

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Occupational Therapist
Position Number:	508243
Classification:	Allied Health Professional Level 3
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals South – Royal Hobart Hospital (RHH)
Position Type:	Permanent, Full Time/Part Time
Location:	South
Reports to:	Discipline Lead Occupational Therapy
Effective Date:	May 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Registered with the Occupational Therapy Board of Australia.

**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.*

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:

- Undertake specialised Occupational Therapy clinical assessment and treatment.
- Provide clinical direction, support and resource development for the specialised clinical areas to level 1-2 occupational therapists.
- Assist with the development of the occupational therapy service through planning, evidence-based practice, quality improvement and research activities and clinical placements for undergraduate students.

- Comply with the Code of Ethics of Occupational Therapy Australia.

Duties:

1. Undertake autonomous assessment and treatment programs for a specialised caseload as allocated, and act as an advocate for patients and carers on relevant issues.
2. Provide specialist occupational therapy consultancy and advice in matters pertaining to specialist area, incorporating participation in research activities and policy development.
3. Liaise with other members of health care team in the development of treatment plans/discharge plans with other disciplines and attend multidisciplinary ward rounds/meetings.
4. Participate in and contribute significantly to the development, implementation and evaluation of procedures for the allocated occupational therapy service, and undertake relevant quality improvement activities, evidence-based practice, and research on the behalf of Occupational Therapy service, and the multidisciplinary team.
5. Supervise, teach and train Level 1-2 occupational therapists and associated support staff on rotation through the service.
6. Undertake orientation, guidance and clinical supervision for work experience students and undergraduate students on clinical placement.
7. Manage the occupational therapy resources within the allocated discrete work.
8. Establish and maintain standards to ensure adequate documentation/medical records/progress notes on all patients treated and provide daily statistical records as required.
9. 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.
10. 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:

- Professional guidance provided by the Specialist (Team Leader) Occupational Therapist or Discipline Lead Occupational Therapy.
- The occupant is expected to exercise specialist clinical judgment in the resolution of complex technical and critical professional problems.
- Maintain a contemporary knowledge of the allocated specialties within Occupational Therapy and use this knowledge to develop policies and procedures for the area.
- Responsible for working within Department and Hospital Policies and Procedures including confidentiality, Equal Employment Opportunity (EEO) and Work Health and Safety (WH&S) guidelines.
- Responsible for complying with the Code of Ethics of Occupational Therapy Australia.

- 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:

Skills and Knowledge

1. **Clinical skills, teamwork and advocacy:** Significant experience within acute, sub-acute and/or rehabilitation settings, preferably with relevant post graduate qualification/s. Able to apply high level knowledge of current Occupational Therapy practices and approaches to novel, complex and critical professional work. Experience working in a multi-disciplinary team with demonstrated understanding of client centered practice and an ability to advocate for clients' needs within the service.
2. **Communication and values:** High level written and oral communication skills. Able to promote the values of the department through role modeling and staff support.
3. **Professional development:** Demonstrated commitment to on-going education and professional development. Seeks opportunities to share knowledge and skills within the multidisciplinary team, Occupational Therapy Department and statewide in areas of expertise.
4. **Supervision and support:** Demonstrated understanding of the importance of supervision in the provision of quality services within the department. Aware of responsibilities in both providing and receiving supervision and capable to facilitate staff development using a range of learning techniques. Able to provide skilled support to those under direct supervision and works constructively to resolve conflicts that arise.

5. **Health Promotion and wellbeing:** Able to role model a sustainable approach to managing a busy workload while maintaining a healthy work/life balance. Able to support other staff to develop skills to manage their own wellbeing. Able to collaborate with the Discipline Lead Occupational Therapy as needed to support staff.
6. **WH&S:** Committed to maintaining and enhancing a safe work environment. Complies with the organisation's WH&S procedures and able to ensure appropriate actions are taken when risks are identified. Can provide support to level 1-2 Therapists and Therapy Assistants to meet their WH&S responsibilities.
7. **Resources:** Able to develop and integrate resources available to support best practice within own area of clinical expertise. Able to identify needs and constructively contribute to business cases to lobby for additional resources when required. Demonstrated care and stewardship of department equipment and resources.
8. **Ensuring quality:** Under general guidance from management team is able to develop and integrate procedures, protocols and guidelines within area of expertise. Able to provide expert opinion to the management team on broader protocol and guideline development. Demonstrated leadership in ensuring the quality of Occupational Therapy services through independent initiation and completion of quality projects, support of staff to participate in quality initiatives and review of evidence and/or participation in research.

Personal Qualities

1. **Resilience:** Able to demonstrate and further develop ability to accept constructive feedback, maintain professional skills under pressure and adopt a solutions approach to issues and obstacles.
2. **Flexibility:** Demonstrated receptiveness to new ideas or processes, adaptability in day to day work demands and innovation in finding solutions to problems.

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](#).