

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Occupational Therapist - Rural Practice
Position Number:	502057
Classification:	Allied Health Professional Level 3
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals North/North West – North West Regional Hospital (NWRH)
Position Type:	Permanent, Full Time/Part Time
Location:	North West
Reports to:	Manager - Occupational Therapy Services
Effective Date:	July 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Registered with the Occupational Therapy Board of Australia</p> <p>Current Tasmanian Working with Children Registration</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>Current Driver's Licence</p> <p>Post graduate qualifications relevant to the delivery of Occupational Therapy Services</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:

Assess, plan and carry out therapy programs in accordance with organisational policies and professional code of conduct for clients referred to the Occupational Therapy service. Rotation across clinical caseloads is required including, but not limited to, medical, surgical, rehabilitation and orthopaedic inpatients, orthopaedic outpatients, community clients and paediatrics.

Assist the Manager - Occupational Therapy Services in ensuring that best practice standards are provided to clients of the Occupational Therapy service within the THS–North West, including actively promoting the role of Occupational Therapy and participation in the education of service users.

Work within diverse multidisciplinary clinical teams and provide leadership and day to day support to Junior Occupational Therapists, Occupational Therapy Assistants and students within those teams.

Maintain a flexible and diverse skill set to manage a broad range of complex cases across inpatient, outpatient and rural practice settings, and ability to assist with skill development of colleagues.

Duties:

1. Provision of Occupational Therapy Services at an advanced level in order to manage complex cases in a diverse, multidisciplinary clinical practice environment consistent with rural practice and in line with established procedures and protocols.
2. Communicate effectively with clients, their families and carers, and other staff.
3. Provide professional guidance and day to day supervision to level 1-2 Occupational Therapists, Occupational Therapy Assistants, tradesmen and students on rotation within the Occupational Therapy Services.
4. Actively contribute to and participate in professional development programs and research.
5. Maintain clinical and administrative records consistent with both Agency and departmental standards, and collect statistical data as required.
6. As required, provide assistance with relief cover for other Occupational Therapy roles within the THS–North West.
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 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:

This is a senior position providing Occupational Therapy services to inpatients of local hospitals, outpatients and community clients from a broad, rural area. The occupant of this position will be expected to work under general direction from the Manager - Occupational Therapy Services and is responsible for:

- Delivering occupational therapy services in accordance with prescribed professional and ethical standards.
- Applying professional judgement to a complex and varied caseload and adapting routine clinical practice based on valid and reliable evidence.
- Delegating and monitoring tasks performed by junior therapists, therapy assistants, tradesmen and students to ensure that they are delivered in a safe and effective manner.
- Contributing to the development of clinical practices, procedures and protocols that support the continuum of care, engaging cross-discipline referencing where relevant, through the identification, development and implementation of quality improvement activities within the practice setting.
- Actively participating in occupational therapy team activities, including attending and contributing to clinical and departmental meetings, professional development and adopting a collegial approach to problem solving.
- Maintenance of a diverse knowledge base, advanced skill set and highly adaptable, flexible and well developed organisational and communication skills are essential for success in this role.
- 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:

1. Demonstrated ability to provide Occupational Therapy services within inpatient, outpatient and community settings and proven ability to apply current theory to practice.
2. Proven ability to achieve excellent outcomes within a diverse multidisciplinary team, exhibiting well developed verbal and written communication skills.
3. Demonstrated leadership and organisational skills relevant to the day to day operation of a small Occupational Therapy team.
4. Ability to adapt and be flexible at work, embracing varied clinical challenges in a positive manner.
5. Proven commitment and enthusiasm to the profession of Occupational Therapy, and for quality improvement initiatives, research and ongoing professional development for oneself and colleagues.
6. A demonstrated knowledge of and commitment to work health and safety and workplace diversity, and an ability to apply this knowledge to practice.

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](#).