



Health

Northern Sydney Local Health District

POSITION DESCRIPTION

Reference Number :	338700		
Recruitment Type	General Recruitment		
Position Number :	502863		
Position Title :	Mental Health Occupational Therapist Level 3		
Cost Centre :	Cost Centre	Code	%
	HKH Early Psychosis Intervention Service GEN(MH)	260268	100
Organisation unit :	NSW Health Service - Northern Sydney Local Health District		
Location :	Hornsby		
Facility :	Mental Health		
Advertised Award/Classification	Mental Health Occupational Therapist Level 3		
Registration/Licence Requirements :	Occupational Therapy Board of Australia OCC		
Vaccination Category :	Category A		
Employment Screening Check			
National Criminal Record Check :	Yes		
Working With Children Background Check :	Yes		
Working With Aged Care Check :	No		
Responsible To :	<p>Operationally:</p> <p>Responsible to the Manager Community Services HKMHS through the Nursing Unit Manager, Acute Care Team</p> <p>Professionally:</p> <p>Professionally responsible to the Senior Occupational Therapist, HKMHS</p>		
Responsible For :	Nil		
	<p>The position is accountable for providing mental health care to clients receiving services from the Early Psychosis Intervention Service (EPIS). The primary purpose of the role is to provide mental health assessments, treatment and care coordination for clients and counselling, education and support for their families.</p>		

	<p><u>Key Aims & Internal & External Relationships:</u></p> <p><i>Aims</i></p> <p>The primary purpose of the role is to:</p> <ul style="list-style-type: none"> • To provide a standard of care based on prevailing best practice guidelines, and to seek advice from the Team Leader when necessary. • To work as part of the team in a multi-disciplinary fashion, sharing generic work and offering discipline specific interventions. • To assist in the implementation of the National Mental Health Standards. • To adhere to the principles of Early Intervention in Psychosis. • To participate in Quality Improvement Activities. <p>It is expected that an Occupational Therapist working in EPIS will:</p> <ul style="list-style-type: none"> • Liaise with other team members, individually or in clinical meetings, regarding on-going client care. • Be aware of, and maintain correct communication systems with all areas of the Mental Health Service. • Liaise with community agencies as required. • Participate in presentations to internal and external agencies about Psychosis and its recognition and treatment and the Early Psychosis Intervention Service. • Work to establish closer links between Mental Health Services and General Practitioners (this has been identified as a priority at Commonwealth and State level)
	<p>General Duties/Responsibilities:</p> <p>Self and Peers:</p> <p>To be aware of the Code of Conduct, policies, procedures and protocols of Northern Sydney Local Health Network and to maintain them.</p> <p>Professional standards of practice</p> <p>Participation and commitment to supervision and relevant professional development programmes</p> <p>Key Performance Indicators</p> <ul style="list-style-type: none"> • Sign off on the Code of Conduct and demonstrated awareness of its influence on professional attitude and behaviours • Completion of sufficient professional development activities to achieve and maintain OT registration

Key Accountabilities :

Management:

- To provide a standard of care based on the prevailing best practice guidelines and seek the advice of the Team Leader and/or senior OT in MH or other team members and other relevant resource persons where appropriate.
- To work as part of the team in a multi-disciplinary fashion, sharing generic work and offering discipline specific interventions
- Be accountable for Occupational Therapy services within EPIS and elsewhere as required
- Participate in quality improvement and QI activities
- Relieve in higher duties as required
- Undertake any other duties as deemed appropriate by the team leader or delegate

Key Performance Indicators

- 85% attendance to team, professional and service meetings as required by the Mental Health Service
- 100% sign off on policies as directed by the Team Leader
- Clear evidence of participation in OH&S activities

Client Management:

- To respect the individuality of each client, maintain a positive and encouraging attitude to clients and ensure their dignity and rights are safeguarded.
- To be involved in the planning and maintenance of therapeutic individual and group interventions for an allocated clinical load.
- To assess newly referred clients using approved tools.
- Develop and follow through with individual rehabilitation and recovery pathways for and in collaboration with clients.

ROLE RESPONSIBILITIES:

Functional Activities

- To assess clients as referred and to participate in the care coordination of young people experiencing psychosis.
- To develop and formulate a care plan which promotes optimal outcomes.
- To undertake recognised assessments appropriate to the client group.
- To provide individual counselling as appropriate.
- To provide support and education to carers both on an individual basis and as co-leader of the family education and support groups
- To carry out home visits as indicated, using the Home Visit Risk Assessment Checklist.
- To participate in the running of the EPIS Group Programme.
- To ensure that clients, and their carers receive education on the use of the medication, therapies and treatments prescribed.
- To inform young people of health issues, services and their rights and responsibilities.
- To be responsible for the development of OT services within the team
- To undertake OT specific assessments when necessary
- Supervision of OT and other students when assigned to the area
- To act as a consultant on OT matters to other team members
- To act as a resource person for team members, clients and the families of clients on medication issues
- To contribute to the overall planning, implementation and evaluation of OT services and mental health
- Undertake other duties as required
- To participate in own supervision and ongoing professional development activities and provide supervision to other OT staff as required
- Participate in Quality improvement activities and provide a high level customer service to patients, staff and others.
- Comply with the Code of Conduct, OHS, EEO, Smoke Free, Bullying and Harassment and other AHS policies and procedures.
- Maintain strict confidentiality in relation to all patient, staff, workplace and AHS matters.
- Use AHS resources efficiently, minimising cost and wastage, and ensure waste products are disposed of in line with AHS waste management guidelines.
- Report any risk identified (eg: WHS, Clinical, Financial, Technology, Public Image) to the manager and request a risk assessment. Participate in risk management activities.
- Implement the principles of Multiculturalism in their work by ensuring services within their area of responsibility are accessible and culturally appropriate to consumers.

	<ul style="list-style-type: none">• Co-operate with other staff members to ensure that duty requirements and standards are being met and maintained.• Perform all other delegated tasks appropriately and in line with grading and capabilities.									
	<i>All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.</i>									
Challenges/Problem Solving :	The Occupational Therapist working at EPIS may be asked to work in another clinical area subject to the provision of appropriate orientation to this area.									
Communication :	<p>Internal:</p> <p>EPIS team, treating psychiatrists, all other teams within Hornsby Ku-ring-gai Mental Health Service, Drug Alcohol & Gambling, management staff, emergency department staff.</p> <p>External:</p> <p>Clients, carers and parents, Private psychiatrists and private practitioners, Centrelink, NGO's, EPPINY group.</p>									
Decision Making :	Decisions made with consultation with the multidisciplinary team.									
Selection Criteria :	<table><tr><td>Selection Criteria</td></tr><tr><td>Occupational Therapy Degree or Diploma, eligible for OT Registration (due July 2012)</td></tr><tr><td>Demonstrable post graduate experience in mental health assessment, care coordination and treatment/ interventions</td></tr><tr><td>Demonstrated understanding of the principles of Early Intervention for client experiencing First Episode Psychosis</td></tr><tr><td>Demonstrated knowledge and experience of principles of biopsychosocial rehabilitation & recovery</td></tr><tr><td>Demonstrated knowledge of relevant OT models of practice and mental health interventions, including group work</td></tr><tr><td>Proven ability to work effectively in a multi – disciplinary team</td></tr><tr><td>Demonstrated high level verbal and written communication skills (including computer literacy)</td></tr><tr><td>Current NSW drivers licence</td></tr></table>	Selection Criteria	Occupational Therapy Degree or Diploma, eligible for OT Registration (due July 2012)	Demonstrable post graduate experience in mental health assessment, care coordination and treatment/ interventions	Demonstrated understanding of the principles of Early Intervention for client experiencing First Episode Psychosis	Demonstrated knowledge and experience of principles of biopsychosocial rehabilitation & recovery	Demonstrated knowledge of relevant OT models of practice and mental health interventions, including group work	Proven ability to work effectively in a multi – disciplinary team	Demonstrated high level verbal and written communication skills (including computer literacy)	Current NSW drivers licence
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Staffing :	Nil									
Budget :	Nil									
Financial Delegation:	Nil									

JOB DEMANDS CHECKLIST

Physical Demands	
	Frequency
Sitting - remaining in a seated position to perform tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Occasional

Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Frequent
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Occasional
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling - remaining in a kneeling posture to perform tasks	Occasional
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Occasional
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Occasional
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Occasional
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Occasional
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Occasional
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Occasional
Reaching - Arms fully extended forward or raised above shoulder	Occasional
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Occasional
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Occasional
Hand & Arm Movements - Repetitive movements of hands and arms	Frequent
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Constant
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving - Operating any motor powered vehicle	Frequent
Sensory Demands	
	Frequency
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Frequent
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Frequent
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Not Applicable
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Not Applicable
Touch - Use of touch is an integral part of work performance	Occasional
Psychosocial Demands	
	Frequency
Distressed People - e.g. Emergency or grief situations	Frequent
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	Frequent
Unpredictable People - e.g. Dementia, mental illness, head injuries	Frequent
Restraining - involvement in physical containment of patients / clients	Not Applicable
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	Not Applicable
Environmental Demands	
	Frequency
Dust - Exposure to atmospheric dust	Not Applicable
Gases - Working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes - Exposure to noxious or toxic fumes	Not Applicable
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not Applicable
Hazardous substances - e.g. Dry chemicals, glues	Not Applicable
Noise - Environmental / background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting - Risk of trips, falls or eyestrain	Occasional
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Not Applicable
Confined Spaces - areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Not Applicable
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Not Applicable

As the incumbent of this position, I confirm I have read the Position Description and Job Demands Checklist, understand its content and agree to work in accordance with the requirements of the position.

Employee Name: _____

Employee Signature _____ Date: _____

Manager's Name: _____

Manager's Signature _____ Date: _____