

## POSITION DESCRIPTION

<b>Position Title:</b>	Occupational Therapist - Brain Injury Rehabilitation Service (BIRS)
<b>Department:</b>	Brain Injury Unit
<b>Location:</b>	Royal Rehab Ryde

<b>Employment Screening Check:</b>	
National Criminal Record Check required:	Yes
Working with Children Check required:	Yes
Vaccination Category required:	Category A
Online Driving Record Check required:	Yes
NDIS Worker Screening Check required:	No

<b>Position Purpose:</b>
To provide high quality, evidence-based Occupational Therapy interventions for clients in the Brain Injury Unit. You will have a clinical role along alongside 2 other Occupational Therapists and an assistant working within a multidisciplinary team ensuring evidenced based practice.

<b>Organisation Context:</b>
The BIU, Royal Rehab is a state-wide specialised rehabilitation service representing the inpatient part of the BIRS service. The service provides an inpatient rehabilitation program for individuals who have sustained a traumatic brain injury (TBI). The driving philosophy of care is that of person centeredness, and collaboration between all stakeholders. The inpatient BIRS OT is responsible for assisting the occupational needs of patients on the BIU.

<b>Organisational Relationships:</b>	
<b>Reports to:</b>	Clinical Operations Manager, Level 3 Occupational Therapist (direct supervisor), Professional leader of Occupational Therapy and other senior OT team members
<b>Responsible for:</b>	Occupational Therapy Assistant when delegating tasks and therapy interventions

<b>Performance Review &amp; Development Planning:</b>
Assessment against service, professional and organisation performance indicators, and development of professional development plan will occur 3 months after commencement, and annually thereafter

<b>Qualifications, Skills &amp; Experience:</b>
<b>Essential</b>

- Current Full registration as an Occupational Therapist with AHPRA
- Current C unrestricted driver's license
- Experience in working with clients with neurological injuries
- Commitment to working within a team framework
- Excellent written and verbal communication skills
- Excellent time and personal management skills

**Desirable**

- Experience in working with clients with traumatic brain injuries
- Experience with supervision of students
- Experience with complex wheelchair and seating system prescription
- Experience working with compensable clients and knowledge of systems involved (e.g. NDIS, LTCS)
- Experience with minor home modifications

**Key Internal & External Relationships:**

Internal	Clinical Operations Manager, Level 3 Occupational Therapist (direct supervisor), Professional leader of Occupational Therapy, other team members, Unit management team, other Occupational Therapists within the department.
External	ENABLE NSW & Equipment Loan Pools in NSAHS, LTCS, Insurance companies, Department of Housing, Community based OTs (public and private), insurance companies, equipment suppliers, Home and Community Care services, Commonwealth rehab Service and other educational and vocational services.

**Delegations/Authority**

Budget	Nil authority.
Financial Delegations	Nil authority.

**Key Responsibility Areas**

Key Area of Accountability	Specific Tasks and Responsibilities
<p><b>Person Centeredness</b>  <b>Outcome:</b> rehabilitation is planned and delivered in collaboration with the client incorporating their preferences, goals, and priorities  <b>Performance Indicators</b></p> <ul style="list-style-type: none"> <li>• Positive client feedback</li> <li>• Documented evidence of client inclusion in decision making; and that clients' personal goals and priorities have been used as a foundation for therapy planning and equipment prescription</li> </ul>	<ul style="list-style-type: none"> <li>• Understand and respect each client's perspectives and cultural diversity</li> <li>• Develop rehabilitation goals, interventions, and activities in collaboration with the client and/or family that reflect client goals and preferences</li> <li>• Prescribe appropriate functional equipment, assistive devices, and or modifications to maximize independence</li> <li>• Liaise with clients, as necessary, re return to driving and refer to appropriate driver assessment and training service</li> </ul>

<p><b>Equity of access</b> <b>Outcome:</b> there is equity of access to the care required by clients of the service as determined by comprehensive assessment of client need, goals, priorities and preferences <b>Performance Indicators</b></p> <ul style="list-style-type: none"> <li>Client timetables reflect allocation of work hours consistent with client priorities, needs and goals ensuring equitable distribution wherever possible</li> </ul>	<ul style="list-style-type: none"> <li>Workload to be organised effectively and concurrently to meet the care needs of multiple clients in a fair and equitable manner</li> </ul>
<p><b>Activity and Participation Based Learning</b> <b>Outcome:</b> the co-production of rehabilitation between clients, families, staff and volunteers is actively facilitated within the context of purposeful and meaningful real life activities and situations <b>Performance Indicators</b></p> <ul style="list-style-type: none"> <li>Documented evidence of the use of personal, domestic and community activities and participation contexts for rehabilitation assessment, planning, interventions and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Commitment to activity and participation based rehabilitation</li> <li>Facilitate enrichment of the physical, social and attitudinal environment at Royal Rehab to maximize its therapeutic effectiveness</li> <li>Use personal, domestic and community activities and participation contexts for rehabilitation service delivery</li> <li>Refer clients to appropriate follow up services and community based support groups as required</li> </ul>
<p><b>Goal Directed Clinical Processes</b> <b>Outcome:</b> all clinical processes are linked to the client's and organisation's goals <b>Performance Indicators</b></p> <ul style="list-style-type: none"> <li>Compliance with clinical pathway timeframes</li> <li>Documented evidence of the setting of client centred short term rehabilitation goals that are achievable within the allocated LOS parameters</li> </ul>	<ul style="list-style-type: none"> <li>Plan and implement rehabilitation programs, activities and interventions that are consistent with the organisation achieving its clinical and financial KPIs, such as performance indicators from AROC and in contracts with health fund</li> </ul>
<p><b>Evidence Guided Practice</b> <b>Outcome:</b> all aspects of care will be informed by the best evidence of clinical effectiveness and client satisfaction <b>Performance Indicators</b></p> <ul style="list-style-type: none"> <li>10% of work hours dedicated to participation in clinical supervision; professional development; organisation wide quality and accreditation activities; and supervision of others commensurate with professional level</li> <li>Feedback from annual performance review survey.</li> <li>Student evaluations</li> </ul>	<ul style="list-style-type: none"> <li>Maintain professional knowledge base in line with AHPRA requirements; relevant professional standards; and recent evidence</li> <li>Practice in accordance with the Occupational Performance Model of Australia</li> <li>Participate in relevant discipline and unit quality improvement and research activities as per your professional development plan, or as directed including annual service planning</li> <li>Participate in the organisation's performance review and development program</li> <li>Participate in quarterly assessment of progress against individual professional development plan</li> </ul>

	<p>Participate in supervision of students and staff commensurate with your professional level</p>
<p><b>Synergistic Effort</b> <b>Outcome:</b> staff work collaboratively with clients, families, friends, volunteers, and other staff to maximize therapeutic effectiveness and rehabilitation outcomes</p> <p><b>Performance Indicators</b></p> <ul style="list-style-type: none"> <li>• Documented evidence of collaboration</li> <li>• Evidence of proactive and authentic facilitation of involvement of junior staff, Rehabilitation Assistants, families and volunteers in client rehabilitation</li> <li>• Evidence of participation and/or contribution to case conferences and meetings</li> <li>• Documented evidence of training</li> <li>• Documented evidence of education</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in joint assessment, planning, interventions and evaluation of care that eradicates duplication of effort and respects the work and clinical judgement of other team members and health professionals</li> <li>• Provide education, supervision and hand-over to junior staff including Rehabilitation Assistants; families and volunteers, as warranted by the client rehabilitation programs</li> <li>• Participate in program coordination meetings, case conferences and family meetings as required</li> <li>• Train and assess competency of clients and/ or carers in the safe use of equipment and devices</li> <li>• Educate carers in skills necessary for the care of the client as required, and participate in the conduct of group education sessions</li> </ul>
<p><b>Coordination</b> <b>Outcome:</b> coordinated approach to rehabilitation service delivery resulting in client throughput within mandated timeframes</p> <p><b>Performance Indicators</b></p> <ul style="list-style-type: none"> <li>• Initial assessments completed within 24 hours of admission</li> <li>• Contribution to FIM assessments completed within 72 hours following admission and pre discharge</li> <li>• Contribution to Rehab Plan completed within 48 hrs of admission</li> <li>• Contribution to integrated discharge summary completed 24 hrs prior to discharge</li> <li>• Customer feedback survey results</li> <li>• Clinical documentation audit results</li> <li>• Equipment is organised within a timeframe commensurate with progress and provisional discharge dates</li> <li>• Home modifications are planned and organized as per the program clinical pathway</li> <li>• Evidence of contribution to reports to external bodies and/or insurers</li> <li>• Assessment and care planning documentation reflects early discharge planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete assessment and planning within time frame parameters stipulated by organizational policies, procedures and guidelines</li> <li>• Communicate and document client condition, therapy interventions, and progress to ensure optimal coordination of care and feedback to client</li> <li>• Liaise with equipment suppliers, ENABLE, loan pools, funders, and clients in a timely manner to ensure supply of equipment within an appropriate time frames</li> <li>• Perform client home visits, as necessary, to assess barriers to independence and safety.</li> <li>• Make recommendations and referrals for home mods as necessary within time frames commensurate with provisional discharge date</li> <li>• Contribute to the compilation of reports for external bodies and insurers as required</li> <li>• Participate proactively in early discharge planning for the client. Include discharge planning as a key element of admission assessment and care planning; and refer clients to appropriate follow up services prior to discharge</li> </ul>

<p><b>Leadership</b> <b>Outcome:</b> leadership at discipline, service and organization levels <b>Performance Indicators</b></p> <ul style="list-style-type: none"> <li>Evidence of contribution to the service and own discipline's reputation as a leader in rehabilitation</li> <li>Evidence of demonstrable support for the model of service delivery</li> <li>Positive feedback from annual performance review survey re contribution to the development of others within and beyond your own discipline</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate effective clinical leadership corresponding with your professional level including supervision of junior levels</li> <li>Uphold the model of service delivery</li> <li>Act as a positive professional role model within and beyond your own discipline</li> </ul>
<p><b>Organisation</b> <b>Outcome:</b> staff will support the vision and strategic mission of the organisation and comply with all organisational requirements, policies and procedures, regulations and legislative requirements <b>Performance Indicators</b></p> <ul style="list-style-type: none"> <li>100% compliance with Royal Rehab policies and code of conduct</li> <li>100% compliance with all modules of mandatory training</li> <li>Evidence of contribution to marketing of the service and organisation</li> <li>Feedback from annual performance review survey</li> <li>100% compliance with and accuracy of statistics entries</li> </ul>	<ul style="list-style-type: none"> <li>Comply with all Royal Rehab policies and procedures; and general responsibilities</li> <li>Participate in the Royal Rehab mandatory training program and maintain annual currency of practice</li> <li>Participate in strategic planning for the organisation and accreditation activities as directed</li> <li>Support and participate in marketing activities at organisation, service and discipline levels</li> <li>Provide excellent customer service to clients, and internal and external customers</li> <li>Document discipline specific and client care statistics as per organisation policy</li> </ul>

<b>GENERAL RESPONSIBILITIES</b>
<p><b>Work Health and Safety</b></p>
<p>Royal Rehab is committed to providing a healthy and safe workplace for all employees, clients and visitors. To facilitate this safe and healthy workplace it is your responsibility to:</p> <ul style="list-style-type: none"> <li>Ensure that all potential hazards, accidents and incidents are identified and notified</li> <li>Ensure your own safety and that of others</li> </ul>
<p><b>Equity and Zero Tolerance to Bullying, Harassment and Discrimination</b></p>
<p>Royal Rehab upholds the Federal and State government's policies to bring equality in employment for all employees to assist them to achieve their full potential. Royal Rehab will ensure merit based selection and that all facets of employment are fair, by making unlawful discrimination of persons based on gender, pregnancy, race, religion, marital status, age, sexual preferences, disability or carer responsibilities.</p> <p>As an employee of Royal Rehab it is your responsibility to:</p> <ul style="list-style-type: none"> <li>Deal with others in a fair and equitable manner free from harassment and discrimination</li> <li>Ensure that a working environment free from sexual or any other harassment is recognised as a basic right</li> </ul>
<p><b>Principles of Multiculturalism</b></p>

Employees are expected to:

- Respect and make provision for culture, language and religion of others within an Australian legal and institutional framework where English is the common language
- Organise access to health care interpreting services to facilitate communication with clients who are from non-English speaking backgrounds as required
- Abide by the principles of the Multiculturalism Act 2000
- Implement the Multicultural Policies and Services Program (MPSP) within their area of responsibility

### **Code of Conduct**

Royal Rehab requires a professional standard of behaviour from staff which:

- Demonstrates respect for the right of the individual and the community
- Promotes and maintains public confidence and trust in the work of the Centre

The purpose of the Code of Conduct is to provide a framework for decisions and actions in relation to conduct in employment. The code provides assistance to both employers and employees when they are required to decide what the acceptable standards of behaviour are. It underpins commitment to a duty of care to all staff and clients receiving our services. Employees should refer to the Code of Conduct for further information

### **Safety & Continuous Quality Improvement**

All employees of Royal Rehab are expected to be actively involved in the review, evaluation and continuous improvement of processes and services within the employee's area of responsibility and/or interest. Royal Rehab participates in a number of relevant external accreditation and certification programs which include a continuous quality improvement approach. These programs support and facilitate the effective and efficient provision of quality care and the safety of clients of Royal Rehab.

### **Organisational Values**

Employees are expected to demonstrate a high standard of personal and professional behaviour and uphold Royal Rehab's values being:

#### **Honesty: We conduct ourselves with truth, openness and integrity.**

I will:

- Be sincere and genuine in all interactions.
- Communicate openly and encourage others to do the same.
- Be trustworthy in all that I do.

#### **Respect: We acknowledge and appreciate people's rights, roles, views, and feelings.**

I will:

- Treat people with dignity.
- Acknowledge and value a person's perspectives, connections and diversity.
- Be thoughtful and considerate.

#### **Working Together: We work as a team to achieve shared goals.**

I will:

- Share my knowledge, skills, experience and resources.
- Foster a culture of learning.
- Build positive relationships.

#### **Innovative Thinking: We embrace a culture of creativity to find the best solutions.**

<p>I will:</p> <ul style="list-style-type: none"> <li>• Explore better ways to continuously improve.</li> <li>• Welcome and encourage new ideas.</li> <li>• Actively participate in change.</li> </ul>
<p><b>Environmental Policy and Waste Minimisation</b></p> <p>Being a good corporate citizen Royal Rehab will seek to implement changes that will ensure that its activities are undertaken in a manner consistent with best environmental health and safety practice. Employees are expected to be accountable for efficient resource utilisation, the reduction of waste, and commitment to recycling</p>
<p><b>Smoke Free Policy</b></p> <p>Royal Rehab is committed to adopting a smoke free workplace that will preclude all staff and visitors from smoking within the Centre</p>
<p><b>Royal Rehab Policies and Procedures</b></p> <p>It is a requirement that all Royal Rehab employees read, understand and adhere to Royal Rehab policies and procedures, paying particular attention to the following:</p> <ul style="list-style-type: none"> <li>• Manual Handling</li> <li>• Confidentiality of Patient Information</li> <li>• Infection Control</li> <li>• Security</li> <li>• Fire Safety</li> <li>• Emergency Procedures</li> <li>• IT and Internet Utilisation</li> </ul>

### Job Demands Checklist

Frequency Definitions	
<b>O</b> = Occasional	Activity exists up to 1/3 of the time when performing the task
<b>F</b> = Frequent	Activity exists between 1/3 and 2/3 of the time when performing the task
<b>C</b> = Constant	Activity exists more then 2/3 of the time when performing the task
<b>R</b> = Repetitive	Activity involves repetitive movement
<b>NA</b>	Not applicable to this role

Job Demands		Frequency				
		O	F	C	R	NA
Physical Demands	Description					
Kneeling/squatting	Tasks involve flexion/bending at the knees and ankle possible at the waist, in order to work at low levels		✓			
Leg/foot movement	Tasks involve use of leg and or foot to operate machinery		✓			
Hand/arm movement	Tasks involve use of hands/arms i.e. stacking, reaching, typing, mopping, sweeping, sorting, inspecting		✓			
Bending/twisting	Tasks involve forward or backward bending/twisting at the waist		✓			
Standing	Tasks involve standing in an upright position without moving about		✓			
Driving	Tasks involve operating any motor powered vehicle	✓				
Sitting	Tasks involve remaining in a seated position during task performance	✓				
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended		✓			

Walking/running	Tasks involve walking or running on even surfaces		✓			
	Tasks involve walking on uneven surfaces	✓				
	Tasks involve walking up steep slopes	✓				
	Tasks involve walking down steep slopes	✓				
	Tasks involve walking whilst pushing/pulling objects		✓			
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees	✓				
Working at heights	Tasks involve making use of ladders, footstools, scaffolding etc. Anything where the person stands on an object rather than the ground	✓				
Lifting/carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands		✓			
	1) Light lifting/carrying 0-9kg		✓			
	2) Moderate lifting/carrying 10-15kg	✓				
	3) Heavy lifting/carrying 16+kg					✓
Restraining	Tasks involve restraining clients/clients, others					✓
Pushing/pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking		✓			
Grasping	Tasks involve gripping, holding, clasping with fingers or hands		✓			
Manual dexterity	Tasks involve fine finger movements i.e. keyboard operation, writing		✓			
<b>Sensory Demands</b>						
Sight	Tasks involve use of eyes as an integral part of task performance i.e. looking at screen/keyboard in computer operations		✓			
Hearing	Tasks involve working in a noisy area i.e. boiler room, workshop					✓
Smell	Tasks involve the use of the smell senses as an integral part of the task performance i.e. working with chemicals					✓
Taste	Tasks Involve the use of taste as an integral part of task performance					✓
Touch	Tasks involve the use of touch as an integral part of task performance		✓			
<b>Psychological Demands</b>						
	Tasks involve interacting with distressed people		✓			
	Tasks involve interacting with people who as part of their lives may be aggressive, verbally or sexually uninhibited	✓				
	Tasks involve viewing/handling deceased and/or mutilated bodies					✓
<b>Exposure to Chemicals</b>						
Dust	Tasks involve working with dust i.e. sawdust					✓
Gases	Tasks involve working in areas affected by gas, or working directly with gases					✓
Fumes	Tasks involve working with fumes i.e. which may cause problems to health if inhaled					✓
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made e.g. dermatitis					✓
Hazardous substances	Tasks involve handling of hazardous substances including storage or transportation					✓
Biological matter	Tasks involve work with human biological matter through examination, storage, transport or disposal	✓				
Allergenic substances	Tasks involve exposure to allergenic substances					✓
Anti-biotics	Tasks involve handling, transport, administration or disposal of anti-biotics					✓
<b>Working Environment</b>						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance e.g. glare, not enough natural light					✓
Colour	Tasks involve differentiation of colour					✓
Sunlight	Exposure to sunlight	✓				
Temperature	Tasks involve working in temperature extremes e.g. working in a cool room, working outdoors, boiler room					✓



Confined spaces	Tasks involve working in confined spaces						✓
<b>Accident Risk</b>							
Surfaces	Tasks involve working on slippery or uneven surfaces	✓					
Housekeeping	Tasks involve working with obstacles within the area, bad housekeeping	✓					
Heights	Tasks involve working at heights						✓
Manual handling	Tasks involve manual handling			✓			
Noise	Tasks involve working in a noisy environment						✓
Radiation	Tasks involve exposure to x-rays						✓
Electricity	Tasks involve working with electrical apparatus and currents		✓				
Machinery	Tasks involve use of machinery and equipment:						
	1) Light		✓				
	2) Heavy						✓
	3) Portable		✓				
Biological hazards	Tasks involve working with blood, blood products/body fluids	✓					
<b>Other Issues</b>							
Workplace access	Tasks involve difficult access or movement from site to site						✓
Personal protective equipment	Tasks involve use of Personal Protective Equipment	✓					
Safety critical issues	Tasks involve responsibility for safety of others	✓					

<b>Document Control (Hiring Manager use only)</b>	
<b>Effective Date:</b> 22/03/2024	<b>Authorised By:</b> Annie Molejona, Clinical Operations Manager, Brain Injury Unit

**Acknowledgement:**

I accept the position description as documented above and understand that the position description will be reviewed during the performance review time. I understand that the position description may need to be amended periodically due to changes in responsibilities and organisational requirements.

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Name

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Signature

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date