

## POSITION DESCRIPTION

<b>Position Title:</b>	Occupational Therapy Assistant
<b>Department:</b>	Brain Injury Unit (BIU)
<b>Location:</b>	Royal Rehab, Ryde
<b>Classification:</b>	Allied Health Assistant

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

<b>Position Purpose:</b>
The Occupational Therapy Assistant will support the Occupational Therapists in the delivery of person centred interventions, activities and programs to clients undergoing physical and cognitive rehabilitation, on an individual basis or within a group situation. They will work independently and with other team members in the provision of meaningful practice of activities to achieve the frequency and intensity of therapy for the clients, under the direction of an Occupational Therapist. Supervision may be direct or indirect according to the nature of the work delegated to the Occupational Therapy Assistant. The role includes motivating and assisting clients, using an enabling approach; and observing, reporting and documenting changes in individual or group behaviours.

<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 inpatient rehabilitation programs 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>	Operationally responsible to BIU Clinical Operations Manager (COM) Professionally responsible to Occupational Therapy Professional Leader Clinical Supervision conducted by Level 3 Occupational Therapist
<b>Responsible for:</b>	Nil. May elect to supervise AHA intern students

<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

**Qualifications, Skills & Experience:**

**Essential**

- Certificate IV Allied Health Assistant or equivalent health qualification
- Experience working with clients who have sustained a brain injury
- Ability to work autonomously and under direct supervision
- Comprehensive and effective communication and organisational skills
- Excellent interpersonal skills and customer service
- Computer literacy
- Full NSW Drivers licence

**Desirable**

- Experience with or understanding of Occupational Therapy
- Experience working with adaptive equipment and/or wheelchairs
- Experience assisting clients with mobility and transfers using correct manual handling techniques

**Key Internal & External Relationships:**

Internal	Multidisciplinary, rehabilitation team members Occupational Therapists and assistants across the organisation, students Catering staff Volunteers Wheelchair and seating services teams
External	Equipment suppliers

**Delegations/Authority**

Budget	Nil
Financial Delegations	Nil

**Key Responsibility Areas**

Key Area of Accountability	Specific Tasks and Responsibilities
Clinical	<ul style="list-style-type: none"> <li>• Provision of high quality, evidence-based Occupational Therapy interventions based on sound clinical reasoning under supervision or guidance of the Occupational Therapist</li> <li>• Delivery of these interventions may occur in differing environments e.g. on the ward or in the community.</li> <li>• Documentation as per Royal Rehab policy</li> </ul>
Clinical support	<ul style="list-style-type: none"> <li>• Completion of all relevant documentation relevant to clinical care, transfer and discharge of clients</li> <li>• Enter activity statistics into the CMS</li> </ul>
Professional	<ul style="list-style-type: none"> <li>• Contribute to the ongoing improvement of the BIU and Occupational Therapy service by actively participating in BIU and Occupational Therapy meetings and working parties</li> </ul>

	<ul style="list-style-type: none"> <li>Demonstrate ongoing professional and personal development through Performance Development Plan (PDP) and clinical supervision with senior Occupational Therapist</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>Uphold the model of service delivery</li> <li>Assistance with supervision of Allied Health Assistant students as necessary</li> </ul>
Person Centeredness	<ul style="list-style-type: none"> <li>Understand and respect each client's perspectives and cultural diversity</li> <li>Support rehabilitation goals, interventions, and activities in collaboration with the client and/or family that reflect client goals and preferences</li> <li>Deliver interventions, and activities in collaboration with the client and/or family that reflect client goals and preferences</li> </ul>
Equality of Access	<ul style="list-style-type: none"> <li>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</li> <li>Workload to be organised effectively and concurrently to meet the care needs of multiple clients in a fair and equitable manner.</li> </ul>
Activity and Participation based on Learning	<ul style="list-style-type: none"> <li>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</li> <li>Facilitate enrichment of the physical, social and attitudinal environment at Royal Rehab to maximize its therapeutic effectiveness</li> </ul>
Goal Directed Clinical Processes	<ul style="list-style-type: none"> <li>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 funds</li> </ul>
Synergistic Effort	<ul style="list-style-type: none"> <li>Staff work collaboratively with clients, families, friends, volunteers, and other staff to maximize therapeutic effectiveness and rehabilitation outcomes</li> <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>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>
Coordination	<ul style="list-style-type: none"> <li>Coordinated approach to rehabilitation service delivery resulting in client throughput within mandated timeframes</li> <li>Communicate and document client condition, therapy interventions, and progress to ensure optimal coordination of care and feedback to client</li> </ul>
Organisation	<ul style="list-style-type: none"> <li>Staff will support the vision and strategic mission of the organisation and comply with all organisational requirements, policies and procedures, regulations and legislative requirements</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**

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

I will:

- Be sincere and genuine will 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 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>	<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 (office use only)	
<b>Effective Date:</b> 13 May 2024	<b>Authorised by:</b> Annie Molejona Clinical Operations Manager, BIU

### 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

