

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Occupational Therapist
Position Number:	502038
Classification:	Allied Health Professional Level 1-2
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals North West – North West Regional Hospital
Position Type:	Permanent, Full Time/Part Time
Location:	North West
Reports to:	Manager - Occupational Therapy Services
Effective Date:	July 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Tertiary qualification/program of study approved by the Occupational Board of Australia</p> <p>Registered with the Occupational Therapy Board of Australia</p> <p>Current Working with Children Registration</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	<p>Current Driver's Licence</p> <p>Post-graduate qualifications relevant to the delivery of Occupational Therapy Services</p>

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Assess, plan and carry out therapy programs in accordance with organisational policies and professional code of conduct, for clients referred to the Occupational Therapy Service. Rotation across all clinical caseloads in the area will be required including medical, surgical, rehabilitation and orthopaedic inpatients, orthopaedic outpatients, community clients and paediatrics.

Assist Senior Occupational Therapists in ensuring that best practice standards are provided to clients of the Occupational Therapy Service within the North West, including actively promoting the role of Occupational Therapy and participation in the education of service users.

Duties:

1. In a multidisciplinary clinical practice environment, provide Occupational Therapy assessments and interventions for inpatients, outpatients and community clients of Hospitals North West in line with established procedures and protocols.
2. Communicate effectively with staff, clients, relatives, carers, volunteers and community groups to ensure that issues are resolved in a timely manner and therapy goals achieved.
3. In collaboration with senior therapists and the management team, participate in the development, establishment and implementation of relevant departmental policies, procedures and guidelines.
4. Actively contribute to and participate in professional development programs and quality improvement activities.
5. Maintain clinical and administrative records consistent with both Agency and departmental standards, and collect statistical data as required.
6. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Delivering occupational therapy services in accordance with prescribed professional and ethical standards.
- Responsible for exercising professional judgement in problem solving and managing routine therapeutic assessments and interventions with professional guidance and supervision from a Senior Occupational Therapist. Regular performance reviews will be provided by the occupational therapy management team with input from senior therapists.
- Responsible for delegating and monitoring tasks performed by therapy assistants and students to ensure that they are delivered in a safe and effective manner.
- Responsible for participating in service planning, quality improvement and research activities in accordance with departmental priorities.
- Development of diverse knowledge base and skill set, to be successful in a clinical rotation program.

- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated experience and/or sound knowledge of current Occupational Therapy theory and the ability to apply this knowledge to practice within rotating hospital, outpatient and community environments, and the enthusiasm to employ this knowledge to achieve positive outcomes for clients and the service as a whole.
1. Ability to be flexible and manage a fluctuating caseload with broad supervision from a senior therapist, and provide assistance with relief cover as required.
2. Demonstrated ability to achieve excellent outcomes within a multidisciplinary team, exhibiting well developed verbal and written communication skills.
3. Proven commitment and enthusiasm to the profession of occupational therapy, and for quality improvement initiatives, research and ongoing professional development.
4. Demonstrated knowledge of and commitment to work health and safety and workplace diversity, and an ability to apply this knowledge to practice.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).