

## POSITION DESCRIPTION

<b>Position Title:</b>	Recreational Therapist
<b>Department:</b>	Brain Injury Rehab Service - Brain Injury Unit
<b>Location:</b>	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:	No
NDIS Worker Screening Check required:	No

<b>Position Purpose:</b>
Provide high quality, timely Recreational Therapy services to clients in the Brain Injury Rehab Service with the aim to maximise individual participation in recreation and leisure activities and integration into the community.

<b>Organisation Context:</b>
The Brain Injury Service consists of a 16-bed speciality inpatient state wide service and the Brain Injury Community Rehab Team, for people who have sustained brain injury. The recreational therapist is a member of the multidisciplinary team providing client centred rehabilitation programs to clients admitted to the inpatient unit.

<b>Organisational Relationships:</b>	
<b>Reports to:</b>	Operational: Clinical Operations Manager, BIU Professional: Professional Leader of Recreational Therapy
<b>Responsible for:</b>	Nil

<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**

- Bachelor of Health Science or Applied Science in Leisure and Health/Therapeutic Recreation or Diversional Therapy.
- Eligible for membership to the Australian Recreational Therapy Association (ARTA)
- Excellent written and verbal communication skills with colleagues and clients
- Experience in Recreational Therapy including recreation/leisure education and counselling, adapting recreation/leisure activities, prescribing recreation equipment and identifying appropriate recreation services.
- Commitment to professional growth and development.
- Excellent time management and self-organisational capacities
- Experience in physical and cognitive rehabilitation
- Committed to working within a team framework.
- Demonstrated commitment to Quality Improvement
- Current, unrestricted, NSW Drivers licence

**Desirable**

- Experience working with clients of icare (Lifetime Care and Workers Care) and NDIS
- Experience working with people with traumatic brain injury in both inpatient and community
- Experience supervising therapists and students

**Key Internal & External Relationships:**

Internal	Clinical Operations Manager, Professional Leader Recreational Therapy, BIRS multidisciplinary team, Recreational Therapy Team.
External	icare, NDIA, Community Service Providers, Sargood on Collaroy, Technical Aid to the Disabled, Wheelchair Sports NSW

**Delegations/Authority**

Budget	Nil authority. Requests to Clinical Operations Manager
Financial Delegations	Nil authority. Requests to Clinical Operations Manager

**Key Responsibility Areas**

Key Area of Accountability	Specific Tasks and Responsibilities	Key Performance Indicators
Provide high quality, timely Recreational Therapy services to clients in the Brain Injury Unit in accordance with Royal Rehab's Recreational Therapy Standards of Practice.	<ul style="list-style-type: none"> <li>• Meet and greet allocated new client/family to introduce the role of recreational therapy.</li> <li>• Provide individual assessment and interventions/program as appropriate to client needs, goals and caseload</li> </ul>	<p>Evidence of service delivery according to the agreed Recreational Therapy practice standards at Royal Rehab:</p> <ul style="list-style-type: none"> <li>• Documented evidence of initial client/family contact within 72 hrs of admission</li> </ul>

	<p>demands including actions and proposed therapy schedule.</p> <ul style="list-style-type: none"> <li>• Provide recreation/leisure counselling and education as appropriate with clients and their families.</li> <li>• Provide activity and/or equipment modification as appropriate.</li> <li>• Prescribe appropriate equipment/assistive devices and train clients/carers in the correct and safe use of the equipment.</li> <li>• Liaise with relevant services such as Technical Aid to the Disabled, to assist in the modification of equipment for client recreation/ leisure purposes.</li> <li>• Work collaboratively with other members of the multidisciplinary team to ensure that the client receives an integrated service that meets their needs.</li> <li>• Attend team/unit meetings and contribute to clinical discussions and goal setting at case conferences, goal setting meetings and family conferences.</li> <li>• Maintain timely and accurate medical records, documenting assessments, goals, interventions and progress in accordance with Royal Rehab guidelines.</li> <li>• Ensure continuity of care by providing detailed handovers to other recreational therapists.</li> <li>• Assist clients in establishing appropriate contacts/resources in the community.</li> <li>• Provide clients/ families with community recreation/leisure information and resources.</li> <li>• Facilitate group recreational activities both on the unit and in the community as appropriate to client goals.</li> <li>• Complete all relevant documentation prior to discharge including: MD report, NDIS reports, Discharge Service</li> </ul>	<ul style="list-style-type: none"> <li>• Documented evidence of initial assessment commenced within 7 days of admission</li> <li>• Client timetables reflect allocation of work hours consistent with client priorities, needs and goals ensuring equitable distribution wherever possible</li> <li>• Documented evidence of client's goals, treatment plans/program and progress</li> <li>• Outcome measures are completed on admission and discharge</li> <li>• Contributed to MD report 24 hours prior to discharge</li> <li>• Contributed to NDIS report/DSN/CNR as required</li> <li>• Completed Equipment Request Forms as required</li> <li>• Up to date client handover documentation</li> </ul>
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	<p>Notification (DSN), Care Needs Report (CNR)</p> <ul style="list-style-type: none"> <li>• Appropriate referral to external providers as required.</li> <li>• Promote the role of Royal Rehab Recreational Therapy Services.</li> <li>• Coordinate Recreational Therapy services within the unit including intake, caseloads, administrative and departmental maintenance activities, staff leave and professional development.</li> <li>• To supervise other staff for which you are responsible including Level 1 / 2 Recreational Therapist, students and Volunteers within the clinical unit.</li> <li>• To participate in the provision of clinical education programs and inservices to staff</li> <li>• Identify opportunities for improvement in clinical practice, develop and lead quality improvement activities with other staff</li> <li>• To monitor usage, maintenance and supplies of recreation equipment/ facilities/resources within the unit/centre and externally</li> <li>• To maintain and update recreation resource files on an ongoing basis.</li> </ul>	
Clinical Support	<ul style="list-style-type: none"> <li>• Complete and enter statistics in line with organisation policy.</li> </ul>	<ul style="list-style-type: none"> <li>• CMS monthly stats entered by due date.</li> </ul>
Professional	<ul style="list-style-type: none"> <li>• Provide courteous and professional service to external and internal clients at all times.</li> <li>• Attend and participate in scheduled department meetings and scheduled inservices where appropriate.</li> <li>• Demonstrate a commitment to own professional development and keeping skills and knowledge up to date.</li> <li>• Participate in Royal Rehab Performance Development Program.</li> </ul>	<ul style="list-style-type: none"> <li>• Client feedback</li> <li>• Feedback from annual performance review survey.</li> <li>• 10% of work hours dedicated to participation in clinical supervision; professional development; organisation wide quality and accreditation activities</li> <li>• Provide a one page summary within 2 weeks following attendance at external courses and posted on shared drive</li> </ul>

Quality	<ul style="list-style-type: none"> <li>Participate in Royal Rehab, Unit and Recreational Therapy Department's continuous quality improvement program and accreditation process</li> <li>Identify opportunities for improvement in clinical practice</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of participation and contribution to quality projects/working parties.</li> </ul>
Organisation Outcome: staff will support the vision and strategic mission of the organisation	<ul style="list-style-type: none"> <li>Comply with all organisational requirements, policies and procedures, regulations and legislative requirements.</li> <li>Support and participate in marketing activities at organisation, service and discipline levels</li> <li>Participate in strategic planning for the organisation and accreditation activities as directed</li> <li>Assist in the implementation and development of services and policies within the Recreational Therapy Department and BIRS.</li> </ul>	<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> </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

<b>Code of Conduct</b>
<p>Royal Rehab requires a professional standard of behaviour from staff which:</p> <ul style="list-style-type: none"> <li>• Demonstrates respect for the right of the individual and the community</li> <li>• Promotes and maintains public confidence and trust in the work of the Centre</li> </ul> <p>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</p>
<b>Organisational Values</b>
<p>Employees are expected to demonstrate a high standard of personal and professional behaviour and uphold Royal Rehab's values being:</p> <ul style="list-style-type: none"> <li>• Person-centred: promoting independence in a supportive and innovative environment</li> <li>• Honest and trustworthy: ethical, accountable, and acting with integrity</li> <li>• Collaborative and inclusive: fostering team-ship and participation</li> <li>• Innovative and informed: committed to learning and development and continuous improvement</li> </ul>
<b>Safety &amp; Continuous Quality Improvement</b>
<p>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.</p>
<b>Environmental Policy and Waste Minimisation</b>
<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>
<b>Smoke Free Policy</b>
<p>Royal Rehab is committed to adopting a smoke free workplace that will preclude all staff and visitors from smoking within the Centre</p>
<b>Royal Rehab Policies and Procedures</b>
<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 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		X			
Leg/foot movement	Tasks involve use of leg and or foot to operate machinery	X				
Hand/arm movement	Tasks involve use of hands/arms i.e. stacking, reaching, typing, mopping, sweeping, sorting, inspecting			X		
Bending/twisting	Tasks involve forward or backward bending/twisting at the waist	X				
Standing	Tasks involve standing in an upright position without moving about	X				
Driving	Tasks involve operating any motor powered vehicle	X				
Sitting	Tasks involve remaining in a seated position during task performance		X			
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended	X				
Walking/running	Tasks involve walking or running on even surfaces		X			
	Tasks involve walking on uneven surfaces	X				
	Tasks involve walking up steep slopes	X				
	Tasks involve walking down steep slopes	X				
	Tasks involve walking whilst pushing/pulling objects		X			
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees	X				
Working at heights	Tasks involve making use of ladders, footstools, scaffolding etc. Anything where the person stands on an object rather than the ground					X
Lifting/carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands	X				
	1) Light lifting/carrying 0-9kg	X				
	2) Moderate lifting/carrying 10-15kg	X				
	3) Heavy lifting/carrying 16+kg					X
Restraining	Tasks involve restraining clients/clients, others	X				
Pushing/pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking	X				
Grasping	Tasks involve gripping, holding, clasping with fingers or hands		X			
Manual dexterity	Tasks involve fine finger movements i.e. keyboard operation, writing		X			
Sensory Demands	Description					

Sight	Tasks involve use of eyes as an integral part of task performance i.e. looking at screen/keyboard in computer operations			X		
Hearing	Tasks involve working in a noisy area i.e. boiler room, workshop					X
Smell	Tasks involve the use of the smell senses as an integral part of the task performance i.e. working with chemicals	X				
Taste	Tasks involve the use of taste as an integral part of task performance	X				
Touch	Tasks involve the use of touch as an integral part of task performance			X		
<b>Psychological Demands</b>	<b>Description</b>					
	Tasks involve interacting with distressed people		X			
	Tasks involve interacting with people who as part of their lives may be aggressive, verbally or sexually uninhibited	X				
	Tasks involve viewing/handling deceased and/or mutilated bodies					X
<b>Exposure to Chemicals</b>	<b>Description</b>					
Dust	Tasks involve working with dust i.e. sawdust					X
Gases	Tasks involve working in areas affected by gas, or working directly with gases					X
Fumes	Tasks involve working with fumes i.e. which may cause problems to health if inhaled					X
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made e.g. dermatitis					X
Hazardous substances	Tasks involve handling of hazardous substances including storage or transportation					X
Biological matter	Tasks involve work with human biological matter through examination, storage, transport or disposal	X				
Allergenic substances	Tasks involve exposure to allergenic substances	X				
Anti-biotics	Tasks involve handling, transport, administration or disposal of anti-biotics					X
<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					X
Colour	Tasks involve differentiation of colour	X				
Sunlight	Exposure to sunlight		X			
Temperature	Tasks involve working in temperature extremes e.g. working in a cool room, working outdoors, boiler room		X			
Confined spaces	Tasks involve working in confined spaces					X
<b>Accident Risk</b>	<b>Description</b>					
Surfaces	Tasks involve working on slippery or uneven surfaces		X			
Housekeeping	Tasks involve working with obstacles within the area, bad housekeeping	X				
Heights	Tasks involve working at heights					X
Manual handling	Tasks involve manual handling		X			
Noise	Tasks involve working in a noisy environment			X		
Radiation	Tasks involve exposure to x-rays					X
Electricity	Tasks involve working with electrical apparatus and currents	X				
Machinery	Tasks involve use of machinery and equipment:					
	1) Light	X				
	2) Heavy					X
	3) Portable	X				
Biological hazards	Tasks involve working with blood, blood products/body fluids		X			
<b>Other Issues</b>	<b>Description</b>					



Workplace access	Tasks involve difficult access or movement from site to site	X				
Personal protective equipment	Tasks involve use of Personal Protective Equipment		X			
Safety critical issues	Tasks involve responsibility for safety of others			X		

Document Control (office use only)	
<b>Effective Date:</b>	<b>Authorised by:</b>

**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