

POSITION DESCRIPTION

Position:	Occupational Therapist (Senior Clinician) / Project Coordinator (Home based falls prevention service) 12 month fixed term
Classification:	Occupational Therapist - Grade 3
Location:	Djerriwarrh Health Services
Award Classification:	Health Professionals HSUA 3
Reports to:	Manager HACC & Chronic Disease
Date of Review:	Date of end of 12 month fixed term

Djerriwarrh Health Services (DjHS) incorporates The Bacchus Marsh and Melton Regional Hospital, Grant Lodge Residential Aged Care, Bacchus Marsh Community Health Centre, Melton East Community Health Centre, Melton Community Health Centre and Melton Health, serving an estimated catchment population of 120,000.

PURPOSE OF THE POSITION:

This position is a newly created role which supports planning, implementation and evaluation of the home based falls prevention program for HACC eligible clients aged 80 + years living in the Shire of Melton. The position provides a key leadership role for this program and for the HACC Occupational Therapy team.

- To provide clinical leadership to the HACC Occupational Therapy team in collaboration with Manager HACC & Chronic Disease and Chief Occupational Therapist
- To ensure processes support the delivery of timely, high quality Occupational Therapy services to clients, carers and families within the DjHS catchment area.
- To provide, or ensure provision of, clinical supervision for members of the HACC Occupational Therapy team
- To provide a leadership role in the development of home based falls prevention service for DjHS
- To work collaboratively with General Practitioners, District nursing, Allied health, Melton Shire and other relevant services to ensure a coordinated approach to delivery of home based falls prevention service to HACC eligible clients in the Shire of Melton.

QUALIFICATIONS:

- Tertiary qualifications in Occupational Therapy
- Experience within a range of settings and with a broad range of client groups especially frail aged and disabled clients
- Current drivers licence
- Current Police Check and Working with Children Check

REPORTING RELATIONSHIPS:

- Director Allied Health through Manager HACC & Chronic Disease
- Manager HACC & Chronic Disease / Chief Speech pathologist
- Professional reporting to Chief Occupational Therapist

SPECIFIC DUTIES AND RESPONSIBILITIES:

Occupational Therapist (Senior Clinician)

- Provide clinical leadership to the HACC Occupational Therapy team
- Identify and promote service improvement opportunities which support timely access to high quality, efficient OT services
- Provide OT clinical services to HACC client group, preadmission clinic, acute inpatients and discharge planning at Bacchus Marsh and Melton Regional Hospital as part of the multidisciplinary team
- Provide clinical supervision to HACC OT staff
- Provide direct clinical supervision and support other staff in the supervision of OT students
- Maintain accurate client records in line with professional and DjHS standards
- Manage data reporting and daily statistical reporting according to DjHS and Department of Health requirements
- Maintain professional standards in accordance with Occupational Therapy Association requirements
- Develop and maintain effective networks with Occupational Therapy professional groups and special interest groups for the purposes of peer review and support

Project coordinator (Home based falls prevention service)

- Work collaboratively with key stakeholders to ensure development, implementation and evaluation of home based falls prevention service for HACC eligible clients in the Shire of Melton
- Develop educational resource for participants which promotes role of multidisciplinary team in the management of falls
- Identify and develop relevant risk screening and indicator for referral tools for the project
- Report to the steering committee

General Position Requirements

Occupational health and Safety

Each employee has the right to a safe working environment and s/he should advise their Manager of any risk or condition likely to result in accident or injury. Each employee has the responsibility to ensure their own health and safety and to cooperate with DjHS's procedures as well as participating in appropriate safety education and evaluation activities. Djerriwarrh Health is a Smokefree workplace.

Infection Control

Each employee has a responsibility to minimize exposure to incidents of infection/cross infection of patients, clients, residents, staff, visitors and the general public. This minimization can be most effectively achieved by all staff adhering to the procedures as set out in the organisation's Infection Control Manual.

Quality Improvement

Each employee has a responsibility to participate and commit to ongoing quality improvement activities using the relevant accreditation framework.

Workplace Harassment and Bullying

Djerriwarrh Health Services adopts and applies the Victorian State Government Code of Conduct. Each employee has the right to a work environment free from any form of workplace harassment and bullying. From an employee's orientation and throughout their employment, each employee must apply DjHS's procedures and participate in appropriate education and training.

DjHS' Standing Orders and Procedures

DjHS' Standing Orders and Procedures are fully set out in the Procedure manuals located throughout the organisation. It is the responsibility of each employee to familiarize themselves with these manuals.

Confidentiality Policy

Each employee has a responsibility to comply with the organisation's Confidentiality procedure as it is a condition of employment. Any breach of the Confidentiality Procedure will result in disciplinary action and/or dismissal under the conditions of the Health Services Act (Vic).

PERFORMANCE REVIEW

A regular review will be conducted by the Manager HACC and Chronic Disease based on an assessment of a previously agreed Performance Development Plan.

Dated this day of

Occupational Therapist

Manager HACC & Chronic Disease

Chief Occupational Therapist

OCCUPATIONAL THERAPIST (SENIOR CLINICIAN) / PROJECT COORDINATOR (HOME BASED FALLS PREVENTION SERVICE)

Key Selection Criteria

KSC 1

Obtained the mandatory qualifications for the position

- Tertiary qualifications in Occupational Therapy
- Current driver's licence
- Current Police Check and Working with Children Check
- 7 years postgraduate experience with specialist knowledge in relevant areas (aged care / falls prevention)

KSC 2

Demonstrated advanced clinical skills

- Demonstrated experience within a range of settings and with a broad range of client groups, in particular frail aged and disabled clients
- Extensive knowledge of HACC services
- Demonstrated clinical leadership
- Ability to develop and maintain effective service and referral relationships with relevant agencies
- Excellent organisational, time management, communication (both verbal and written) and negotiation skills
- Demonstrated experience in development and review of clinical policies and procedures
- Demonstrated experience in providing clinical supervision to other OT staff, students and allied health assistants

KSC 3

Demonstrated skills in project management

- Demonstrated understanding of key principles of continuous quality improvement (including plan / do / study / act cycle)
- Demonstrated ability to provide leadership in multidisciplinary projects

KSC 4

Ability to work within a team structure

- Ability to work as part of a multidisciplinary team of health professionals
- Ability to develop and maintain effective working relationships with external service providers
- Ability to provide professional advice to other medical and allied health staff based on a firm theoretical framework and supported by clear clinical reasoning

KSC 5

Demonstrated ability to comply with and promote contemporary work practices

- Respect for and understanding of the client's (or the client's family/carer) right to informed choice, independence and determination of services required and delivered
- A knowledge of Occupational Health and Safety, Equal Employment opportunity principles, infection control, quality improvement and anti-discrimination principles.
- Understand and respect cultural diversity and gender specific requirements

- An understanding of the requirements of the Health Records Act (2001) and the Information Privacy Act (2000)