



## Cultivating Healthy Communities

<b>Position Title:</b>	Occupational Therapist
<b>Reports To:</b>	Director of Primary Care
<b>Direct Reports:</b>	None
<b>Department:</b>	Community Health
<b>Classification:</b>	VF6 – VF9 Occupational Therapist Grade 2
<b>Employment Conditions:</b>	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2026 (2021 Agreement)
<b>Qualifying Period:</b>	6 months from commencement date.

East Wimmera Health Service (EWHS) is a fully accredited small rural health service consisting of 40 Acute and 95 Aged Care beds across five campuses in the Buloke and Northern Grampians Shires in North Western Victoria. Covering the land first inhabited by the Dja Dja Wurrung, Barengi Gadjin, and Jaara Jaara peoples. EWHS encompasses the townships of Birchip, Charlton, Donald, Wycheproof and St Arnaud. EWHS provides a broad range of Acute, Community Based and Aged Care services integrated with local General Medical Practices. Additionally EWHS manages a number of other local services in post-acute care, planned activity groups and infection control. The duties of this position are to be performed with adherence to the purpose and values identified through EWHS's strategic plan and compliance with the Code of Behaviour for staff of EWHS.

### Our Vision

To see sustainable improvement in the health and wellbeing of our community

### Our Purpose

To work together with our community to achieve better health and wellbeing outcomes

### Our Values

Together, Honesty, Empathy, Community, Open, Respect and Excellence

## **ROLE STATEMENT**

The Occupational Therapist is to ensure the efficient and effective delivery of the Occupational Therapist Services to the consumers of East Wimmera Health Service.

## **POSITION SPECIFIC RESPONSIBILITIES**

### **Ensure the provision of integrated and coordinated Occupational Therapist services to achieve best health outcomes for the community**

- Deliver Occupational Therapist services to the communities of East Wimmera Health Service (EWHS) programs.
- Identify opportunities and recommend enhanced or new ways to deliver Occupational Therapist services.
- Liaise and work collaboratively with other health professionals, community groups, agencies and service networks to ensure an integrated approach to service delivery.

### **Performs required administrative processes to ensure efficient use and management of resources**

- Maintain and monitor records relating to Occupational Therapist service and use of consumables and non-consumable items.
- Plan and co-ordinate work tasks to ensure effective and appropriate service delivery.
- Adhere to relevant documentation systems and ensure a high standard of documentation.
- Utilise information technology effectively to support role.

### **Ensure quality service is delivered to clients through Continuous Quality Improvement activities**

- Identify and utilise opportunities to improve systems and processes.
- Work with interdisciplinary teams to ensure adherence to accreditation standards.
- Participate the implementation and evaluation of quality systems.
- Contribute to the expansion of knowledge and ideas within the rural health sector.

### **Ensure a high standard of customer service is maintained.**

- Facilitate and maintain effective communication with internal and external clients and staff.
- Identify and report to Senior Occupational Therapist / Director of Primary Care, ways to improve service delivery to customers.
- Liaise with other members of the health care team as part of daily activity.

### **Ensure compliance with all relevant legislation, regulatory requirements, professional standards and guidelines.**

- Maintain knowledge and comply with the relevant legislative changes, professional standards and code of conduct and ethics.
- Comply with and ensure staff completion of applicable annual mandatory requirements.
- Implement the standards of health and safety and comply with OH&S legislative employee requirements.
- Report work place injuries to Director of Primary Care. Work effectively with staff on return to work programs.
- Identify and report risks via the EWHS Risk Management Strategy.

- Become familiar with EWHS policy and procedures and ensure these are implemented.
- Maintain infection control standards. Undertake relevant infection control activities.
- Comply with all employee relations legislation and EWHS Code of Conduct requirements. Report breaches to Director of Primary Care.

### **Ensure systems and processes for the management of information are established**

- Manage and formulate procedures for systematic retention, retrieval, transfer and disposal of primary care records, in accordance with regulatory requirements.
- Ensure that Departmental Manuals and other like documents are kept up-to-date.
- Prepare and coordinate reports, statistics and other information as required.

### **Commit to ongoing education and professional development**

- Identify own learning and development needs, actively pursue and participate in relevant educational programs and personal development activities.
- Participate in ongoing education to promote professional and personal development.

### **Quality / Safety and Risk Management**

- Act in accordance with all relevant external legislation and internal EWHS policies and procedures that relate to this position and the organisation.
- Participate in and contribute to quality improvement programs and other organisational activities to meet Accreditation Standards.
- Participate and contribute in occupational health and safety activities to ensure a safe work environment for consumers, community, staff and visitors.
- Minimise exposure to incidents of infection / cross-infection of patients, consumers, staff, visitors and the general public by adhering to the Health Service Infection Control policies and procedures.
- Cooperate with the EWHS's Occupational Health and Safety policies and to participate in appropriate safety education and evaluation activities.

## **PERFORMANCE INDICATORS**

- Compliance with the Education Training Schedule (ETS).
- Effective use of resources
- Standards of clinical practice met
- Optimal client care is achieved
- Standard of documentation is appropriate and in line with relevant legal requirements
- Attendance at team meetings
- Participate in the Performance review process
- All new staff area oriented effectively to the organisation, campus and specific role
- CQI documents indicate involvement of staff in CQI activities
- Accreditation Standards and other relevant Standards are met and accreditation status is achieved
- Feedback indicates communication is appropriate and effective at all levels
- Customer service is actively promoted within the department
- CQI activities related to customer service are achieved and documented

## **KEY BEHAVIORAL COMPETENCIES**

- Customer focussed
- Time management
- Functional /technical skills
- Priority setting
- Reflective practice
- Excellent interpersonal skills

## KEY SELECTION CRITERIA

- Current Registration with the Occupational Therapy Board of Australia via the Australian Health Practitioner Regulation Agency.
- An understanding and an ability to use theory and evidence based practice to guide service delivery.
- Demonstrated ability to work within a team.
- An understanding of health and related issues for a diverse range of client groups in rural communities.
- The ability to provide a client focused service.
- The client assessment, planning, treatment and evaluation skills.
- Well-developed communication, interpersonal and organisational skills.
- An understanding and a commitment to the principles of primary care and health promotion.
- A current Victorian Drivers Licence
- Evidence of recent annual influenza immunisation, willingness to obtain or evidence of valid medical exemption
- Evidence of full immunisation against COVID-19.

The Occupational Therapist at East Wimmera Health Service will hold:

- A current National Police Check or ability to obtain a satisfactory check.
- A current Victorian Drivers Licence.
- Ability to comply with the “Behavioural Outcomes” for this role.
- A Working with Children Check (if required by legislation).

## East Wimmera Health Service

### STANDARDS OF BEHAVIOUR

**Our staff will always:**

**Our staff will not:**

<b>Together</b>	<ul style="list-style-type: none"> <li>• Work as part of the team</li> <li>• Mentor others</li> <li>• Provide encouragement to others</li> <li>• Care for others the way they would like to be cared for themselves</li> <li>• Partner with consumers in decision making about their healthcare</li> </ul>	<ul style="list-style-type: none"> <li>• Be self-centered</li> <li>• Have inappropriate conversations with others</li> <li>• Demonstrate a “can’t-do” attitude</li> <li>• Ignore feedback given by patients or colleagues</li> <li>• Avoid responsibility</li> <li>• Refuse to assist others with their workload</li> </ul>
<b>Honesty</b>	<ul style="list-style-type: none"> <li>• Be open &amp; honest with ourselves and with others</li> <li>• Make ethical decisions</li> <li>• Bring ourselves to work</li> <li>• Maintain high levels of integrity</li> <li>• Be responsible and accountable</li> </ul>	<ul style="list-style-type: none"> <li>• Be dishonest</li> <li>• Be unreliable</li> <li>• Pass the buck</li> <li>• Be lazy</li> </ul>
<b>Empathy</b>	<ul style="list-style-type: none"> <li>• Commit to delivering a positive health experience to every person every time</li> <li>• Show compassion to all people</li> <li>• Demonstrate empathy &amp; understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Be sarcastic</li> <li>• Be judgmental</li> <li>• Make care decisions without consulting the consumer</li> </ul>
<b>Community</b>	<ul style="list-style-type: none"> <li>• Maintain customer focus</li> <li>• Lead by example</li> <li>• Be responsible &amp; accountable for their own actions</li> <li>• Stand up and take action</li> <li>• Escalate issues or behaviours of concern</li> </ul>	<ul style="list-style-type: none"> <li>• Be hypocritical</li> <li>• Contribute to rumours</li> <li>• Discriminate against others</li> <li>• Think they’re better than others</li> <li>• Be passive</li> </ul>
<b>Open</b>	<ul style="list-style-type: none"> <li>• Demonstrate consistency</li> <li>• Treat people equally</li> <li>• Be considerate &amp; understanding</li> <li>• Be collaborative and collegiate</li> <li>• Deal with issues</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate favouritism &amp; exclusion</li> <li>• Withhold information</li> <li>• Ignore issues</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Maintain confidentiality &amp; privacy</li> <li>• Be punctual</li> <li>• Listen to others &amp; accept differences</li> <li>• Respond courteously</li> <li>• Greet all people by saying hello, smiling and introducing themselves</li> <li>• Be culturally informed and sensitive</li> <li>• Respect diverse opinions</li> </ul>	<ul style="list-style-type: none"> <li>• Be arrogant</li> <li>• Be disrespectful</li> <li>• Display rudeness</li> <li>• Bully, harass or display aggression</li> <li>• Allow unacceptable behaviour</li> </ul>
<b>Excellence</b>	<ul style="list-style-type: none"> <li>• Expect and deliver excellence</li> <li>• Persevere to do the best job they can</li> <li>• Strive continuously to improve</li> <li>• Be professional &amp; enthusiastic</li> <li>• Have the courage to question what we do</li> </ul>	<ul style="list-style-type: none"> <li>• Give up</li> <li>• Accept mediocrity</li> <li>• Leave an untidy workplace</li> </ul>

**Staff at EWHS must also comply with both the Industry and organisational Code of Conduct**

## RISK ASSESSMENT / JOB ANALYSIS

East Wimmera Health Service provides a safe working environment for staff as part of the process Risk Assessments have been carried out and this position could include some or all of the following.

*(Please mark (eg X or ✓) to those that apply to this position)*

Aspects of Normal Workplace	Frequency			
<u>Work Environment</u>	Occasionally	Regularly	Continual	NA
• Work with the possibility of extended hours	✓			
• Work in locations geographically separated from main facility		✓		
• Working off site which may include clients homes		✓		
• Clinical areas		✓		
• Travelling or Driving in cars on a regular basis		✓		
<u>Work Activity</u>				
• Manage demanding and changing workloads and competing priorities		✓		
• Undertake administrative tasks including intensive computer keyboarding work, filing, writing, concentrating for long periods of time		✓		
• Sitting at the computer for extended periods of time	✓			
• Sitting in meetings for extended periods of time	✓			
• Use of technology including photocopiers, telephones		✓		
• Undertake manual handling of equipment	✓			
• Patient Handling ( <i>No Lift Program operates throughout EWHS</i> )	✓			
• Exposure to Substances ( <i>Protective equipment &amp; procedures in place to prevent contact</i> )				✓
<u>Work relationships</u>				
• Work in a team environment and at times independently			✓	
• Interaction with staff from other disciplines and departments		✓		
• Interacts with: <ul style="list-style-type: none"> <li>○ colleagues and other hospital staff</li> <li>○ members of the public</li> <li>○ Patients and relatives</li> </ul>	✓		✓	✓



# Cultivating Healthy Communities

I acknowledge:

- That I have read and fully understand the Position Description and the position's Job Analysis.
- I agree that I have the physical ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities and duties.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- That EWHS may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the employment agreement that I will sign, outlining the terms and conditions of my employment.

**Name (please print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Document Control	
Executive Sponsor: Director of Primary Care	
Manager Responsible: Director of Primary Care	
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