

**OCCUPATIONAL THERAPIST GRADE TWO**

<b>Designation:</b>	Occupational Therapist.
<b>Level:</b>	Grade Two.
<b>Program / Unit:</b>	Pain Management Program. Community Rehabilitation Centre. Rural Allied Health Team. Rehabilitation in the Home Team.

**Purpose of Position:**

- To be responsible for the delivery of Occupational Therapy services to allocated program as part of a multidisciplinary team.
- To participate in the planning, implementation and evaluation of service provision within allocated program.

**Organisational Environment / Reporting Relationships:**

The Grade Two Occupational Therapist will work in collegial relationships with all staff within his/her program area, other health professionals and service providers within the organisation and broader community.

The Grade Two Occupational Therapist is accountable to:

1. The Senior Occupational Therapist for professional matters.
2. The allocated Program Coordinator for program responsibilities.

And is accountable and responsible for his/her own actions while promoting professional standards of practice and conduct.

**Supervisory Responsibilities:**

The Grade Two Occupational Therapist is responsible for the support, supervision and education of:

1. Grade One Occupational Therapy staff where appropriate (in liaison with the Senior Occupational Therapist)
2. Undergraduate Occupational Therapy students.
3. Students from other disciplines as per allocated program requirements.
4. Work experience students in liaison with the Allied Health Student Work Experience Coordinator.  
As per the Health Professionals Services Award.

**Primary Responsibilities:****1. Clinical and Technical Skills and Abilities:**

- To manage a Clinical Caseload relevant to allocated program.
- To assess referred patients and be responsible for recommending, planning, and implementing appropriate occupational therapy intervention/management.
- To provide recommendations, advice and assistance to other staff and carers as appropriate regarding patient intervention relevant to occupational therapy.
- To prescribe and assist in the provision of appropriate aids and equipment.

- To be responsible for the safe and correct handling of both patients and equipment with regard to self and others.

**2. Personal / Professional Development and Supervision:**

- To maintain an up to date knowledge and skill base to facilitate best possible patient care
- To maintain a personal professional development program that meets with AAOT AccOT program guidelines and which includes:
  - Attendance and participation in relevant courses, workshops, lectures, tele/video conferences etc.
  - Sharing knowledge and skills so gained with other staff via formal and informal training.
  - Maintaining professional membership.
- To provide professional supervision to allocated team Occupational Therapy Grade One staff in liaison with the Senior Occupational Therapist.
- To provide and coordinate undergraduate clinical education programs in conjunction with the Senior Occupational Therapist.

**3. Customer Service:**

- To optimise patient outcomes through provision of education and acting as a resource to:
  - Other staff, students, patients and carers.
  - Community groups and other agencies as appropriate and required.
- To provide professional services in line with Occupational Therapy Australia Code of Ethics and WRHS Code of Conduct.
- At all times promote good interpersonal relationships both within and external to WRHS.
- To provide sufficient and appropriate written information to patients to enable effective usage of knowledge and skills gained.
- To represent and promote the profession of Occupational Therapy within the WRHS and broader community.

**4. Teamwork and Communication:**

- To attend allocated program Team meetings and work in conjunction with other disciplines to achieve common goals.
- To make verbal reports on patients condition, progress and recommendations re management at clinical meetings.
- To liaise regularly with the allocated Program Coordinator and Senior Occupational Therapist on patient and administrative matters.
- To effectively delegate tasks to Allied Health Assistant, where appropriate.
- To perform other duties in keeping with the professional and administrative responsibilities of the Allied Health programs by mutual agreement with Senior Occupational Therapist and/or Program Coordinator.

**5. Documentation and Administration:**

- Maintain statistics and comply with information / data requirements of allocated program.
- Participate in the ongoing development, revision and implementation of policies and procedures within the Occupational Therapy service and allocated program.
- Record assessments, actions / treatment, plans and progress in-patient files on a regular basis as per Occupational Therapy service, allocated program and WRHS guidelines / standards of practice.
- Maintain an up to date written program for any groups conducted, defining individual sessions, their content, notes on presentation and any equipment / resources required.

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- Adhere at all times to WRHS Occupational Health and safety policies and procedures and comply with “Employee” responsibilities as identified in the Victorian Occupational Health and safety Act 1985.(As Amended)
- Participate in quality improvement activities and regularly review own work practices to ensure continuous improvement in meeting customer expectations and requirements.
- All employees are expected to participate in mandatory education as it relates to their specific roles and responsibilities. These include:
  - Fire and Evacuation.
  - Manual Handling.
  - Minimal / No Lift (As appropriate).
  - CPR (As appropriate).
  - Infection Control.
- Commitment to principles and practices of infection control as they relate to the employees designated area of work.

### **Specific Delegations:**

- PADP committee – Grade Two allocated to RAHT program, Grade Two allocated to Community.
- Senior OT role – rotation of 6 months between Grade Two Occupational Therapy staff (refer to Senior Occupational Therapist position description).

### **Performance Appraisal:**

Review of performance prior to completion of probationary period and annually thereafter by the Senior Occupational Therapist and allocated Program Coordinator.

**SELECTION CRITERIA  
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**MANDATORY CRITERIA**

- Bachelor of Applied Science (Occupational Therapy) or an equivalent qualification acceptable to the Australian Association of Occupational Therapy.
- Relevant postgraduate experience in Occupational Therapy that demonstrates experience in the following key selection criteria.
- Current drivers licence.

**KEY SELECTION CRITERIA**

- KSC 1** Demonstrated ability to assess, plan, and implement realistic treatment and outcome goals for patients.
- KSC 2** Excellent interpersonal and communication skills which promote service and patient interests.
- KSC 3** Ability to work effectively as part of a multidisciplinary team.
- KSC 4** Ability to work independently and unsupervised, in a cooperative and collaborative manner – sound organisational, management and time management skills and well developed problem solving and decision making skills.
- KSC 5** Experience in student and/or staff supervision.
- KSC 6** Demonstrated understanding and knowledge of health and safety issues and of OH & S legislation as it relates to “Employee” and “Employer” responsibilities.
- KSC7** Ability to develop and implement initiatives of continuous quality improvement within the Employee’s designated area of work with a demonstrated customer focussed approach to service delivery.
- KCS8** Demonstrated commitment to professional development and the willingness to participate in Department / Ward Performance Management (Review) programs.
- KSC9** Awareness and understanding of Infection Control principles as they relate to the positions designated area of work.

**DESIRABLE:**

- Membership of the Australian Association of Occupational Therapy and relevant Special Interest Groups / Associations.
- Eligible for participation in the AccOT program.

Signature of employee .....

Witness .....

Date .....

Annexes:

Other Relevant Information:

References:

Contact Point: Allied Health Manager.

THIS SECTION FOR QUALITY OFFICE USE ONLY		
<b>Approval Committee:</b>	<b>Date Approved:</b>	<b>SharePoint Location:</b>
Human Resources Manager	June 2003	Position Descriptions...
<b>Responsible Department:</b>	<b>Date for Review:</b>	<b>Manual Location:</b>
Allied Health	June 2006	Position Description Manual
<b>Version No:</b>	<b>Original Approval Date:</b>	<b>Previously Named As:</b>
1	June 2003	