

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Occupational Therapist
Position Number:	520033
Classification:	Allied Health Professional Level 3
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals North – Primary Health Services
Position Type:	Permanent, Full Time
Location:	North
Reports to:	Nurse Unit Manager - Palliative Care North
Effective Date:	October 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Registered with the Occupational Therapy Board of Australia Current Driver's Licence <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>
Desirable Requirements:	Holds or working towards relevant post graduate tertiary qualifications Holds or progressing accreditation through Occupational Therapy Australia

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:

Provide high quality Occupational Therapy assessment, treatment and support to Palliative Care clients in the community.

Maintain the Code of Ethics of Occupational Therapy Australia Limited, the Australian Association of Occupational Therapists.

Duties:

1. Promote, develop and provide Occupational Therapy services in accordance with professional standards, best practice and evidence based practice, to a predominantly specialist or complex caseload, in order to improve occupational therapy outcomes for clients and patients.
2. Provide professional advice and education to others with regard to the field of specialisation and related areas.
3. Assist with planning, coordinating and evaluation of service provision to palliative care clients and their families/carers. Collaborate with other members of the health care team to ensure the delivery of high quality health care.
4. 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:

As a senior position, the occupant is expected to operate with professional independence in the management of their clinical workload. This includes taking a proactive role in contributing clinical expertise to an interdisciplinary approach to case managing patients with complex care needs. This also includes contributing to the evaluation of clinical interventions for patients referred to Community Palliative Care. The occupant is directly responsible to the Nurse Unit Manager - Palliative Care North for operational and administrative issues, with the Discipline Lead - Occupational Therapy providing guidance on matters relating to clinical practice policy, and is responsible for:

- Being proactive in the development and provision of a coordinated best practice occupational therapy service for clients of Community Palliative Care and other related acute and community based services in the northern region of Tasmania.
- Providing input and clinical advice to the professional development program for staff of the Community Palliative Care Service and as required provide support, supervision and direction to occupational therapy students on placement.
- Exercising reasonable care in the performance of duties consistent with relevant health discipline, organisational policy and work health and safety legislation.
- Championing 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, exercising 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.

- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participating in and contributing 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.

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
 - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Sound knowledge of the philosophy, principles and practice of palliative care in a primary health care framework.
2. Demonstrated knowledge and experience in undertaking non routine clinical practice with a broad understanding within the specific field of care; where established principles, procedures and methods require expansion, adaptation or modification.
3. Demonstrated extensive experience and expertise in the clinical management of patients with complex care needs including the ability to liaise effectively with carers and other service providers involved in their care.
4. Proven ability to apply effective interpersonal, negotiation and conflict resolution skills in a demanding multidisciplinary team environment with the need for high levels of risk sensitivity and case review.
5. Demonstrated ability to initiate, plan, coordinate and evaluate community development projects in a palliative care context.
6. Evidence in undertaking relevant clinical research and quality improvement projects.
7. Evidence of a professional development plan that reflects ongoing practice development needs and educational requirements.

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](#).