

## POSITION DESCRIPTION

<b>Position Title:</b>	Occupational Therapist
<b>Department:</b>	LifeWorks Ryde
<b>Location:</b>	Ryde and Community

<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 check required:	Yes

<b>Position Purpose:</b>
<p>The Occupational Therapist (OT) is a key member of the multidisciplinary LifeWorks service, providing high quality Occupational Therapy interventions to clients in the community &amp; centre-based programs. LifeWorks works with adults with long term disability and newly acquired disability or injury, including neurological, brain, burns, orthopaedic and other sources of disability. OT intervention can occur:</p> <ul style="list-style-type: none"> <li>• In the client's own home</li> <li>• Onsite at Royal Rehab, Ryde</li> <li>• In a range of Royal Rehab supported accommodation houses or facilities or other supported accommodation services</li> <li>• In a community location relevant to the client's goals, e.g. home, shopping centre, community meetings.</li> </ul> <p>The position is responsible for the assessment, planning, implementation and evaluation of OT interventions within a client-focused and goal-centred framework.</p> <p>The position will be working in a therapy service with opportunities to be trained in utilising a range of advanced and robotic technology and innovation to optimise the effectiveness of occupational therapy interventions. This may include, but not be limited to, robotic end effector systems and virtual reality. Promotion of the LifeWorks service to external referrers will be a part of this position.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• To provide high quality, timely Occupational Therapy services to clients to maximise function, performance of activities of daily living and participation in meaningful activities</li> <li>• To comply with centre-wide, service and Occupational Therapy discipline specific policies/procedures and initiatives and the Royal Rehab mission, vision and values</li> <li>• To work as part of the multidisciplinary team with LifeWorks and the Occupational Therapy department at Royal Rehab. This may involve working in or providing cover to other units from time to time upon request</li> </ul>

<b>Organisation Context:</b>
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Royal Rehab Group is a health and disability provider and has been delivering high quality services for people living with disability, their families, and carers for more than 120 years.

Royal Rehab encompasses of the below:

- Royal Rehab Public Hospital inclusive of specialised brain and spinal injury public inpatient rehabilitation units and community-based services
- Royal Rehab Private Hospital, including Day Rehab Programs at Ryde and Petersham
- Community Rehabilitation Services -TRANSPAC, home based rehab and public outpatients
- Royal Rehab LifeWorks - fee for service community and outpatients rehab and therapy
- Sargood on Collaroy (Spinal Resort)
- BreakThru Home and Living- disability accommodation and care services
- BreakThru Community services- day programs, DES, Support coordination.

Royal Rehab LifeWorks Ryde is an umbrella service that provides allied health services for people with a disability in a setting that suits their needs. This can be onsite at Royal Rehab, Ryde and/or in the community. Services under this program include:

- Single disciplinary and multi-disciplinary therapy and capacity building services aimed at achieving client goals.
- Driving assessment and training services.
- Psychosexual counselling and therapy services for people with a disability.

Programs are typically funded by NDIS, icare and other compensable schemes, though clients can self-fund.

#### **Organisational Relationships:**

<b>Reports to:</b>	Operationally: Clinical Operations Manager, LifeWorks Ryde and Program Coordinators – LifeWorks - Ryde Professionally: Occupational Therapy Professional Leader
<b>Responsible for:</b>	Allied Health Assistants (Level 2) May supervise students

#### **Performance Review & Development Planning:**

Assessment against service, professional and organisation performance indicators, and development of professional development plan will occur 3 months after commencement, and annually thereafter

#### **Delegations/Authority**

Budget	Nil
Financial Delegations	Nil

#### **Qualifications, Skills & Experience:**

##### **Essential**

- Current full registration with AHPRA

- Recent clinical experience (a minimum of 1 year) working in the community or rehabilitation setting providing specialist occupational therapy intervention to persons with chronic and complex health needs and/ or permanent disability
- Experience working in a multi-disciplinary team
- Experience in equipment prescription and home modifications
- Sound time management skills and demonstrated ability to set priorities and complete tasks
- Demonstrated competence in high level interpersonal communication, negotiation, and conflict resolution
- Demonstrated ability to implement evidenced based practice and outcome measurement and commitment to participation in supervision and professional development
- Computer literacy including demonstrated competence using Microsoft Word, email and internet
- Current C unrestricted driver's license, good driving record and own car

**Desirable**

- Wheelchair and seating prescription experience
- Experience working with NDIS funded clients & icare participants and/or knowledge of systems involved
- Experience in providing upper limb therapy to clients with neurological conditions

**Key Internal & External Relationships:**

Internal	<ul style="list-style-type: none"> <li>• Executive Director – Hospitals</li> <li>• Director of Community and Allied Health,</li> <li>• Clinical Operations Manager, - Royal Rehab LifeWorks Ryde</li> <li>• Program Coordinator – LifeWorks Ryde</li> <li>• Occupational Therapy Professional Leader</li> <li>• LifeWorks MDT and administration staff</li> <li>• All colleagues at Royal Rehab</li> </ul>
External	<ul style="list-style-type: none"> <li>• Clients and their relatives / carers</li> <li>• Community based SP's (public and private)</li> <li>• GPs</li> <li>• Insurance companies</li> <li>• icare, lifetime care and support, worker's care</li> <li>• Support Coordinators</li> <li>• Case Managers</li> <li>• National Disability Insurance Agency</li> <li>• Occupational Therapy interest Groups</li> <li>• Colleagues in other health facilities</li> <li>• Schools of Occupational Therapy</li> </ul>

**Key Responsibility Areas**

Key Area of Accountability	Specific Tasks and Responsibilities
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<p>Provide assessment and treatment of individuals with high and complex health needs</p>	<ul style="list-style-type: none"> <li>• Commence an initial interview with all new clients or family within set triage date to obtain information, develop goals/actions and explain the OT role and proposed therapy schedule and options within funding model</li> <li>• Carry out assessment and intervention to address occupational roles, occupational performance tasks/ activities (self-care, productivity, leisure, rest) and performance component areas (biomechanical, sensory-motor, cognitive, interpersonal and intrapersonal) using a relevant model of occupation to guide clinical decision making.</li> <li>• Perform home visits for clients to assess existing barriers to independence and make recommendations for modifications and referrals as appropriate</li> <li>• Work collaboratively with other members of the multi-disciplinary team to ensure that the client receives an integrated service that meets their needs</li> <li>• Prescribe appropriate functional equipment/assistive devices and modification to equipment or environment to maximise a client's independence and train clients/carers in the correct and safe use of the equipment</li> <li>• Deliver services to clients with seating and positioning requirements, including the prescription and evaluation of manual and powered wheelchairs</li> <li>• Utilise available therapy technology in order to maximise function</li> <li>• Liaise with equipment suppliers and client/carers regarding client's equipment needs</li> <li>• Liaise with case managers, employers, Lifetime Care, NDIS and community organisations regarding intervention plans</li> <li>• Maintain appropriate records of client intervention in accordance with Occupational Therapy Service and Royal Rehab policies and standards</li> <li>• Attend and participate in case conferences and planning to review client status, set goals for ongoing intervention and organise discharge plans. This may include completing written case conference reports.</li> <li>• Educate carers in skills necessary to assist in the management of clients at home</li> <li>• Educate clients as required e.g. back care, lifting, work simplification/ energy conservation, relaxation/stress management, positioning, precautions of movement</li> <li>• Advise clients regarding return to driving and liaise with Medical staff and refer to the Driver Assessment program if concerns exist</li> <li>• Refer clients to appropriate support/community groups as required and complete summary reports</li> <li>• Maintain professional standards at all times, providing courteous and professional service to external and internal clients</li> </ul>
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Work as part of a multi-occupational team	<ul style="list-style-type: none"> <li>• Work collaboratively with all persons involved in a Client's therapy or rehabilitation program when providing recommendations and interventions for clients</li> <li>• Develop practice guidelines that are clear and concise for carers</li> <li>• Share participation in rehabilitation program development, including, where relevant, assessments and evaluations</li> <li>• Assist in staff training and sharing of information in relation to multi-occupational team activities</li> <li>• Liaise with and utilise other team members in client programs and client progress e.g. referral to recreation therapy, liaison with insurance company</li> </ul>
Contribute to the clinical education of self and others	<ul style="list-style-type: none"> <li>• Participate in the supervision of Occupational Therapy students</li> <li>• Participate in regular supervision meetings as negotiated with OT Team Lead and Professional Leader</li> <li>• Contribute to and present at group clinical discussion meetings.</li> <li>• Participate in the supervision of Allied Health Assistants</li> <li>• Provide ongoing education to members of the multi occupational team on all aspects of Occupational Therapy eg wheelchair in-services</li> </ul>
To participate in meetings relevant to the operation of the Community Therapy and Occupational Therapy Service	<ul style="list-style-type: none"> <li>• Attend Occupational Therapy staff meetings and review circulated materials as required</li> <li>• Participate in the development and implementation of the LifeWorks and Occupational Therapy Dept business plan</li> </ul>
To be actively involved in quality activities	Participate in Royal Rehab, LifeWorks and Occupational Therapy dept's continuous quality improvement program and accreditation process
Maintain and encourage an evidence-based approach to practice	<ul style="list-style-type: none"> <li>• Maintain commitment to evidence-based practice and ongoing professional development, attending and participating in Occupational Therapy dept staff meetings and in-services, whenever possible</li> <li>• Actively review literature and apply an evidence-based approach to clinical practice</li> <li>• Contribute to research activities on a clinical level as required/requested</li> </ul>
To maintain records of work practices	<ul style="list-style-type: none"> <li>• Maintain existing equipment and submit requisitions for replacement and new equipment to the LifeWorks Ryde COM</li> <li>• Enter daily activity data records to the Client Management System - PracSuite</li> <li>• Contribute to outcome measurement collection</li> <li>• Contribute to the development of compensable reports and requests in line with legislative requirements and timeframes</li> <li>• Document Occupational Therapy intervention and complete reports in the medical record in accordance with service procedures and standards in a timely manner (e.g. complete discharge summaries, EADL score forms as required)</li> <li>• Treat all personal details of medical, social or family history of a client as confidential at all times</li> </ul>
Advocate for people with acquired disabilities	<ul style="list-style-type: none"> <li>• To promote the role of Occupational Therapy within the multi-occupational team in the management of clients with chronic and complex health care</li> <li>• To participate in Occupational Therapy week events</li> <li>• To participate in service-based health promotion events</li> </ul>
Maintains transparency and accountability for non-clinical roles – Human resources	<ul style="list-style-type: none"> <li>• Abide by centre policies for leave arrangements</li> <li>• Participate in performance development with the Professional Leader of Occupational Therapy and COM</li> <li>• Communicate verbally with the Professional Leader of Occupational Therapy and COM regarding difficulties, problems, issues or developments in any duties specified</li> </ul>

	<ul style="list-style-type: none"> <li>Promote Royal Rehab and the Occupational Therapy Service in a positive light at all points of contact with the public</li> <li>Represent OT/ LifeWorks on Royal Rehab committees when appropriate</li> <li>Comply with the Ministry of Health and Royal Rehab Codes of Conduct and professional standards</li> </ul>
Maintains transparency and accountability for non-clinical roles - Financial	<ul style="list-style-type: none"> <li>Obtain approval from the COM for any purchase requisitions</li> <li>Notify the COM as soon as feasible when unavailable for work</li> <li>Comply with Royal Rehab policies and procedures regarding the order, purchase and payment of goods</li> <li>Complete Timesheet forms (for reimbursement of kilometres travelled in own car) on fortnightly basis</li> <li>Accurately record all details of intervention where billing occurs for compensable or chargeable clients</li> <li>Keep inventory of Occupational Therapy equipment and keep updated list of necessary items.</li> </ul>
Maintains transparency and accountability for non-clinical roles - WHS	<ul style="list-style-type: none"> <li>Complete all Mandatory Training requirements</li> <li>Take care of own health and safety at work and that of others who may be affected by your acts at work. This includes cooperating with management in complying with Occupational Health and Safety obligations by adhering to health and safety policies and procedures, and taking prompt action in reporting defects, risks and potential hazards.</li> <li>Comply with Royal Rehab's Smoke Free Workplace Policy (and smoke only in designated areas on designated breaks)</li> <li>Drive hospital vehicles in a safe and responsible manner. (Note if clients are not in attendance, you may be required to travel to visits in your own vehicle at times. Mileage/ petrol costs can be claimed)</li> <li>Assist with the maintenance of therapy areas and equipment and contribute pro-actively to housekeeping within the LifeWorks office area.</li> <li>Be aware of safety issues and follow procedures when visiting clients in their homes. Know who to refer to or complete risk assessment form as part of LifeWorks initial assessment</li> <li>Respect and be responsible for equipment; report any breakages / faults immediately to the Manager/PL</li> <li>Report any incidents / untoward happenings observed or experienced while at Royal Rehab/in the community to the Manager / PL using the Riskman system.</li> </ul>

### GENERAL RESPONSIBILITIES

#### Work Health and Safety

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:

- Ensure that all potential hazards, accidents and incidents are identified and notified
- Ensure your own safety and that of others

#### Equity and Zero Tolerance to Bullying, Harassment and Discrimination

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.

As an employee of Royal Rehab it is your responsibility to:

- Deal with others in a fair and equitable manner free from harassment and discrimination
- Ensure that a working environment free from sexual or any other harassment is recognised as a basic right

### **Principles of Multiculturalism**

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 with 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.**

I will:

- Explore better ways to continuously improve.
- Welcome and encourage new ideas.
- Actively participate in change.

### Environmental Policy and Waste Minimisation

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

### Smoke Free Policy

Royal Rehab is committed to adopting a smoke free workplace that will preclude all staff and visitors from smoking within the Centre

### Royal Rehab Policies and Procedures

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:

- Manual Handling
- Confidentiality of Patient Information
- Infection Control
- Security
- Fire Safety
- Emergency Procedures
- IT and Internet Utilisation



**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 than 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>	<b>Description</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>	<b>Description</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>	<b>Description</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 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>	<b>Description</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>	<b>Description</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>	<b>Description</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		✓			

Document Control (Hiring Manager use only)	
<b>Effective Date:</b> 01/03/2024	<b>Authorised By:</b> Clinical Operations Manager, LifeWorks Ryde

**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

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 Date