



DRAFT

POSITION DESCRIPTION

Date	June 2022
Position Title	Senior Occupational Therapist (P2)
Division	Mental Health
Reports to	Wellness and Recovery Centre Coordinator

SECTION 1

Mission, Vision and Values

Mission: - To deliver the highest quality healthcare experience for patients

Vision: - To be the preferred choice of Doctor's, Staff and Patients, recognised for the provision of high-quality medium acuity surgical services and palliative care.

Values: Bethesda Health Care is committed to and promotes the following values:

- Teamwork – we create an environment of unity and togetherness
- Respect – we recognise and acknowledge the uniqueness and value of every individual
- Integrity – we demonstrate honesty and trust
- Compassion – we work to express God's love through a caring expression of kindness, tolerance and tenderness
- Excellence – we excel in all that we do so that we can promote the mission of our hospital
- Professionalism – we have pride in the high level of care and service we offer

Staff are expected to demonstrate these values in the way they work and to live the positive behaviours as described in the Bethesda Health Care Code of Conduct and to contribute to and promote the positive working culture of the organisation.

SECTION 2

Position Summary and Role Purpose

Performs role of Therapy Coordinator for the allocated inpatient unit, working collaboratively with the Clinical Nurse Manager, fellow therapy coordinators and the Wellness and Recovery Centre Coordinator, to coordinate group therapy programs.

Delivers consumer centred Occupational Therapy services in both group and individual formats to consumers of Bethesda Clinic within a multi-disciplinary, recovery and strengths-oriented framework. This may include both inpatient and day patient group therapies.

Contributes to individual management plans including target occupational goals formulated in collaboration with the consumer and where appropriate the family / carer.

Provides professional supervision to junior Occupational Therapist as required.

Practices as an Occupational Therapist in accordance with the Occupational Therapy professional and registration requirements, standard, codes and guidelines and Bethesda Health Care policies, procedures and guidelines

SECTION 3
Key Working Relationships

INTERNAL	EXTERNAL
General Manager	General Practitioners
Inpatient Service Manager	Private Psychiatrists
Wellness and Recovery Coordinator	Suppliers
Clinical Nurse Managers	Contractors
Multi-disciplinary Team	
All staff at Bethesda Clinic	

SECTION 4
Key tasks, Responsibilities, Outcomes and Activities

Preventing and Controlling Health Care associated Infection

- Perform hand hygiene as per Hand Hygiene Australia

Clinical

- Acts as a Senior disciplinary lead for other Occupational Therapists to ensure excellence in clinical practice.
- Provides evidence based Occupational Therapy services to consumers including screening, assessment, intervention and evaluation
- Actively participates in clinical review meetings and case conferences
- Participates as an active member to ensure collaborative and coordinated multi-disciplinary care
- Actively participates in preparation of the consumer for discharge and the post discharge phase assisting them to develop strategies to navigate the transition. Contributes to discharge summaries and referrals to other services as appropriate
- Provides consultancy to the multi-disciplinary team regarding evidence based best practice in relation to occupational functioning to support the delivery of appropriate mental health care
- Supports skill development in colleagues in relation to provision of groups in the clinical setting through co-facilitation
- Contributes to the development of policies and procedures related to area of expertise
- Participates in the development of service agreements as required
- Develops quality improvement initiatives using the quality cycle
- Documents all clinical interventions in the electronic medical record (EMR)
- Ensures clinical handover is delivered according to the requirements of the National Safety Quality Health Service Standards (NSQHSS) 2nd edition
- Participates in ongoing evaluation of clinical practice
- Performs a public relations function
- Participates in the maintenance of accurate data collection as required by the organisation and private insurance agencies
- Undertakes and initiates ongoing professional development to maintain professional and technical skills at an advanced level
- Undertakes other responsibilities and duties as appropriate, within level of knowledge, expertise and scope of practice, as directed by the Nurse Manager

SECTION 5
Health, Safety and the Environment

- Contributes as far as possible to provision of a safe work environment
- Adhere to policies, procedures and standard operating procedures
- Report incidents, hazards and injuries
- Use personal protective equipment as required and directed
- Raise OSH issues with OSH representative/s
- Promote a safe work environment by assessing the work environment and not misusing or bypassing systems of equipment

SECTION 6
Quality and Risk

- Record initiatives and issues in appropriate incident reporting systems – One Vault.
- Abide by Bethesda Health Care’s Code of Conduct, Occupational Health and Safety legislation, Equal Opportunity Act and all other relevant legislation
- Complete mandatory training and participate in development reviews

SECTION 7
Partnering with the Consumer

- Working in partnership with consumers to develop holistic, trauma informed and recovery-oriented care, in a genuine and collaborative way

SECTION 8
Selection Criteria

Qualifications
<p>Essential</p> <ul style="list-style-type: none"> ▪ Tertiary qualifications in Occupational Therapy and eligible for registration by the Occupation Therapy Board of Australia ▪ Minimum of 3 year clinical experience as an Occupational Therapist in field of Mental Health. <p>Desirable</p> <ul style="list-style-type: none"> ▪ Post-graduate qualifications or progress towards same in Mental Health
Knowledge and skills
<p>Essential</p> <ul style="list-style-type: none"> ▪ Demonstrated knowledge and skills in providing individual and family assessments for consumers with complex mental health needs ▪ Coordinating a group-based program within a health setting ▪ Demonstrated knowledge and skills in assessment, treatment and evaluation within Occupational Therapy practice in mental health ▪ Demonstrated organisational and time management skills when planning and monitoring service provision including coordination and timetabling of the group program ▪ Demonstrated effective interpersonal, written and verbal communication skills <p>Desirable</p> <ul style="list-style-type: none"> ▪ Quality improvement and risk management processes

<ul style="list-style-type: none"> ▪ Computer literacy and health information technology skills
Experience
<p>Essential</p> <ul style="list-style-type: none"> ▪ Experience delivering group and individual interventions in a mental health setting ▪ Working effectively as part of a team ▪ Determining and exceeding customer expectations ▪ Building and sustaining relationships with colleagues and customers <p>Desirable</p> <ul style="list-style-type: none"> ▪ Coordinating a group-based program within a health setting

SECTION 9
Acceptance of Position Description

Employee

Date

Manager

Date