

DEPARTMENT OF HEALTH

Statement of Duties

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| Position Title: | Clinical Lead - Occupational Therapy |
| Position Number: | 518619, 522840, 526360 |
| Classification: | Allied Health Professional Level 4 |
| Award/Agreement: | Allied Health Professionals Public Sector Unions Wages Agreement |
| Group/Section: | Hospitals North/North West – Launceston General Hospital |
| Position Type: | Permanent, Full Time/Part Time |
| Location: | North |
| Reports to: | Discipline Lead - Occupational Therapy |
| Effective Date: | January 2015 |
| Check Type: | Annulled |
| Check Frequency: | Pre-employment |
| Essential Requirements: | <p>Registered with the Occupational Therapy Board of Australia</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>Post-graduate qualifications relevant to this specialty</p> <p>Current Driver's Licence</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:

Provide leadership and direction in the provision of occupational therapy services to achieve optimal occupational performance and engagement.

Coordinate efficient and effective occupational therapy services to enable provision of service across the continuum of care.

Contribute to the evaluation and development of the service at unit and organisational level.

Duties:

1. Responsible for the provision of a high quality, effective, evidence informed occupational therapy service, monitoring standards of direct and indirect patient care and coordinating human and physical resources in these areas.
2. Assess, plan, and implement treatment programs for patients requiring Occupational Therapy.
3. Supervise, educate, and contribute to performance management of occupational therapy staff and therapy assistants.
4. Be involved in the formulation of plans, policies and priorities for wards/units and the regional service.
5. Contribute to the body of evidence in occupational therapy by undertaking and coordinating research and related activities and coordinate professional development in the specified clinical areas.
6. Provide authoritative clinical and policy advice which draws on in-depth knowledge in the specialist occupational therapy areas of rehabilitation and/or neurology and/or aged care, and act as a hospital, regional and Statewide resource.
7. Provide expert training and education to occupational therapists and other health professionals and promote the image and profile of occupational therapy to internal and external customers of the service.
8. Supervise, educate and assess undergraduate occupational therapists and supervise work experience students, with active involvement in Inter Professional Learning (IPL) & Vocational Education and Training (VET) where appropriate.
9. Assist in the management and decision-making processes of the department, communicating regularly with the departmental manager with regard to occupational therapy service provision.
10. Implement quality care programs and research, including high level liaison with other members of the health care team and other agencies.
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:

- General direction (management and professional), regular performance reviews and evaluation provided by the Discipline Lead - Occupational Therapy.
- Exercises a high degree of independent professional judgement in the resolution of more complex or critical clinical problems.
- Works within a multi-disciplinary team across Agency groups and is a regional consultant in clinical occupational therapy.
- Provides professional leadership and direction, setting standards for and evaluating Occupational Therapy performance and interpreting policy and direction, providing supervision in an effective and safe manner.
- Attend state/national/international clinical conferences relevant to occupational therapy.
- Responsible for maintaining the Code of Ethics of the Australian Association of Occupational Therapists.
- 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.
- 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.

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 management skills, including goal setting, decision making and interpersonal skills, with the proven ability to supervise, educate and provide performance management to both trained and untrained staff.
2. Extensive experience and demonstrated skills in occupational therapy, including neurology, rehabilitation, and aged care.
3. Highly developed communication, representation, conflict resolution and negotiation skills, together with the proven ability to develop and maintain networks and liaise effectively with internal and external individuals and organisations.
4. Demonstrated ability to interpret policy and direction and implement procedures within the organisation.
5. Proven commitment to evidence based practice, outcome measurement, quality care and research.

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](#).