

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Clinical Lead – Occupational Therapy (Workforce Development)
<b>Position Number:</b>	Generic
<b>Classification:</b>	Allied Health Professional Level 4
<b>Award/Agreement</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Hospitals North/North West
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	North, North West
<b>Reports to:</b>	Discipline Lead / Manager - Occupational Therapy
<b>Effective Date:</b>	November 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Registered with the Occupational Therapy Board of Australia</p> <p>Current Tasmanian Working with Children Registration (where applicable and as determined by individual position requirements).</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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
<b>Desirable Requirements:</b>	<p>Postgraduate studies in Occupational Therapy, Public Health, health service leadership or clinical education and training experience or research experience.</p> <p>Current Drivers Licence</p>

*Note: 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.*

**Position Features:** Employees will be required to work at various sites within the Region. Some inter and intrastate travel may be required.

## Primary Purpose:

As part of a team delivering high quality Occupational Therapy Services in accordance with Agency policies, procedures, legal requirements and relevant professional competencies, the Clinical Lead – Occupational Therapy (Workforce Development) will:

- Develop and implement clinical education programs including clinical guidelines and protocols for the Occupational Therapy team
- Develop and implement research programs with a focus on knowledge translation.
- Contribute to the development, implementation and monitoring of policies and procedures.
- Provide clinical leadership in quality improvement initiatives and maintain relationships with key clinical stakeholders.
- Act as an area, statewide and interstate level resource for skills, knowledge and expertise in area of practice.

## Duties:

1. Work collaboratively with the Occupational Therapy management and leadership group to develop and implement the quality and risk improvement program for Occupational Therapy Services.
2. Work with the corresponding Team Leader in the support and development of team members including planning for, and implementation of, performance and development plans.
3. Provide high quality, effective, evidence informed Occupational Therapy service and monitor standards of direct and indirect patient care including working with consumers to develop and improve services.
4. Provide training and education to Occupational Therapists and other health professionals and promote the image and profile of Occupational Therapy Services to internal and external customers of the service.
5. Develop and facilitate a research culture and contribute to the body of evidence in Occupational Therapy Services by developing and implementing research programs including producing and using research.
6. Build networks and collaborations with the wider health care team to facilitate best practice models of care and ensure appropriate scope of practice.
7. Initiate and significantly contribute to the development and monitoring of policies and procedures, performance measures and reporting mechanisms related to clinical area or team.
8. Provide high-level extensive clinical expertise, working as an effective member of the multidisciplinary team in achieving client directed outcomes.
9. Actively pursue contemporary professional knowledge and its application to the clinical setting through appropriate continuing professional development activities and research and clinical practice.
10. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
11. 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:

The Clinical Lead – Occupational Therapy (Workforce Development) will work under the professional guidance of the Discipline Lead Occupational Therapy (North) or the Manager – Occupational Therapy Services (North West) and will be responsible for:

- Providing a safe, effective and efficient Occupational Therapy service.
- Clinical leadership, support, education and training of team members and students.
- Initiating and actively contributing to service development, quality programs, professional development programs, policy implementation and research activities.
- Working with minimal supervision and applying significant professional knowledge, initiative and judgment in relation to more novel, complex and critical work within clinical and service areas.
- Assisting the Discipline Lead in the overall operations and development of Occupational Therapy Services.
- Contributing to the wider health service team including attendance at local and statewide committees and working groups.
- Maintaining contemporary knowledge of the allocated clinical areas within Occupational Therapy and the health care system.
- Maintaining the Occupational Therapy Board of Australia's Code of Conduct.
- Complying at all times with policy and protocol requirements, in particular 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. Excellent leadership, change management, communication, interpersonal, negotiation and conflict resolution skills with a demonstrated high level of conceptual and analytical skills and a proven ability to be influential and credible to a range of professional people and consumers to effectively lead change.
2. Extensive and current clinical knowledge, skills and experience as a practicing Occupational Therapist in the relevant clinical area/s with the ability to provide authoritative technical and policy advice and develop, implement and evaluate policies, procedures and guidelines.
3. Demonstrated knowledge, skills and experience in research with a focus on knowledge translation and the ability to lead the Occupational Therapy Service in practice development.
4. Demonstrated skills in teaching and training and assisting team members to build on their clinical skills and knowledge.
5. Demonstrated ability to initiate, lead and support continuous quality improvement activities that impact on the services provided by Occupational Therapy Service.

## 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 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](#).