessor: Helen Tassell Date of Assessment: October 2021
 Date of Assessment review: January 2022

Definitions:

★ Denotes a critical requirement of the job

Frequency

I	Infrequent – intermittent activity exists for a short time on a very infrequent basis	C	Constant – activity exists for more than 2/3 of the time when performing the job
O	Occasional – activity exists up to 1/3 of the time when performing the job	R	Repetitive – activity involves repetitive movements
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job

CRITICAL ★	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sitting Remaining in a seated position to perform tasks			X			
	Standing Remaining standing without moving about to perform tasks		X				
	Walking Floor type: even/uneven/slippery, indoors/outdoors, slopes			X			
	Running Floor type: even/uneven/slippery, indoors/outdoors, slopes	X					
	Bend/ Lean Forward from Waist Forward bending from the waist to perform tasks		X				
	Trunk Twisting Turning from the waist while sitting or standing to perform tasks		X				
	Kneeling Remaining in a kneeling posture to perform tasks	X					
	Squatting/ Crouching Adopting a squatting or crouching posture to perform tasks		X				
	Crawling Moving by crawling on knees & hands to perform tasks						X
	Leg/ Foot Movement Use of leg and or foot to operate machinery		X				
	Climbing (stairs/ladders) Ascend/ descend stairs, ladders, steps, scaffolding		X				
	Lifting/ Carrying			X			
		X					
							X
	Reaching Arms fully extended forward or raised above shoulder	X					
	Pushing/ Pulling/ Restraining Using force to hold/restrain or move objects toward or away from body	X					
	Head/ Neck Postures Holding head in a position other than neutral (facing forward)	X					
	Hand & Arm Movements Repetitive movements of hands & arms			X			
	Grasping/ Fine Manipulation Gripping, holding, clasping with fingers or hands	X					
	Work at Heights Using ladders, footstools, scaffolding, or other objects to perform work						X
	Driving Operating any motor powered vehicle		X				
CRITICAL ★	SENSORY DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sight Use of sight is an integral part of work performance e.g. viewing of X-rays, computer screen				X		
	Hearing Use of hearing is an integral part of work performance e.g. telephone enquiries				X		
	Smell Use of smell is an integral part of work performance e.g. working with chemicals						X
	Taste Use of taste is an integral part of work performance e.g. food preparation						X
	Touch Use of touch is an integral part of work performance			X			

CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment) Assisting ↓	FREQUENCY					
		I	O	F	C	R	N/A
	Distressed people e.g. emergency or grief situations	X					
	Aggressive & uncooperative people e.g. drug/alcohol, dementia, mental illness	X					
	Unpredictable people e.g. dementia, mental illness and head injuries		X				
	Restraining Involvement in physical containment of patients/clients						X
	Exposure to distressing situations e.g. child abuse, viewing dead/mutilated bodies	X					

CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust	X					
	Gases Working with explosive or flammable gases requiring precautionary measures						X
	Fumes Exposure to noxious or toxic fumes						X
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						x
	Hazardous substances e.g. dry chemicals, glues	x					
	Noise Environmental/background noise necessitates people to raise their voice to be heard	x					
	Inadequate lighting Risk of trips, falls or eyestrain	x					
	Sunlight Risk of sunburn exists from spending more than 10 minutes per work day in sunlight		x				
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C	X					
	Confined spaces Areas where only one egress (escape route) exists	X					
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground	X					
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls	X					
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks						X
	Biological hazards e.g. exposure to body fluids, bacteria, infectious diseases	X					

Additional Position Requirements/Demands Summary: From the checklist, outline the main requirements or demands of the job. This information will then be transferred to the Position Description. Anything that is frequent and above or identified as critical to the job should be included in the position description.

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Signature of Manager: **Date:**/...../20.....

☐ I am able to fulfil the above requirements without modification.

☐ I am unable to fulfil the above job requirements and need the following modifications:

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Signature of Employee: **Date:**/...../20.....