

Statement of Duties

Position Title: Senior Occupational Therapist – Adult Mental Health Services	Position Number: 512317	Effective Date: March 2021
Group: Community, Mental Health and Wellbeing – Adult Mental Health Services		
Section: Statewide Mental Health Services	Location: South	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent	
	Position Type: Full Time	
Level: 4	Classification: Allied Health Professional	
Reports To: Team Leader / Allied Health Director - Statewide Mental Health Services		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

As part of a multi-disciplinary team delivering high quality mental health services in accordance with the National Quality and Safety Health Service Standards (NSQHS), Agency policy, legal requirements and relevant professional competencies, the Senior Occupational Therapist will:

- Ensure the quality of clinical Occupational Therapy services in Adult Mental Health Services (South) (AMHS) through professional accountability, providing supervision, and participation, which includes the Continuing Care Stream and the Acute Care Stream.
- Take a lead in ongoing service development and intersectoral liaison.
- Be responsible for the operation of Occupational Therapy services within Adult Mental Health Services.
- Provide specialist Occupational Therapy assessment, treatment and case management services to clients of the region's AMHS, utilising evidence-based, best practice principles within a collaborative and multidisciplinary framework.
- Participate in the provision of strategic direction, development of policies and the delivery and evaluation of Occupational Therapy services across the continuum of care.
- Act as a consultant to other agencies with regards to the support and management of clients with mental health needs and promote community awareness in relation to mental health.

Duties:

1. Responsible for the management and supervision of Occupational Therapists employed in the AMHS southern region, including providing high level guidance on Occupational Therapy treatment and case management and coordinating peer review programs.
2. Professional oversight of relevant Allied Health Professional staff within the Continuing Care Stream and Acute Care Stream.
3. Provide comprehensive, evidence based clinical assessment, treatment and recovery focused interventions and clinical case management services for clients of AMHS, including developing and implementing group programs, community education sessions and formal reports as required.

4. Participate in the recruitment process for Occupational Therapists within the region, including assisting the Allied Health Director - Statewide Mental Health Services and Team leader with the coordination of Occupational Therapy student placements, orientation and teaching activities within AMHS.
5. Participate in ongoing quality assurance programs including assisting with the conduct of research and/or development projects and providing professional input into Performance Development Agreements (PDAs) for Occupational Therapists, ensuring requisite professional development is provided and assessed and appropriate records are maintained.
6. Provide professional advice to the Allied Health Director - Statewide Mental Health Services on matters relating to the provision of occupational therapy services, policy and protocols, decision-making processes, new techniques and workforce planning with Mental Health Services.
7. Contribute to the effective functioning of the multidisciplinary AMHS and provide expert clinical occupational therapy advice in regional forums as required.
8. Approve research for the evaluation of Mental Health Services programs and develop protocols and guidelines to facilitate best practice standards of care and professional service delivery within regional areas.
9. 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.
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.

Scope of Work Performed:

- Clinically and professionally accountable to the Allied Health Director - Statewide Mental Health Services and the relevant Team Leader for Occupational Therapy services provided to clients within AMHS.
- Advisory role to Allied Health Director - Statewide Mental Health Services (or Delegate) as required regarding Occupational Therapy provision within the service.
- Specialist occupational therapy services with professional and clinical supervision provided by the relevant Senior Clinician Mental Health Service/Occupational Therapy Discipline Lead or their Delegate.
- The service will be in accordance with the Occupational Therapy Board of Australia Regulations and Competency Standards, National Standards of Practice for Mental Health Services workers, Code of Ethics Occupational Therapy Australia Ltd (OTA) and Mental Health Act in relating to Mental Health Officers.
- Responsible for the provision of Occupational Therapy services pertaining to novel, complex and critical cases.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

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.

- Registered with the Occupational Therapy Board of Australia.
- 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.

Desirable Requirements:

- Holds or is progressing towards relevant post graduate qualifications.
- Current Drivers licence.

Selection Criteria:

1. At least five years' post-graduate Occupational Therapy experience, including extensive experience and comprehensive knowledge of Occupational Therapy theory and practice as it applies to a variety of service delivery settings, with at least two years' experience in an area directly applicable to mental health.
2. Extensive Occupational Therapy knowledge and experience in assessment, treatment, assertive case management and counselling. Proven ability to exercise a high degree of independent professional judgement and to take a leadership role in undertaking complex assessments and developing treatment plans for adults with major mental health problems.
3. Demonstrated ability to develop, implement and evaluate policies, protocols and procedures, advise on appropriate changes and to ensure the most effective utilisation of occupational therapy resources to meet the needs of the region.
4. Ability to develop and implement quality assurance programs including the demonstrated capacity to provide supervision in accordance with the Occupational Therapy Board of Australia.
5. Highly developed interpersonal, communication and conflict resolution skills with the ability to liaise and consult with other services and agencies in a professional manner and provide specialised mental health assessment, advice and training.
6. Familiarity with current legal and ethical issues and a comprehensive knowledge and understanding of relevant legislation and awards including the Mental Health Act, Freedom of Information Act, OH&S, Equal Employment Opportunity and Anti-Discrimination as well as knowledge of the Occupational Therapy Board of Australia's Code of Ethics and Professional Practice standards.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.