



West Wimmera Health Service

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Position	OCCUPATIONAL THERAPIST - GRADE 2		
Location	West Wimmera Health Service, Nhill	Reports to	Executive Director of Primary & Preventative Health
Award	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Enterprise Agreement 2016-2020	Level	
Effective Date	June 2018	Next Review	June 2020
Position Overview	<p>Provide Occupational Therapy services to hospital inpatients, community clients and residents in residential aged care facilities</p> <p>Co-ordinate a team consultation approach for allocation of Occupational Therapy clinical cases.</p> <p>To act as an active consultant and supervisor as necessary for Grade 1 Occupational Therapists (where present) especially on more complex clinical cases.</p>		
Key Result Areas	<ul style="list-style-type: none"> • Provision of quality, safe and efficient care • Professional Development & Practice • Adaptable behaviours • Technical Skills • Communication 		
Liases with	<p>Internal: All staff, Department Managers, Division Managers, Executive Directors and Chief Executive Officer.</p> <p>External: Community, like organisations, external consultants</p>		

POSITION RELATIONSHIPS:

Responsible To

Chief Executive Officer



Responsible To

Executive Director of Primary & Preventative Health



This Position

Occupational Therapist - Grade 2

STATEMENT OF DUTIES:

Duty No	Details
1.0	Leadership
1.1	Provide a wide range of occupational therapy services to clients in all regions (Hindmarsh, West Wimmera and Yarriambiack shires) within the West Wimmera Health Service. Provide supervision and support to the grade 1 occupational therapists.
1.2	<ul style="list-style-type: none"> ➤ Inpatients (medical, orthopaedic) ➤ Paediatric clients ➤ Aged Care residents ➤ Community clients (aged care, disability, workplace injury, hand therapy) ➤ Facilitation of group activities (exercise, cooking) ➤ Neighbouring Health Services on a consultant basis ➤ Outpatients/community at each of the West Wimmera Health Service Campuses (Nhill, Kaniva, Jeparit, Rainbow, Natimuk, Goroke, Murtoa, Minyip & Rupanyup) ➤ Outpatients/community at additional communities that maybe visited (Dimboola, Edenhope, Harrow, Woomelang, Hopetoun, Warracknabeal)
1.3	Conduct initial assessments on new clients, following referral from Doctor, family, self, and/or internal referrals from within WWHS. Plan and provide appropriate assessments, intervention, treatment and evaluation of treatment.
1.4	Contributing to the management of the Occupational Therapy Department when a Chief OT is absent, in consultation with the Executive Director of Primary and Preventative Health. Including administrative responsibilities such as monthly reports, ordering of departmental specific equipment/resources, initiating quality improvement activities.
1.5	The grade 2 occupational therapist is responsible for the prioritisation and triage of clients, with the consultation of the other members of the OT team.
1.6	They will provide supervision to the grade 1 occupational therapists when internal or external supervision is not in place. The grade 2 will provide support to and act as a consultant particularly on more complex clinical cases; this may include reviewing the client with the grade 1 occupational therapist.
1.7	To liaise with funding organisations including but not limited to Department of Veterans' Affairs (DVA), State Wide Equipment Program (SWEP) and Transport Accident Commission (TAC) regarding provision of equipment prescription and home modifications.
1.8	Efficiently maintain relevant departmental administrative duties such as written correspondence, medical records, assessment, treatment plans, departmental records and statistics.
1.9	Conduct initial OT Aged Care Assessments on all clients admitted to an Aged Care Facility within WWHS as part of the Aged Care Funding Instrument (ACFI). Reviews to be conducted every 12 months or upon request.
1.10	Attendance at meetings as directed or deemed appropriate by Chief Occupational Therapist and/or Executive Director of Primary and Preventative Health, or that is relevant to your caseload.

1.11	<p>Responsible for development and implementation of ongoing quality improvement programs in the Occupational Therapy Department in order to review and evaluate goals, objectives, procedures and utilise these programs to ensure a consistently high standard of service. This includes delegation of tasks and guidance to grade 1 occupational therapists.</p> <p>In relation to service delivery modification that may not be addressed through quality improvement, activities suggestions and evidence for practice changes to be collated and submitted for further discussion with the Chief OT and/or Executive Director of Primary and Preventative Health.</p>
1.12	Review standards of resource material provided to clients and used throughout the department including all hire equipment. Coordinate the updating, development and acquisition of new material.
1.13	Responsible for the organisation and supervision of occupational therapy students, and providing support to grade 1 occupational therapists who may be supervising first year university students.
1.14	Responsible for organising the collation of departmental monthly reports and annual report, submissions and accountability documents for funding as directed by the Executive Director of Primary and Preventative Health.
1.15	In the absence of the Chief OT, the grade 2 occupational therapist is responsible for the scheduling and chairing of OT Departmental meetings and reporting any concerns, feedback and enquiries to the Executive Director of Primary and Preventative Health.
1.16	Take a leading role in the preparation, delivery and evaluation of Health Promotion programs in which the Occupational Therapy Department are involved as well as those conducted in conjunction with other health disciplines. This includes participation in the planning for the annual Health Promotion Plan for the Division, which is to be submitted to DHS for funding purposes.
1.17	Participate in guest speaking and in-service appointments as required.
1.18	Regularly review and update Departmental Policy and Procedure Manuals, including the delegation of other staff members to take responsibility for allocated tasks.
1.19	In the absence of the Chief OT, act as key contact person for the Department available to the Manager of Community & Allied Health and/or the Chief Executive Officer.
1.20	Perform other relevant associated duties as delegated by the Chief Executive Officer or Executive Director of Primary & Preventative Health.
2.0	Personnel Management
2.1	Initiate and oversee the effective application and utilisation of resources within the staff allocations and budget parameters.
2.2	Strengthen the personal and professional growth of staff through the development of succession planning for the continued support of the department.
2.3	Observe performance of professionals, and complete staff evaluations as prescribed by West Wimmera Health Service policies
3.0	Financial Management
3.1	In the absence of the Chief OT endeavour, under the instruction of the Executive Director of Primary & Preventative Health to develop strategies to meet expenditure budget expectations for operating and capital purposes.
3.2	In the absence of the Chief OT prioritise, in consultation with other staff in the OT Department and within the parameters of the Division Budget, an annual list of equipment and resources to be purchased or replaced within the Department.

4.0	Quality
4.1	Ensure that all documentation is completed and satisfies legal and policy guidelines.
4.2	Update records and statistics as directed by Executive Director of Primary and Preventative health, which is in accordance with Commonwealth Department of Health and Ageing and Victorian Department of Human Services stipulations.
4.3	Continually evaluate and modify service delivery in order to meet ongoing client and community needs such as through the utilisation of regular quality improvement activities. The Grade 2 practitioner will be responsible in contributing to the development of annual quality improvement timetables, timely completion and submission of quality improvement task into Riskman and ensuring that any follow up is implemented.
4.4	In relation to service delivery modification that may not be addressed through quality improvement activities, suggestions and evidence for practice changes to be collated and submitted for further discussion with the Executive Director of Primary and Preventative Health.
5.0	Community Involvement
5.1	Represent the WWHS organisation in a positive manner while participating in community events and activities.
5.2	Participate in community engagement activities with local organisations and groups as directed by the Chef occupational therapist and/or Executive Director of Primary and Preventative Health including but not limited to health promotions activities.
5.3	Provide guidance to individuals participating in community, allied health and work experience programs (including supervising 10-year work experience students) as directed by the Chef occupational therapist and/or Executive Director of Primary and Preventative Health.
6.0	Safety and Risk Management
6.1	Monitor all mandatory compliance requirements, such as: Cardio Pulmonary Resuscitation, Fire Evacuation, etc. in collaboration with the Executive Director of Clinical Services.
6.2	Have a comprehensive awareness of West Wimmera Health Service Policy Manual, Fire and Disaster Plan and Departmental Policies and Procedures, and act in accordance with these. In addition, be able to direct and respond to queries from the other practitioners in the Department about these documents. Ensure staff and students within the department is aware of all Service's emergency procedures.
6.3	Identify and implement measures for patients, visitors and staff safety conforming with Work Cover stipulation as related to the Occupational Health Safety Act 2004 and associated regulations.
6.4	Ensure occupational therapy service delivery is evidenced based and follows best practice guidelines such as clinical guidelines for stroke managements 2017.
6.5	Ensure participation in regular supervision and professional development in accordance with AHPRA recommendations. Maintain a level of clinical skills appropriate to direct and assist other staff, and to affect intervention in clients care programs where required.
6.6	Coordinate regular checking programs to ensure that equipment is in sound working order, identifying and recommending repairs and replacements as required.
7.0	Communication
7.1	Be aware of and practice according to the West Wimmera Health Service mission, objectives, core values and behaviours.
7.2	Disseminate relevant information to other health care workers to facilitate a team approach to service provision, including attending and participating in multi-disciplinary team meetings.
7.3	Liaise with other departments in promoting good working relationships to achieve the optimum provision of quality care.

7.4	Attend meetings with peers and committees as necessary.
7.5	Strengthen and develop relationships with customers, consumers and stakeholders to ensure business viability and opportunities are identified.
7.6	Actively communicate to the Executive Director of Primary and Preventative Health any relevant information on behalf of the occupational therapy team.
7.7	Ensure both written and verbal communication is modified in a manner that the audience will comprehend, including providing documentation in easy to read language and/or in their preferred language. Also involving interpreting services where relevant.
8.0	Appraisal
8.1	Initial performance appraisal – 3 months after appointment Thereafter – 12 monthly.

KEY SELECTION CRITERIA:

1.	Degree or equivalent in Occupational Therapy.
2.	Demonstrated experience and ability to efficiently and effectively plan, implement, manage and evaluate a range of Occupational Therapy services.
3.	Have experience in triage and prioritisation of occupational therapy caseloads.
4.	Ability to work independently and as a member of the Occupational Therapy Department and Multidisciplinary health team. Must be effective in a team and be able to demonstrate initiative, enthusiasm and flexibility.
5.	Possess highly developed communication (written and verbal) and interpersonal skills including the ability to negotiate effectively with peers and other professionals and speak to community groups as required.
6.	Demonstrate leadership skills including providing guidance to grade 1 occupational therapists and/or supervising university students
7.	Commitment to principles of Quality Assurance, Equal Employment Opportunity and Occupational Health & Safety.
8.	Current Driver's Licence.

OTHER DESIRABLE SKILLS / KNOWLEDGE / EXPERIENCE:

1. Previous experience in a rural or remote setting
2. Awareness of equipment and home modification funding streams such as SWEP, DVA, TAC, NDIS
3. Strong interest in occupational engagement and participation for aged care residents
4. Demonstrated triage, prioritisation and experience in managing a diverse caseload
5. Possess exceptional time management and organisational skills
6. Previous experience in leadership roles including providing supervision to grade one occupational therapists, allied health assistants and/or university students.
7. Have an in-depth understanding of funding requirements and guidelines including CHSP and NDIS
8. Competence in using computer programs including Microsoft Word, Excel, Outlook and other databases such as iCare, Uniti, BOSSnet and OT Draw or other home modification programs
9. Sound of knowledge of and/or experience in health promotion and community education.

OTHER RELEVANT INFORMATION:

1. Located at Nhill. Regional visits negotiated with other allied health professionals within Hindmarsh, West Wimmera and Yarriambiack shires.
2. Appointment is subject to a satisfactory police records check and working with children check prior to commencing.
3. Some after hours work may be required.
4. Expectation to sign a Confidentiality Declaration Prior to employment.
5. Further Professional Development is encouraged and supported, required for accreditation.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature:

Signature:

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Occupational Therapist - Grade 2

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Executive Director of Primary & Preventative Health

Date:

Date: