

## Position Description

<b>Position title</b>	Paediatric Occupational Therapist
<b>Department / Division</b>	Occupational Therapy/ Ambulatory Services
<b>Classification</b>	Grade 2 Year 1 – Grade 2 Year 4 (VF6-VF9)
<b>Position reports to</b>	Operational: Grade 3 Stream Leader Professional: Manager, Occupational Therapy Services
<b>No. of direct &amp; indirect reports</b>	N/A
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	Category B - works in a patient facing setting but rarely or unlikely to have contact with blood or body fluids (or aerosols without PPE)

<p><b>The Royal Children's Hospital</b></p> <p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p>
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## ROLE CONTEXT

Occupational Therapy is within the Division of Ambulatory Services, and the department of Allied Health. Our staff comprise over 20 occupational therapists, who provide assessment and intervention across 3 distinct clinical streams. Led by our senior leadership team, the streams cover inpatient trauma, neurodevelopmental disabilities, and hand therapy; providing evidence-based care to inpatient and outpatient infants, children, adolescents, and their families.

As a tertiary hospital our occupational therapy team collaborates with community services, universities, and other external agencies to optimise occupational outcomes and quality of life for all children.

## ROLE PURPOSE

This role will provide occupational therapy assessment and intervention services to inpatient and/ or outpatient infants, children and adolescents, to maximise participation in daily activities and quality of life and facilitate appropriate discharge. Areas of inpatient service delivery may be mixed across orthopaedic, general medicine, neuroscience or specialist units including gastroenterology, cardiology, oncology and respiratory. Services to outpatient areas may include specialist assessment clinics (autism and developmental) and/or specialist tertiary clinics for management of neurological/neurodevelopmental and/or musculoskeletal conditions. Staff may also deliver specialist clinical care to children and families across the Hospital in the Home (HITH), Post-Acute Care (PAC) and/or Complex Care service programs. Caseloads may be a mix of inpatient and outpatient services in line with varying service demands, as well other non-clinical duties as delegated by the Manager, Occupational Therapy Service.

To ensure the inpatient occupational therapy needs are met on the weekend, this Grade 2 role may be required to work some weekend shifts.

## KEY ACCOUNTABILITIES

### Provision of Care

- Provide occupational therapy assessment and intervention in accordance with best practice and prioritisation guidelines.
- Develop treatment goals and plans in collaboration with patients and their families to maximise participation in everyday activities.
- Continually evaluate patient management approach for effectiveness, efficiency, and quality, and modify treatment plans accordingly.
- Conduct appropriate clinical handovers and arrange for follow-up to ensure patient care is maintained.
- Maintain accurate documentation of all patient-related activity, including completion of all system required data and detailed medical record documentation in keeping with organisational, professional and legal requirements.
- Maintain partnerships with internal and external healthcare professionals and service providers.

### Collaborative Practice

- Participate and contribute to multidisciplinary meetings related to patient care planning.
- Communicate effectively with patients and families to ensure their understanding, and that their needs and views are included in treatment, care plans and actions.
- Act to remove personal barriers to effective communication.
- Take collective ownership of problems.
- Consider different points of view and compromise, where necessary and appropriate, to reach consensus.

- Establish therapeutic relationships with patients and families that are goal directed and recognise professional boundaries and power imbalances.
- Promote collaboration within the clinical care team and between other RCH departments and external service providers.
- To educate RCH staff, students and members of the community about occupational therapy services provided

#### **Health Values**

- Work in a flexible manner and participate in other duties consistent with skill level (as allocated) to ensure adequate cover and clinical care, equitable workload distribution and equity of access to occupational therapy services.
- Challenge own and team cultural assumptions and demonstrate culturally responsive, safe and sensitive practice.
- Initiate, support and maintain continuous improvement in the growth and development of the role and Occupational Therapy Service
- Participate in the review and development of clinical service delivery within the Occupational Therapy Service (as appropriate)

#### **Professional, Ethical and Legal Approach**

- Be aware and support others to be aware of ethical and legal requirements of the role and adhere to the Occupational Therapy Board of Australia - Code of Conduct, ethics and guidelines.
- Prioritise workload appropriately and complete tasks in a self-directed manner.
- Identify when others are becoming stressed or overloaded and offer support.

#### **Lifelong Learning**

- Achieve and maintain competency in relevant skills in line with departmental requirements specific to role.
- Participate in internal and/or external continuing education programs and demonstrate a commitment to improving professional performance and development, in line with requirements for maintenance of AHPRA registration status.
- Identify personal and professional development needs, and strategies to address learning goals through PDAP process.
- Regularly seek and participate in two-way feedback of own performance through informal and formal supervision and performance reviews and evaluate feedback systematically, acting to improve performance as appropriate.
- Participate in clinical supervision in accordance with local standard operating procedures and/or the RCH Allied Health Clinical Supervision Guideline (based on the DHHS Allied Health Clinical Supervision Framework)
- Support others to review, reflect on and evaluate their own practice.
- Supervise and train Grade 1 occupational therapy staff and students (as directed)

### **QUALIFICATIONS AND EXPERIENCE**

#### **Essential**

- Recognised graduate-entry qualification in Occupational Therapy (Bachelor, Masters or Doctorate)
- Registered to practice as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)
- Eligibility for membership with Occupational Therapy Australia
- Clinical experience as an Occupational Therapist in paediatrics or an acute tertiary hospital.
- Full Victorian Driver's licence

#### **Desirable**

- A minimum of 2-3 years of experience as an occupational therapist
- Paediatric Occupational Therapy experience working in an acute tertiary hospital

#### KEY SELECTION CRITERIA

- Well-developed assessment and intervention skills specific to neurological/neuro-developmental and musculoskeletal conditions and functional needs
- Well-developed discharge planning skills, including risk assessment, equipment prescription, education provision and community referral/documentation.
- Well-developed interpersonal skills and an ability to communicate and negotiate with multiple stakeholders in a professional, efficient, and sustainable manner.
- Commitment to evidence-based practice and demonstrated integration of principles to occupational therapy clinical practice and supervision/mentoring.
- Demonstrated ability to work within a multidisciplinary team environment, with direct/indirect supervision appropriate to scope of practice.
- Ability to provide clinical service in context of family-centred care.
- Ability to educate patients/parents/carers/multidisciplinary team and members of the wider community to minimise risk and promote successful outcomes in patient care.
- Commitment to Quality Improvement principles, and evidence of initiation, implementation, and completion of projects
- Ability to supervise Grade 1 occupational therapy staff and students.
- Well-developed time management and organisational skills
- IT/computer proficiency and literacy

#### OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment.
- Employees are required to maintain a valid Working with Children Check throughout their employment.
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

#### IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections, and celebrate our successes together
- Kind - We are generous, warm and understanding

#### RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other

- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

#### **QUALITY, SAFETY, AND IMPROVEMENT**

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety, and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting, and being actively involved in risk mitigation strategies.
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position.

**The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.**

Position description last updated

August 2023