Position Title: Occupational Therapist (Grade 1)

Hours: 0.8 EFT to 1 EFT available (64 to 80 hours per fortnight)  
Status: Full Time Temporary / Part Time Temporary

Location: Cobram  
All employees may be required to work across NCN Health should it be required to fulfil contractual hours

Department: Primary Health - Cobram

Cost Centre: L0108

Reports To: Primary Health Manager - Cobram

Direct Reports: Nil

Key Contacts: Internal: Community Health Manager (Cobram), Primary Health Manager (Numurkah), Occupational Therapy and other Allied Health clinicians, Nurse Unit Managers – Acute Ward and Residential Aged Care, Nursing staff, General Practitioners  
External: Referring agencies, General Practitioners

Position Description Issue Date: September 2020

Classification/Grade: VE7 – AF14 (Occupational Therapist Grade 1, Years 1 – 7)

Award/EBA: 01 - Allied Health Professionals - Victorian Public Health Sector Single Interest Enterprise Agreement 2016 - 2020

Probation Review: Six month probation period applies  
Performance Review: Performance review annually

Our Values and Behaviours

Our culture is made up of our “Strive” and “Caring Together” values and behaviours, through which we commit to delivering ongoing quality health care for our communities.

<table>
<thead>
<tr>
<th>RESPECT</th>
<th>ACCOUNTABILITY</th>
<th>PARTNERSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value the rights, beliefs and choices of every individual</td>
<td>Take responsibility for our decisions and actions</td>
<td>Work together to create value in health</td>
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</tbody>
</table>

Role

The Occupational Therapist (Grade 1) works as part of a multidisciplinary Primary and Community Health team at NCN Health providing quality, client focused Occupational Therapy services to the Acute unit, Primary and Community Health Services, Residential Aged Care facilities and the Moira Community Rehabilitation Centre.

The role will promote health and wellbeing via a range of client focused services to individuals and groups aimed to assist clients to regain or maintain functional independence and safety with daily living activities, including home safety and functional assessments, prescription of aids, equipment and home modifications, ADL retraining and independence, energy conservation and pressure care management.

As an integral part of the multidisciplinary Primary and Community Health Service team at NCN Health, the Occupational Therapist (Grade 1) will receive support and supervision from senior clinical staff.
Key Performance Indicators

- Registration is maintained and working within scope of practice, including adherence to best practice guidelines and Occupational Therapy Board of Australia Code of Conduct.
- Attendance and active participation at meetings as required.
- Evidence of client involvement in all clinical care and decision making, evidenced by completion of care plans and required documentation that supports client focused service.
- 100% compliance with core competencies, training and education requirements.
- Recording and reporting of all statistical data, audits and compliance activities are completed within agreed timeframe.
- Meet the expected target (hours) for service delivery and throughputs, with minimum of 70% of time spent in client attributable activity.
- Evidence of improved client outcomes resulting from participation in quality improvement activities.

Core Duties List

- Undertake timely, assessments, reviews, generation of reports and follow-up to support appropriate Occupational Therapy service provision in line with current evidence based best practice to eligible clients and service recipients.
- Support the intake and initial needs identification process in collaboration with NCN Health Intake Coordinator in relation to Occupational Therapy referrals.
- Develop appropriate client focused, goal directed Occupational Therapy care plans to meet client identified needs.
- Work in a collaborative manner with clients, family and carers to ensure that Occupational Therapy service provision is client focused.
- Manage an appropriate caseload reflective of a competent level of experience and within scope of practice.
- Work collaboratively with staff from other disciplines to provide multidisciplinary, holistic health care services for all clients.
- Provide appropriate direction and support to Allied Health Assistant staff delegated to support Occupational Therapy programs under the guidance of senior clinical staff.
- Provide direction and education to nursing staff to support appropriate care to achieve overall Occupational Therapy goals for clients in the acute and residential aged care units.
- Actively participate in multidisciplinary care meetings to support coordinated approach to client care.
- Maintain appropriate and timely records of all clinical care in accordance with NCN Health documentation requirements.
- Maintain appropriate and timely recording of data and statistics in relation to role according to NCN Health protocols.
- Participate in service planning including health promotion and community engagement activities.
- Provide appropriate guidance and support to other Allied Health and Nursing students under the guidance of senior clinical staff as required.
- Provide Occupational Therapy representation at internal organisational and department meetings, committees and working parties as required.
- Participate in quality improvement activities for the Occupational Therapy service and across NCN Health as required.
- Undertake annual mandatory training and online competencies as directed by NCN Health policy and guideline.
- Actively facilitate own professional and career development through participation in training and development reviews and performance appraisal.
- Provide Occupational Therapy representation at community engagement and education activities as required.
• Build strong relationships and networks within and external to NCN Health, including working with other Occupational Therapists and health professionals to facilitate effective client care
• Participate in clinical supervision with Grade 2 Occupational Therapist
Note: This list is not exhaustive, other duties and tasks may be required to fulfil the role.

Key Selection Criteria

Mandatory:
• Satisfactory National History Criminal Check prior to commencement of employment (less than 6 months old)
• Satisfactory Victorian ‘Employee’ Working with Children Check prior to commencement of employment
• Bachelor of Occupational Therapy or equivalent qualification with current certification from the Australia Health Practitioner Regulation Agency (AHPRA) to practice as an Occupational Therapist.
• A current Drivers Licence
• Immunisation in accordance with Infection Control Guideline

Essential:
• Knowledge of assessment, planning, intervention and evaluation of current Occupational Therapy practice across a range of clinical settings including community, residential aged care and acute environments.
• Knowledge or experience in providing Occupational Therapy services within a client focused approach to service delivery that promotes client safety, independence and self-management.
• Excellent interpersonal, written and communication skills.
• Proven organisational and time management skills with the ability to prioritise workload.
• The ability to work collaboratively as an individual practitioner within a multidisciplinary team environment.
• Strong computer literacy skills, including the ability to utilise computer software programs and Microsoft Office products.

Desirable:
• Knowledge or experience of delivering services to support individuals and families from a range of diverse backgrounds including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse populations, LGBTIQ+ and other diverse backgrounds.
• Experience in working with Allied Health Assistants to support service delivery.

Occupational Health and Safety (OH&S)

All employees are expected to:
• Comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. Take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.
• Seek guidance about new or modified work procedures.
• Ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the Manager/Supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in NCN Health OH&S policies.

Infection Control/Immunisation

An effective, integrated organisation-wide Infection Control Program is dependent upon the support, recognition, motivation, commitment and integrity of all employees. All employees have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of
the position description and to adhere to the organisation's Infection Control Prevention and Control policies and procedures at all times.

**NB: Persons born before 1966 do not require screening for MMR & Varicella**

Seasonal influenza immunisation is expected for all employees.

Health care workers are classified by the category of work they perform and proof of immunisation may be required. This position falls under the following risk assessment category.

**Category A - Mandatory - Hepatitis A or B, Recommended - Diphtheria, Measles, Mumps, Rubella, Chicken Pox**

### Education

NCN Health is committed to education. All employees have a responsibility to undertake their own professional development and actively participate in the education of others. Mandatory Education is complied with annually in accordance with the Mandatory Education Guideline and other directives as notified throughout the year. Inter-professional education is strongly encouraged and supported and is integral to our health service.

### Health and Wellbeing

The health and wellbeing of employees is a priority for NCN Health and I recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals.

I commit to:

- Partaking in the promotion of the health and wellbeing of employees
- Contributing to an inclusive and health promoting environment
- Promoting our values
- An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making

### Confidentiality

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of NCN Health. Employees must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities employees must agree to preserve the confidential nature of this information.

Failure to comply with this agreement may result in disciplinary action, up to and including termination of employment.

### Quality and Risk Management

In order to ensure continued patient safety and quality of care:

- Employees are required to participate in the development and maintenance of a quality service through the application of professional standards; participation in quality improvement activities; compliance with policies, procedures, practices and organisational goals and objectives of NCN Health.
- Employees are required to contribute to the development and maintenance of the NCN Health Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk.
- Employees are required to abide by the Code of Conduct for Victorian Public Sector Employees.

### Special Requirements

- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- All employees of NCN Health are bound to work according to the policies and procedures of NCN Health, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of
Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time.

- All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff.

### Jobs Demands Checklist

NCN Health have a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

#### Physical Demands

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting – remaining in a seated position to perform tasks</td>
<td>Frequent</td>
</tr>
<tr>
<td>Standing – remaining standing without moving about to perform tasks</td>
<td>Occasional</td>
</tr>
<tr>
<td>Walking – floor type: even/uneven/slippery/indoors/outdoors/slopes</td>
<td>Frequent</td>
</tr>
<tr>
<td>Running – floor type: even/uneven/slippery/indoors/outdoors/slopes</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Bend/Lean Forward with waist – forward bending from the waist to perform tasks</td>
<td>Frequent</td>
</tr>
<tr>
<td>Trunk Twisting – turning from the waist while sitting or standing to perform tasks</td>
<td>Occasional</td>
</tr>
<tr>
<td>Kneeling – remain kneeling posture to perform tasks</td>
<td>Occasional</td>
</tr>
<tr>
<td>Squatting/Crouching – adopting a squatting or crouching posture to perform tasks</td>
<td>Occasional</td>
</tr>
<tr>
<td>Leg / Foot movement – use of leg and / or foot to operate machinery</td>
<td>Frequent</td>
</tr>
<tr>
<td>Climbing (stairs/ladders) – ascend / descend stairs, ladders, steps etc</td>
<td>Infrequent</td>
</tr>
<tr>
<td>Lifting / Carrying – light lifting &amp; Carrying: 0-5 kg</td>
<td>Frequent</td>
</tr>
<tr>
<td>Lifting / Carrying – moderate lifting &amp; Carrying: 5-10 kg</td>
<td>Occasional</td>
</tr>
<tr>
<td>Lifting/ Carrying – heavy lifting &amp; carrying: 10-15kg</td>
<td>Infrequent</td>
</tr>
<tr>
<td>Reaching – arms fully extended forward or raised above shoulder</td>
<td>Infrequent</td>
</tr>
<tr>
<td>Pushing / Pulling / restraining – using force to hold / restrain or move objects toward or away from the body</td>
<td>Occasional</td>
</tr>
<tr>
<td>Head / Neck Postures – holding head in a position other than neutral (facing forward)</td>
<td>Occasional</td>
</tr>
<tr>
<td>Hand &amp; Arm movements – repetitive movements of hands and arms</td>
<td>Frequent</td>
</tr>
<tr>
<td>Grasping / Fine Manipulation – gripping, holding, clasping with fingers or hands</td>
<td>Frequent</td>
</tr>
<tr>
<td>Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Driving – operating any motor powered vehicle</td>
<td>Occasional</td>
</tr>
</tbody>
</table>

#### Sensory Demands

<table>
<thead>
<tr>
<th>Sensory</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sight – Use of sight is an integral part of work performance e.g. viewing of X-Rays, use of computer screens</td>
<td>Frequent</td>
</tr>
<tr>
<td><strong>Hearing</strong> – Use of hearing is an integral part of work performance, e.g., telephone enquiries</td>
<td>Frequent</td>
</tr>
<tr>
<td><strong>Smell</strong> – Use of Smell is an integral part of work performance e.g., food preparation</td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>Taste</strong> – Use of taste is an integral part of work performance e.g., Food preparation</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

| **Psychosocial Demands** |
| **Distressed People** - e.g., Emergency or grief situations | Frequent |
| **Aggressive & Uncooperative People** – e.g., Dementia, mental illness, head injuries | Occasional |
| **Unpredictable People** – e.g., Dementia, mental illness, head injuries | Occasional |
| **Restraining** – involvement in physical containment of patients / clients | Not Applicable |
| **Exposure to Distressing Situations** - e.g., Child abuse, viewing dead / mutilated bodies | Infrequent |

| **Environmental Demands** |
| **Dust** – Exposure to atmospheric dust | Infrequent |
| **Gases** – Working with explosive or flammable gases requiring precautionary measures | Infrequent |
| **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 | Occasional |
| **Inadequate Lighting** – Risk of trips, falls or eyestrain | Infrequent |
| **Sunlight** – Risk to sunburn exists from spending more than 10 minutes per day in sunlight | Infrequent |
| **Extreme Temperatures** – Environmental Temperatures are less than 15 c or more than 35 c | Infrequent |
| **Confined Spaces** – area where only one egress (escape route) exists | 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 | Occasional |
INCUMBENT STATEMENT

I acknowledge that:

• I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.

• NCN Health has a zero tolerance of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to NCN Child Safety Standards procedure.

• I have read and fully understand the Position Description and Inherent Physical Requirements of the position.

• I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

• I understand that the information provided is a general outline and may not encompass every aspect of the position.

• NCN Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

• I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Employee Name:_______________________ Signature:_____________________ Date:____________