

POSITION DESCRIPTION

Position Title:	Senior Occupational Therapist
Department:	Allied Health Department
Location:	MetroRehab Hospital, 275 Addison Rd Petersham NSW
Level:	Senior

Employment Screening Check:	
National Criminal Record Check required:	Yes
Working with Children Check required:	Yes
Vaccination Category required:	Category A
Online Driving Record Check required:	Yes

Position Purpose:
<p>The Senior Occupational Therapist (OT) is a key member of the Allied Health team providing high quality OT interventions to patients across the inpatient rehabilitation unit, day rehabilitation programs and outpatient/NDIS programs at MetroRehab Hospital (MRH).</p> <p>The position is responsible for the assessment, planning, implementation and evaluation of OT interventions within a patient-focused and goal-centred framework, in line with the MetroRehab mission, vision and values, and for providing supervision and clinical support to the OT team.</p> <p>The Senior OT will work as part of the multidisciplinary team within the inpatient rehabilitation unit, day rehabilitation program and outpatient/NDIS program at MRH. This may involve working in or providing cover to other units from time to time upon request.</p>

Organisation Context:
<p>MetroRehab is a 37-bed private hospital specialising in multidisciplinary medical rehabilitation for both inpatients and day patients. Specialty programs include stroke and neurological rehabilitation, orthopaedic rehabilitation and reconditioning.</p>

Organisational Relationships:	
Reports to:	Allied Health Manager, MetroRehab Hospital
Responsible for:	Junior Occupational Therapists, AHAs, volunteers and students.

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

Qualifications, Skills & Experience:

Essential

- Degree in Occupational Therapy with current AHPRA registration and minimum 3 years clinical experience
- Strong clinical knowledge and skills in rehabilitation, including experience in the assessment and treatment of neurological patients (including stroke, acquired brain injury and neurodegenerative conditions)
- Strong leadership skills, including demonstrated ability to supervise junior Occupational Therapists and AHAs
- Experience working with external agencies such as Enable and NDIS, including report writing
- Strong time management and organisational skills
- Ability to work independently and as part of a multidisciplinary team
- Current C Class (unrestricted) driver's license

Desirable Criteria

- Experience working in a private rehabilitation setting

Key Internal & External Relationships:

Internal	<ul style="list-style-type: none"> • Allied Health Manager • Senior Physio and Day Program Senior/In Charge • Nursing team, led by Nursing Unit Manager • Medical team, including Registrars and Rehabilitation Specialists • Other Allied Health staff, including Physiotherapy, Social Work, Speech Pathology, Exercise Physiology, Clinical Psychology, Dietetics, Music Therapy • All colleagues at MetroRehab
External	<ul style="list-style-type: none"> • Patients and their relatives / carers • Equipment suppliers, ENABLE, Insurance Companies, Lifetime Care and Support, National Disability Insurance Scheme • Home and community services and My Aged Care, including TACP and ACAT • External case managers, support coordinators and care agencies • Colleagues in other health facilities • Universities

Delegations/Authority

Budget	N/A
Financial Delegations	N/A

Key Responsibility Areas

Key Area of Accountability	Specific Tasks and Responsibilities
Provide a comprehensive, high quality OT Service to	<ul style="list-style-type: none"> • Maintain professional standards at all times. • Provide high quality, evidence-based OT services to patients to maximise function, performance of activities of daily living and participation in meaningful activities

<p>patients of MetroRehab</p>	<ul style="list-style-type: none"> • Provide assessments, treatments and written individual and group therapy programs, equipment prescription and home modification reports for clients of MetroRehab, and document all progress/interventions in the medical record. • Plan/implement programs and activities to support the team achieving it's KPI's e.g. performance indicators from AROC and health fund contracts. • Work collaboratively with other members of the multidisciplinary team to ensure that the patient receives an integrated service that meets their needs. • Contribute to clinical discussions and goal setting at case conferences, goal setting meetings and family conferences. • Liaise with relatives/carers regarding patient's goals, objectives and treatment plans where appropriate and provide carer training as necessary. • Complete home visits and/or access visits as clinically indicated in line with MetroRehab policies and procedures. This includes completion of a Home Visit Risk Assessment. • Assess patient equipment needs and organise the provision of relevant equipment • Ensure OT equipment is maintained in good working order, maintain an inventory of items and organise supplies as required. • Maintain patient confidentiality at all times. • Perform duties in accordance with the MRH Policies and Procedures.
<p>Senior duties /Leadership and clinical support</p>	<ul style="list-style-type: none"> • Coordinate daily operations of the OT service, including caseload and staffing allocation • Provide regular supervision and clinical support to junior OTs as required (dependent on level) • Oversee OT interventions delivered by Allied Health Assistants, providing direction and supervision on a regular basis (dependent on level). • Coordinate department meetings and professional development activities for the OT team • Report to AHM on OT department activities • Plan/implement programs and activities to support the team achieving it's KPI's e.g. performance indicators from AROC and health fund contracts. • Complete In Charge duties as required, including KPI management, rostering and equipment ordering
<p>Meet administrative responsibilities as per MetroRehab policies</p>	<ul style="list-style-type: none"> • Promote MRH, Royal Rehab and the OT service in a positive light at all points of contact with the public. • Comply with Minimal Lift policies and Workplace, Health and Safety policy and obligations including adopting a risk management approach. • Comply with MetroRehab's Smoke Free Workplace Policy (and smoke only in designated areas on designated breaks). • Perform duties in accordance with relevant Work Health and Safety and Equal Opportunity Legislation. • Follow appropriate procedures for obtaining consent from patients and community service providers, being mindful of medico-legal implications when providing advice and consultancy services. • Comply with the MRH uniform/dress code policy.
<p>Staff Development and Education</p>	<ul style="list-style-type: none"> • Attend all mandatory MetroRehab staff training and other professional development as directed by Allied Health Manager • Participate in discipline/unit/service quality activities and working parties alongside other members of the MDT.

	<ul style="list-style-type: none"> • Remain up to date on issues relevant to OT practice and demonstrate understanding of evidence-based practice in a rehabilitation setting. • Identify opportunities for improvement in clinical practice. • Participate in regular supervision with Senior OT/Day Program Senior/IC • Participate in MRH Performance Appraisal program. • Participate in MRH's accreditation process.
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GENERAL RESPONSIBILITIES

Work Health and Safety

MetroRehab 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

MetroRehab upholds the Federal and State government's policies to bring equality in employment for all employees to assist them to achieve their full potential. MetroRehab 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 MetroRehab 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

MetroRehab 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 MetroRehab 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. MetroRehab 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 MetroRehab.

Organisational Values

Employees are expected to demonstrate a high standard of personal and professional behaviour and uphold MetroRehab’s values being:

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 MetroRehab 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

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

MetroRehab Policies and Procedures

It is a requirement that all MetroRehab employees read, understand and adhere to MetroRehab 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	
O = Occasional	Activity exists up to 1/3 of the time when performing the task
F = Frequent	Activity exists between 1/3 and 2/3 of the time when performing the task
C = Constant	Activity exists more then 2/3 of the time when performing the task
R = Repetitive	Activity involves repetitive movement
NA	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			✓		
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				✓	
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				✓	
Psychological Demands	Description					
	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					✓
Exposure to Chemicals	Description					
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					✓
Working Environment	Description					
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					✓
Accident Risk	Description					
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	✓				
Other Issues	Description					
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)	
Effective Date: 28/04/2022	Authorised By: Allied Health Manager

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.

Name _____

Signature _____

Date _____ / _____ / _____