

POSITION DESCRIPTION

Position Title:	Occupational Therapist - Grade 1 - CHSP/HACC PYP/NDIS
Business Unit/Division:	Allied Health
Award Agreement:	Health Professionals
Classification:	Grade 1 Occupational Therapist
Employment Type:	Fixed term until 29/08/2025 Full time 1EFT (80hrs per fortnight)
Reports to:	Grade 2 Occupational Therapy supervisor Grade 3 Senior Clinician Occupational Therapist Clinical Leader Occupational Therapy Associate Director of Allied Health – Occupational Therapy & Hand Therapy Community Therapy Services Manager
Date Prepared/Updated:	November 2024

General Role Statement:

The role provides Occupational Therapy services to patients/participants within the Commonwealth Home Support Program (CHSP), Home and Community Care – Program for Younger People (HACC-PYP) and National Disability Insurance Scheme (NDIS). These services provide support and maintenance to people living at home and whose capacity for independent living is at risk, or who are at risk of premature or inappropriate admission to long-term residential care. The CHSP service specifically provides home and community services for people aged 65 and over.

ORGANISATIONAL OVERVIEW

Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Centre
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- North Area Mental Health Service Community Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

A healthier community, making a difference for every person every day.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our community.
- Kind – We treat everyone with kindness, respect and empathy.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined five strategic goal. Focussing on these goals will support us to achieve our vision and mission.

- A safe, positive patient experience
- A healthier community
- An innovative and sustainable future
- Enabled staff, empowered teams
- Engaged learners, inspired researchers

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

ROLE STATEMENT

The Grade 1 role Occupational Therapy services to patients/participants within the Commonwealth Home Support Program (CHSP), Home and Community Care – Program for Younger People (HACC-PYP) and National Disability Insurance Scheme (NDIS), These services provide support and maintenance to people living at home and whose capacity for independent living is at risk, or who are at risk of premature or inappropriate admission to long-term residential care. The CHSP service specifically provides home and community services for people aged 65 and over.

The Grade 1 Occupational Therapist will be accountable for providing quality client care through the application of competent clinical skills in assessment, planning and implementation of treatment plans, with an appropriate level of supervision. This role will be based primarily at Broadmeadows Hospital; however, the staff member may be required to travel and work across other Northern Health campuses and programs.

All employees:**Quality, Safety, Risk and Continuous Improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.

- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Leadership

- Actively participates in assigned portfolios, working groups, committees, etc.
- Promotes a safe work environment, eliminating harm to patients and staff
- Actively engages in the wider multidisciplinary team, promoting team work and respect
- Demonstrates positive role modelling on a day to day basis

Strategic and Project Management Leadership

- Actively participates in quality improvement initiatives across Northern Health
- Actively engages consumers in service improvement activities as per the NH Consumer Participation and Patient Experience Framework
- Represents and advocates for allied health in all designated roles and responsibilities

Organisation-Wide Contribution

- Supports the achievement of accreditation under the National Safety and Quality Health Care Standards
- Participates in local and organisational wide education, activities, initiatives

Diversity and Inclusion

- Conducts self in a way that is respectful of others
- Supports achievement of Northern Health's Cultural Responsiveness Plan
- In collaboration with other staff, initiate and support training and events that promote diversity, inclusion and gender equity

Innovation and Culture Change

- Actively engages in the organisational change process
- Promotes a culture of person centred care
- Enable empowering environments where employees and colleagues can be themselves, raise concerns and innovate without fear of failure
- Displays an innovative mind-set

Clinical Role Responsibilities:

- Demonstrate a patient centred focus in the provision of care.
- Assess client, plan and implement appropriate intervention at Grade 1 level of competence in the area of expertise.
- Involve clients and carers in decision making regarding their care and negotiate agreed plans of action.
- Utilise negotiation and conflict resolution skills.

- Maintain knowledge of relevant community resources, information and referral processes, and utilise this knowledge in clinical practice.
- Accurate and timely recording of appropriate information and outcomes e.g. in medical histories.
- Provide written reports to relevant outside organisations as required.
- Practice within relevant professional and ethical standards.
- An understanding of culturally and linguistically diverse communities.
- To work in client's homes, community, centre-based and work environments as appropriate.
- Provide appropriate education to clients and carers.
- Demonstrate identification of relevant Occupational Therapy outcome measures.
- Knowledge and utilisation of Occupational Therapy specific assessments particularly in the areas of pressure care, wheelchair and posture, and home modifications.

Organisational/Business Skills

- Respond to referrals within agreed timeframes.
- Record computer-based statistical data Demonstrate active participation in working in a multi-disciplinary team.
- To assume extra responsibilities as directed by the Clinical Leader OT e.g. assist with staff leave cover, annual leave, conference and study leave.

Professional Development

- Actively participate in supervision as per the departmental protocols.
- Apply the principles of evidence based practice.
- Actively participate in a department committee or cohort allocated to the position.
- Demonstrate an understanding of and actively participate in quality improvement
- Actively participate in in-service training.

Organisational Responsibilities:

- Actively participates in quality improvement and accreditation processes and leads other staff through the process
- Comply with all of the By-Laws, Regulations and Policies that are in place at Northern Health, including those relating to; Privacy and Confidentiality, Occupational Health and Safety, Performance and Development Management, Harassment in the Workplace.
- Comply with all relevant Legislation.
- Contribute to continuous quality improvement and sustainability of the organisation by participating in quality activities and ensuring flexibility within the role in order to respond to the changing needs of our customers.
- Demonstrate an understanding of and actively participate in quality improvement and accreditation processes.
- Contribute to improving patient safety and maintaining Northern Health's accreditation status by being familiar with the National Safety and Quality Standards and Criteria; how these relate to your work and ensuring these are embedded in your approach to work where applicable.
- Follow the guidelines provided in the Code of Conduct for staff of Northern Health.
- Contribute to a culture of consumer participation by ensuring that activities within the area of responsibility are inclusive of and responsive to the needs of our consumers.
- Support achievement of Northern Health's Cultural Responsiveness Plan
- Contribute to patient safety and quality of care by identifying, reporting and managing risks in area of responsibility.
- Compliance with mandatory training as per NH Policy is a requirement of this role. Failure to meet this requirement may result in a suspension of duties until the training is completed.

Professional Responsibilities:

- Comply with the Occupational Therapy Australia Code of Ethics
- Practices according to the Australian Occupational Therapy Competency Standards
- Active participation in regular supervision with documented learning objectives as outlined in Northern Health Allied Health supervision framework
- Utilise opportunities to develop a professional knowledge and skill base
- Demonstrate commitment to professional development, through maintaining a current knowledge of relevant literature, clinical development, and attending relevant courses and willingness to share knowledge and information with colleagues
- Actively participate in a department committee or cohort allocated to the position
- Assume extra responsibilities as directed by the Occupational Therapy Leader and Associate Director of Allied Health - Occupational Therapy
- Ensure equipment and resources are utilised and maintained according to departmental protocols
- Contribute to departmental and clinical research projects as directed by senior OT team members
- Responsible for education of undergraduate OT, other undergraduate and hospital staff, and work experience students under the supervision and direction of the senior OT team members

Where role includes provision of services to NDIS Participants the following apply:

- Completion of NDIS Worker Check and the NDIS Worker Orientation module
- Incident reporting and feedback as per NDIS policy and mandatory reporting timeframes

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- Full registration as an Occupational Therapist with AHPRA
- Australian drivers licence
- Current National Police (Aged Care) and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Experience, Knowledge, Skills and Behaviours

- Demonstrated clinical skills at a Grade 1 level of competence.
- Demonstrated an active interest in the provision of community Occupational Therapy services for clients aged over 65years of age.
- Demonstrated experience managing a varied caseload
- Experience in equipment prescription, pressure care and falls prevention
- Demonstrated initiative and flexibility in promoting patient centred care
- Demonstrated ability to work autonomously with support from supervisor
- Demonstrated ability to work co-operatively within the multidisciplinary team
- Well-developed interpersonal skills.
- Demonstrated effective verbal and written communication skills.
- Demonstrated negotiation and conflict resolution skills.
- Effective interpersonal skills (problem solving, decision making etc.)
- Proven ability to manage stressful clinical and/or non-clinical situations

- Proven ability to promote and advocate the role of occupational therapy
- Competent computer skills and the ability to learn dedicated software.
- An understanding of the cultural diversity of the community.

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: