

Position Description Template – NSLHD

<b>Position Number:</b>	<Auto Generated> <b>545241</b>			
<b>Position Title:</b>	Occupational Therapist			
<b>Cost Centre:</b>	<b>260151</b>			
<b>Organisation:</b>	Northern Sydney Local Health District			
<b>Geographical Locations/Suburbs:</b>	St Leonards			
<b>Facilities/Hospitals:</b>	Royal North Shore Hospital			
<b>Multiple Awards? Y/N</b>	N			
<b>Award Grouping(s):</b>	NSW Health Service Health Professionals (State) Award Occupational Therapist Level 3			
<b>Classification(s):</b>	Occupational Therapist			
<b>Registration/Licence Requirements</b>	General registration – Occupational Therapy Board of Australia Drivers Licence			
<b>A) Specialty Coding - MEDICAL:</b> (Only complete A or B)	<b>Professional Category</b>	<b>Primary Function</b>	<b>Client Group</b>	<b>Speciality Code</b>
	<input type="checkbox"/> Medical	<input type="checkbox"/> Basic training med / other <input type="checkbox"/> Advanced / Comb Training medicine / other <input type="checkbox"/> Paed - Adv/Combined Training <input type="checkbox"/> Medicine / Other <input type="checkbox"/> Paed & Child Health <input type="checkbox"/> Surgery - Basic Training <input type="checkbox"/> Surgery - Advanced Training <input type="checkbox"/> Surgery - Other <input type="checkbox"/> Unstreamed	<input type="checkbox"/> Adult <input type="checkbox"/> Paediatric <input type="checkbox"/> Mixed	
<b>B) Specialty Coding - NURSING:</b> (Only complete A or B)	<b>Professional Category</b>	<b>Primary Function</b>	<b>Client Group</b>	<b>Speciality Code</b>
	<input type="checkbox"/> Nursing	<input type="checkbox"/> Critical Care / ED <input type="checkbox"/> Medical <input type="checkbox"/> Surgical <input type="checkbox"/> Mixed Medical / Surgical <input type="checkbox"/> Peri operative <input type="checkbox"/> Midwifery/Obstetrics	<input type="checkbox"/> Adult <input type="checkbox"/> Paediatric <input type="checkbox"/> Mixed	

	<input type="checkbox"/> Aged Care <input type="checkbox"/> Rehabilitation/Disability <input type="checkbox"/> Mental Health <input type="checkbox"/> Family & Child Health <input type="checkbox"/> Community Health <input type="checkbox"/> Other		
<b>Vaccination Category:</b>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category B		
<b>Responsible To:</b>	Service Director, Drug and Alcohol Services NSLHD Medical Director, Drug and Alcohol Services NSLHD Nursing Unit Manager, Drug and Alcohol Services NSLHD Manager Occupational Therapy, RNSH NSLHD		
<b>Responsible For (staff):</b>	Nil		
<b>Purpose of Position:</b>	<ul style="list-style-type: none"> <li>• Provision of occupational therapy clinical services within a multi-disciplinary team environment to both Involuntary &amp; Voluntary Programs of the Herbert Street Clinic Inpatient Unit.</li> <li>• Provides occupational therapy that aligns with the model of care for Inpatient Drug and Alcohol Services.</li> <li>• Participate in education to undergraduate &amp; post graduate professionals.</li> <li>• Ensuring high standard of professional practice &amp; clinical care to meet patient needs.</li> <li>• The Voluntary and Involuntary Drug &amp; Alcohol Detoxification Unit requires an Occupational Therapist Level 3 position to provide expertise and work as an integral member of the Voluntary and Involuntary Drug &amp; Alcohol multi-disciplinary team.</li> <li>• The Occupational Therapist will be delivering evidence based rehabilitative care to the patients of NSLHD with Drug &amp; Alcohol disorders. This will include but not limited to:</li> <li>• Assisting in the preparation of applications and reports for Guardianship orders.</li> <li>• Home assessments and recommendations</li> <li>• Follow up with service providers and IDAT patients post discharge in accordance with the facilities Model of Care</li> <li>• Preparing and writing Court Reports for presentation to IDAT Court Magistrates</li> <li>• Living skills assessments and creating Living Skills Programs</li> <li>• Facilitate educational In-Services for staff</li> <li>• The Drug &amp; Alcohol Service provides a comprehensive withdrawal management service and short term group program aimed to rehabilitate patients with Drug &amp; Alcohol disorders. The facility works closely with established Drug &amp; Alcohol disorder management services.</li> <li>• The service aims to deliver clinical rehabilitation services to patients with Drug &amp; Alcohol disorders as close to where they live, while ensuring patient safety, quality and service efficiency.</li> </ul>		

- Drug & Alcohol Service delivery settings across NSLHD include outpatient clinics and community health centres. Clinicians will participate in the provision of short-term home-based services in collaboration with other health care providers.
- The Occupational Therapist will ensure that the patient receives the highest possible standard of evidence-based care in line with national and international guides.

**Clinical**

- Conducts comprehensive occupational therapy assessments, and collaborates in the development of interdisciplinary care plans, for individuals with Drug & Alcohol disorders
- Plans, implements and evaluates effective occupational therapy interventions, to optimise outcomes for patients, including those participating in Living Skills Programs and interdisciplinary patient care across various settings.
- Where required, to promote patients' safety and independence.
- Provides individual and group-based occupational therapy education, utilising self-management and health coaching principles, where applicable.
- Provides clinical supervision and mentorship to the Therapy Assistants within the Drug & Alcohol Service.
- Tailors the provision of services to the patient's individual needs and capacity while encouraging the participation of family/carers, as appropriate.
- Facilitates patient referral to other disciplines within and external to the Drug & Alcohol Service, for immediate and on-going care, as required.
- Provides clinical consultation to the NSLHD and other Health Districts as required.
- Occupational Therapists and Drug & Alcohol Disorder Management services as requested.
- Participates in multi-disciplinary assessment clinics, patient management and treatment plans, case conferences and case reviews.
- Participates in multidisciplinary clinical meetings.
- Provides follow up with service providers and IDAT patients post discharge in accordance with the facilities Model of Care

<p><b>Key Accountabilities</b></p>	<p><b>Management of Patient Care</b></p> <ul style="list-style-type: none"> <li>• Conducts an accurate assessment of the individual's clinical situation and works with the patient to identify options to improve health outcomes.</li> <li>• Incorporates the principles of health coaching and education in patient management.</li> <li>• Engages the patient in self-management strategies to optimise rehabilitation benefits to meet the patient's needs and promote their health outcomes.</li> </ul> <p><i>Evaluates progress toward expected patient-related and revises plans where necessary.</i></p> <ul style="list-style-type: none"> <li>• Revises patient management options/plans in accordance with the Drug &amp; Alcohol Service model of care.</li> </ul> <p><i>Enabling/maintains an environment that promotes safety, security and personal integrity of individuals and groups</i></p> <ul style="list-style-type: none"> <li>• Acts to optimise the safety of patients, visitors and staff at all times.</li> <li>• Maintains equipment as per Work Health and Safety guidelines.</li> <li>• Establishes and maintains effective interpersonal relationships with individuals/groups.</li> <li>• Applies strategies to promote individual/group self-esteem.</li> <li>• Acts to maintain the dignity and integrity of individuals/groups.</li> </ul> <p><i>Communicates effectively with individuals and groups</i></p> <ul style="list-style-type: none"> <li>• Communicates using formal and informal channels of communication.</li> <li>• Maintain strict confidentiality.</li> </ul> <p><i>Effectively manages the care of individuals and groups</i></p> <ul style="list-style-type: none"> <li>• Organises own workload, ensuring efficient use of time and resources.</li> <li>• Assists in the caseload management of junior staff.</li> <li>• Delegates to other activities within their abilities and scope of practice.</li> <li>• Responds effectively in unexpected or rapidly changing situations.</li> </ul> <p><i>Collaborates with members of the multi-disciplinary team and other health care providers</i></p> <ul style="list-style-type: none"> <li>• Recognises the role of other members of the Drug &amp; Alcohol Service in the delivery of care.</li> <li>• Establishes and maintains collaborative relationships with MDT colleagues.</li> <li>• Engages other service providers, in a timely fashion, in order to promote optimal uptake of the service and meet the needs of the patient.</li> <li>• Liaises and, where appropriate, acts as an advisor to other health professionals for optimal patient management.</li> <li>• Provision of a resource role and advice for other staff, including Occupational Therapists across the LHD and students.</li> </ul> <p><i>Reporting</i></p> <ul style="list-style-type: none"> <li>• Ensure all data, medical record and KPI and other reporting responsibilities are met in a timely manner</li> <li>• Ensures relevant information regarding patient care is communicated to other health professionals, in a timely fashion.</li> </ul>
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## **Critical Thinking and Analysis**

*Acts to enhance the Professional Development of self and others*

- Uses professional standards of practice to assess the performance of self.
- Recognises the need for and participates in professional development of self.

*Recognises the needs for care of self*

- Contributes to the learning experiences and professional development of others, including colleagues and students.
- To undertake regular professional supervision with Occupational Therapy/Professional Leader at RNSH
- To participate in educational activities involving students and the community where applicable.
- Provision of clinical in-service education programs to staff and students, particularly with regard to Occupational Therapy role and intervention in the client group (Drug & Alcohol disorders).
- Be actively involved in staff education and development programs.
- Improve standards of clinical practice and personal professional development through in-service attendance and external professional education program.

*Values research in contributing to developments of professional practice and improved standards of care*

- Lead and develop continuous quality improvement initiatives in improving patient care outcomes.
- Incorporates research findings into professional practice.
- Participates in clinical research opportunities in conjunction with other team members.
- Regularly investigates the literature for the purpose of delivering up to date, evidence-based care.
- Identify opportunities for improvement in clinical practice.
- Develop and lead ongoing quality improvement activities in conjunction with other team members.

## **Professional and Ethical Practice**

*Functions in accordance with legislation and common law, affecting nursing and allied health practice*

- Provision of occupational therapy services in line with:
- Professional standards and evidence based practice standards of care
- Demonstrates knowledge of legislation and common law pertinent to professional practice.
- Fulfils the duty of care in the course of practice.
- Demonstrates knowledge of policies and procedural guidelines that have legal implications for practice.
- Identifies unsafe practice and responds appropriately to ensure a safe outcome.
- Recognises and acts upon breaches of law relating to practice.

*Conducts practice in a way that can be ethically justified*

- Conducts practices in accordance with the profession's code of ethics.
- Demonstrates knowledge of contemporary ethical issues impinging on

practice.

- Engages effectively in ethical decision-making.
- Ensures confidentiality of information.

*Protects the rights of individuals and groups in relation to health care*

- Acknowledge the rights of individuals/groups in the health care setting.
- Acts to ensure that rights of individuals/groups are not compromised.
- Supports an individual's/groups right to be involved in decisions relating to their health and encourages active participation in the health care process.
- Respects and provides for the values, customs, spiritual beliefs and practice of individuals and groups.
- Provides relevant and current health care information to individuals and groups in a form that facilitates their understanding.
- Identifies patient health literacy capacity and works to enhance their understanding and participation in their health care.

*Accepts accountability and responsibility for own actions within professional practice*

- Recognises own knowledge base/scope of competence.
- Critically reflects and evaluates on own practice, values and interests in undertaking their role.
- Consults with an appropriately skilled and experienced health professional when care requires expertise beyond own scope of competence.

**Organisational Obligations**

- Be aware of national, state and local policy that impacts upon the health and wellbeing of patients with Drug & Alcohol disorders.
- Participate in mandatory and work safety related training as per NSLHD and NSW Health guidelines.
- Participate in a performance review at 3 months after commencement, then annually or as required with operational and professional line-managers.
- Develop and lead quality improvement activities, service planning and review of evidence-based practice.
- Contribute to training and education initiatives.
- Willingness to work across the NSLHD.
- Undertake other duties as directed by the Drug & Alcohol Service Nurse Unit Manager, Service Director, Drug & Alcohol and Medical Director, Drug & Alcohol.

**Balance of group & individual work**

- Senior Occupational Therapist in Clinical Rehabilitation Service working in multidisciplinary service with reduced relief cover.
- Developing and maintaining effective interdisciplinary teamwork.
- Managing change and being proactive in uncertain and unpredictable futures.
- Developing and managing a wide range of complex relationships across primary/secondary health care and social care.
- Working across a large geographic location.
- Contributing to the achievement of Drug & Alcohol Service KPI's.

<b>Challenges / Problem Solving</b>		<ul style="list-style-type: none"> <li>• Ensuring the delivery of optimum standards of care that meet patient / client needs and expectations</li> <li>• Time management and prioritising competing workload demands</li> <li>• Cost containment and working within the allocated budget</li> <li>• Managing change and being proactive in uncertain and unpredictable futures</li> <li>• Working efficiently within the organisations constraints</li> </ul>
<b>Communication</b>	<b>Internal</b>	<ul style="list-style-type: none"> <li>▪ Internal and External Agency's within Health and other Government Agencies.</li> </ul>
	<b>External</b>	<ul style="list-style-type: none"> <li>• Internal and External Agency's within Health and other Government Agencies.</li> </ul>
<b>Decision Making</b>		Nil

<b>Selection Criteria</b> (max 8 criteria)		1. Must hold general registration with the Occupational Therapy Board of Australia and Current unrestricted NSW drivers licence.
		2. Demonstrated Clinical experience in: mental health, drug and alcohol services, guardianship applications and orders, home assessments and Living skills assessments.
		3. Demonstrated capacity to maintain a high level of accountability while working autonomously; and maintain membership of a cohesive multidisciplinary team dispersed across diverse service delivery settings and a large geographical area.
		4. Demonstrated highly developed interpersonal skills, effective communication (verbal and written) and negotiation skills across a range of key stakeholders (including inpatients, carers, medical officers, multidisciplinary teams, legal representatives, court personnel and other internal and external service providers.
		5. Demonstrated experience and understanding of Quality Assurance.
		6. Demonstrated ability to provide education to patient/carer regarding safety and Independence at home; functional precautions; correct use of self-care equipment etc.
		7. Proficient in the use of Microsoft Office applications, Email and Patient Information Management Systems.
		8. Demonstrated time management skills; highly developed organisational and prioritising skills.
<b>Position Dimensions</b>	<i>Staffing</i>	Nil
	<i>Budget</i>	Nil
	<i>Financial Delegation</i>	Nil
<b>Pre Employment Screening Check – select one</b>		What pre-employment screening check is required for this position: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> National Criminal Record Check</li> <li><input type="checkbox"/> Working With Children</li> <li><input type="checkbox"/> Aged Care</li> </ul>
<b>Attachments – provide as a separate document(s)</b>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Attachment 1: Competency Framework</li> <li><input type="checkbox"/> Attachment 2: Organisational Profile &lt;Auto Generated&gt;</li> <li><input checked="" type="checkbox"/> Attachment 3: Organisational Chart</li> <li><input type="checkbox"/> Attachment 4: Medical Board Information</li> </ul>



## Job Demands Checklist

### Physical Demands

	Infrequent	Occasionally	Frequent	Constant	Repetitive	Not Applicable
<b>Sitting</b> - remaining in a seated position to perform tasks			✓			
<b>Standing</b> - remaining standing without moving about to perform tasks		✓				
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes			✓			
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	✓					
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	✓					
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks						✓
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks		✓				
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks		✓				
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery		✓				
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps						✓
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg		✓				
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg						
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above						✓
<b>Reaching</b> - Arms fully extended forward or raised above shoulder		✓				
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body		✓				
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward)						✓
<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms		✓				
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands		✓				
<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform work						✓
<b>Driving</b> - Operating any motor powered vehicle		✓				

## Sensory Demands

**Sight** - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens

**Hearing** - Use of hearing is an integral part of work performance e.g. Telephone enquiries

**Smell** - Use of smell is an integral part of work performance e.g. Working with chemicals

**Taste** - Use of taste is an integral part of work performance e.g. Food preparation

**Touch** - Use of touch is an integral part of work performance

Infrequent	Occasionally	Frequent	Constant	Repetitive	Not Applicable
			✓		
			✓		
			✓		
					✓
		✓			

## Psychosocial Demands

**Distressed People** - e.g. Emergency or grief situations

**Aggressive & Uncooperative People** - e.g. drug / alcohol, dementia, mental illness

**Unpredictable People** - e.g. Dementia, mental illness, head injuries

**Restraining** - involvement in physical containment of patients / clients

**Exposure to Distressing Situations** - e.g. Child abuse, viewing dead / mutilated bodies

Infrequent	Occasionally	Frequent	Constant	Repetitive	Not Applicable
		✓			
			✓		
			✓		
					✓
					✓

## Environmental Demands

	Infrequent	Occasionally	Frequent	Constant	Repetitive	Not Applicable
<b>Dust</b> - Exposure to atmospheric dust						✓
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures						✓
<b>Fumes</b> - Exposure to noxious or toxic fumes						✓
<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						✓
<b>Hazardous substances</b> - e.g. Dry chemicals, glues						✓
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard					✓	
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain						✓
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	✓					
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C						✓
<b>Confined Spaces</b> - areas where only one egress (escape route) exists						✓
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground		✓				
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls						✓
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks						✓
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases						✓

**Drug and Alcohol Service – Organisational Chart 2015**

**Director Mental Health Drug & Alcohol**  
*Andrea Taylor*

**Service Director**  
*Kingsley Waterson*

