

BEECHWORTH HEALTH SERVICE

Position Description

Title:	Occupational Therapist
Date of Effect:	17th February 2012
Type of Employment:	Part Time – Fixed Term (to End June 2012)
Department:	Primary Health
Conditions:	According to qualifications (Health Professional Services – Public Sector- Victorian Award 2003 & current E.B.A.
Hours:	15 hours per fortnight
Accountable to:	Primary Health Manager
Role Statement:	As a member of the Primary Health Team provide Occupational Therapy to the residents and clients of Beechworth Health Service.

Vision & Statement of Purpose

Our Vision:

Beechworth Health Service will lead and support the community to enjoy optimal health and quality of life.

Statement of Purpose:

Beechworth Health Service works with the communities of Beechworth and surrounding areas to provide comprehensive, quality health and wellness services in partnership with families, the community, health professionals and government.

CODE OF BEHAVIOUR

FOR STAFF AT BEECHWORTH HEALTH SERVICE

Beechworth Health Service (BHS) aims to provide care of the highest quality through ongoing exceptional performance and behaviour of our staff, consistent with our organisation's values.

Professional Behaviour

- Use your knowledge and skills to perform your duties to the best of your ability in a competent manner.
- Exercise fairness and dignity in your dealings with others.
- Honour and uphold confidentiality and respect the rights of others.
- Present a professional appearance to work.

Collaborative Working Relationships

- Recognise individuality and develop collaborative working relationships.
- Seek to resolve concerns rapidly and constructively.
- Work to ensure a safe, healthy, productive, enjoyable and creative environment.

Communication with Respect and Tolerance

- Recognise and respect individual differences in others, including gender, spiritual values, sexual preferences, age, disability and culture.
- Communicate courteously in an atmosphere of collegiality, friendship and trust.
- Acknowledge your limitations and be willing to seek advice.
- Support the philosophy of being transparent in your work.
- Be open to receive feedback from others.
- Value sincere and open discussion of views and opinions.
- Discuss differences in a clear, calm, respectful and non-threatening manner (eg. refrain from using behaviours that are abusive, intimidating or patronising).

POSITION SPECIFICATIONS:

Mandatory:

- Relevant tertiary qualifications in Occupational Therapy.
- Excellent interpersonal and organisational skills
- Ability to work in a multidisciplinary team environment
- Ability to work unsupervised
- Experience in facilitating group activities as well as individual client work
- Computer literacy skills
- Current drivers license

Desirable:

- Previous work experience in Occupational Therapy within a rural environment
- First aid

RISK ASSESSMENT

Under Occupational Health & Safety, potential risks associated with this position are detailed below. Employee familiarity and compliance with the emergency procedure codes apply to all areas of the Health Service.

Aspects of normal workplace	Frequency	Comments
<p>a.1.1 Work Environment</p> <ul style="list-style-type: none"> • Manage demanding and changing workloads and competing priorities • Work office hours with the possibility of extended hours • Sitting at the computer or in meetings for extending periods of time • Working in a team environment and at times independently • Work in locations geographically separated from the main facility 	<p>Weekly</p> <p>Infrequently Regularly</p> <p>Daily Regularly</p>	
<p>a.1.2 Work Activity</p> <ul style="list-style-type: none"> • Undertake administrative tasks including intensive computer/keyboarding work, filing, writing, participating in meetings, concentrating for long periods of time (regular, daily basis) • Use technology including photocopiers, telephones including mobiles, fax, overhead projectors, televisions, video, electronic whiteboards and guillotines • Undertake manual handling of equipment (eg lifting, pulling, pushing, moving, transferring, twisting) on a daily basis 	<p>Regularly</p> <p>Daily</p> <p>Infrequently</p>	
<p>a.1.3 Work relationships</p> <ul style="list-style-type: none"> • Work within a team environment • Professional interaction with medical nursing and administration staff • Interact with colleagues and other hospital staff • Members of the public • Patients and relatives 	<p>Daily Daily</p> <p>Daily Regularly Regularly</p>	

STAFFING AND DIRECTION

- Work within the policies and procedures of Beechworth Health Service and all statutory requirements.
- Represent the Primary Health Team at meetings and committees as directed provide guidance to Primary Health Team-staff and students
- Work with other staff to achieve the goals of the Primary Health Team business plan in line with the BHS strategic goals

COORDINATION / MANAGEMENT

1. Liaise with Beechworth Health Service staff to provide appropriate Occupational Therapy service to clients with in Beechworth Health Service and in the community through appropriate assessment, planning and treatment.
2. Ensure relevant legislation is upheld at all times, eg. Privacy, OH&S, Anti-discrimination Acts
3. Work in a manner that actively contributes to providing a safe environment for patients/residents, staff, volunteers and visitors at all times
4. Participate in cross Indigo Shire chronic disease, early years and allied health activities as appropriate.
5. Participate in cross agency chronic disease management activities and Occupational Therapy relevant activities with Albury Wodonga Health, Indigo North Health and other health services as appropriate.
6. Assist with health promotion activities where appropriate.
7. Assist with collection of data for the department as required.
8. Liaise with community groups, other workers and professional agencies to continually enhance services to the community.
9. Preparation and distribution of written, audio-visual and other material as required
10. Promote our service capacity to key stakeholders

TECHNICAL SKILLS

The incumbent is responsible to maintain current skills/knowledge in the mandatory areas of (all provided internally at BHS for all staff):-

- Beechworth Health Service Emergency response systems
- CPR
- Manual handling
- Knowledge of standard precautions in infection control
- Behaviour management

CLIENT CARE

- Assist individuals to maintain a healthy lifestyle through delivering planned and appropriate community programs that enhance and enable the physical, social, cultural and psychological well being of the client.
- Increase opportunities for clients and stakeholders to participate in decision making

QUALITY

- Undertake an initial orientation to the health service upon commencement to ensure adequate awareness of organisational health and safety systems and protocols.
- Participate actively in the Health Service's Continuous Quality Improvement Activities and accreditation requirements (eg ACHS, Aged Care Standards, NSMHS, etc).
- Assist in the review of the Health Service's policies and procedures when required.
- Be aware of the annual business plan, in accordance with the Health Service's Strategic Directions, for the Primary Health Department and assist in ensuring that outcomes are met or exceeded.
- Analyse services against benchmarks and standards and establish service quality improvement initiatives

PROFESSIONAL DEVELOPMENT

- Maintain skills at a level commensurate with position requirements.
- Attend at least two in-services or other education sessions per year relevant to this position. Profession/role specific conference attendance is also encouraged.
- In addition attend CPR, fire and emergency procedures, manual handling and behaviour management in-services at least annually.

PERFORMANCE CRITERIA

At annual performance appraisal provide evidence of:-

- Participation in the development, implementation and review of BHS policies and practices in line with accreditation standards.
- Active participation in the development and implementation of BHS Primary Health team and cross Indigo Shire future directions
- Achievement of targets determined for Occupational Therapy.
- Regional networking/communication e.g. by committee representation meetings etc.
- Benchmarking of Occupational Therapy activities and implementation of strategies for improvement where appropriate.
- Excellent communication with community, colleagues, volunteers and manager
- On going professional education.

As the occupant of this position, I have read and understood the above position description.

Name: [please print]

Signature: **Date:**