

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Senior Occupational Therapist
<b>Position Number:</b>	Generic
<b>Classification:</b>	Allied Health Professional Level 3
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Hospitals North – Launceston General Hospital
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	North
<b>Reports to:</b>	Discipline Lead - Occupational Therapy
<b>Effective Date:</b>	June 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Tertiary qualification/program of study approved by the Occupational Board of Australia</p> <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>
<b>Desirable Requirements:</b>	<p>Current Driver's Licence</p> <p>Holds, or progressing towards, a relevant postgraduate qualification</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:

Promote, develop, and provide Occupational Therapy (OT) services in accordance with professional standards, best practice, and evidence, to a predominately specialist or complex caseload, to improve occupational outcomes for patients.

Provide clinical direction and professional supervision and support to level 1/2 Occupational Therapists and undergraduate occupational therapy students.

Assist with the development of occupational therapy clinical services through planning, evidence-based practice, quality improvement and research activities.

## Duties:

1. Conduct autonomous OT specific assessments and interventions in accordance with professional standards. Includes novel, complex and critical professional work, particularly in the field of specialisation.
2. Operate effectively in multidisciplinary teams, working towards interdisciplinary practices and provide coordination to the OT team as and when required.
3. Supervise, support and train less experienced Occupational Therapists, Allied Health Assistants, undergraduate students, work experience students and other staff.
4. Participate in OT service development, planning, evaluation and promotion.
5. Model evidence-based practices, quality improvement activities and research initiatives to other occupational therapy staff, particularly in the field of specialisation.
6. Act as a resource person for the region through OT consultancy and advice in the field of specialisation.
7. 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.
8. 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:

Professionally responsible to the Discipline Lead - Occupational Therapy and required to participate in Performance Development processes, the Senior Occupational Therapist is responsible for:

- Working within the framework of OT services in the North, including adherence to organisational values, policies and procedures within the Agency, the Launceston General Hospital and the OT Department.
- Maintaining the Australian Association of Occupational Therapy Code of Ethics and registration standards for the Occupational Therapy Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA).
- Delegating, monitoring and supervising tasks performed by Occupational Therapists, Allied Health Assistants, undergraduate students, work experience students and other staff.
- Exercising independent professional judgement in problem solving and managing more complex and non-routine interventions.

- 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.

## 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. Significant experience in novel, complex or critical work across a diverse range of clinical settings, using contemporary and evidence-based practices.
2. Demonstrated skills and commitment to service development, delivery and implementation including quality improvement and research activities.
3. Experience as an effective supervisee and supervisor, including demonstrated ability to provide skilled support to staff and students.
4. High level interpersonal, communication and personal organisational skills, including experience in collaboratively working within a multidisciplinary team to achieve organisational objectives.
5. Demonstrated ability to effectively promote organisational values through role modelling and staff support.

## 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](#).