

<b>Title:</b>	<b>Occupational Therapist-Mental Health</b>
<b>Responsible To:</b>	Director of Clinical Services
<b>Reports To:</b>	Nurse Unit Manager- Mental Health/Allied Health Team Leader
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Bachelor in Occupational Therapy or equivalent</li> <li>• Current AHPRA registration</li> <li>• Minimum 2 years post graduate experience in a Mental Health setting</li> </ul>
<b>Conditions:</b>	Waratah Private Individual Employment Agreement.
<b>Salary:</b>	As negotiated.
<b>Performance Appraisal:</b>	At first six (6) months and twelve (12) months of employment and annually or at the discretion of the Hospital Executive.

### **Duties and Responsibilities:**

- To assess, plan and treat patients with a high standard of professional practice, maintaining ethics and standards of the Hospital and respective standards for mental health.
- Providing comprehensive Occupational Therapy services to inpatients and outpatients
- maximising the occupational performance of patients, adopting a client-centred and goal directed approach
- Participating in program development and quality improvement activities within the Occupational Therapy Department and Hospital
- Participating in multi-disciplinary team meetings and professional development programs.
- Delivering various educational sessions and Therapy programs/ group-based interventions
- Provide high level clinical services including client assessment, treatment and therapy.
- Provide high standard comprehensive Occupational Therapy reports including behaviour support plans.
- Conducting biopsychosocial assessments and the provision of patient focused short term interventions
- Supporting operational staff with managing their patients with health or wellbeing concerns
- Building relationship with key stakeholders that contribute to the successful delivery of the service.
- To provide a high standard of occupational therapy services specific to each patient's individual needs.

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- To contribute to patient care as part of a multi-disciplinary team, and maintain excellent communication with medical, nursing, allied health and other Hospital staff.
- Observe and report on the condition and progress of patients to Medical Officers, Nurse Unit Managers and to other staff as appropriate.
- Re-assess patients' response to treatment on a regular basis and modify interventions accordingly.
- Document all actions in the patient medical record.
- Maintain accurate and timely records, reports and statistics on patient care.
- Assess and instruct patients in the use of appropriate aids and appliances.
- Teach carers the skills they need to assist patients.
- Ensure care continuity by completing discharge paperwork.
- Assist team in ensuring necessary arrangements are made to facilitate safe discharge.
- Liaise with Allied Health Team to ensure work flows smoothly and that safe work practices are used.
- Participate in department and team education in-service programs.
- Maintain department equipment, supplies and materials and notify Allied Health Manager / Nurse Unit Manager of the need for additional supplies or repairs /replacements.
- Participate in relevant research / quality improvement activities within department.
- To undertake other duties relevant to this role as may be delegated by the Allied Health Manager / a member of the hospital leadership team.

**General Duties:**

- To fulfil non-clinical responsibilities associated with efficient operation of the Mental Health program.
- To support the goals of the hospital, and the Boards vision, mission and core values.
- To actively support, promote and participate in all hospital programs including Risk Management, Infection Control, Human Resources and Quality Improvement.
- To promote and appropriately represent the hospital at all times.
- To practice within an ethical and medico-legal framework.
- To promote excellence in customer service and to deliver a professional approach at all times to work practices / communication with Doctors, patients, other staff and visitors.
- To be well presented with a high standard of personal hygiene and the wearing of correct uniform / footwear at all times.
- To maintain a clean, ordered and safe working environment at all times.
- To comply with NSW Health directives / hospital policy regarding occupational screening and vaccination against specified infectious diseases.
- Maintain clear and effective communication with management and all hospital staff, Doctors, patients and visitors at all times.

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- To comply and practice in accordance with all hospital policies and procedures, current accepted standards and statutory regulations, including Work Health and Safety and Infection Control regulations.
- Maintain confidentiality for all hospital related matters, and at all times in all circumstances, respect and maintain the privacy, dignity and confidentiality of all patients, Doctors and staff members.
- Actively pursue and maintain self-education and professional development.

**Declaration:**

I have read and understand the above Position Description and I agree to fulfil these responsibilities.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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