

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Occupational Therapist
<b>Position Number:</b>	Generic
<b>Classification:</b>	Allied Health Professional Level 1-2
<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>	August 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>	Current Driver's Licence
<b>Position Features:</b>	<p>Oncall and weekend work may be required</p> <p>Rotation across all clinical areas is required</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 implement occupational therapy interventions in accordance with professional standards as part of a multidisciplinary team.

Assist senior occupational therapists with the development of occupational therapy services through quality improvement activities and clinical placements for undergraduate students.

## Duties:

1. Assess and treat referred clients in a multidisciplinary team in line with clinical guidelines and best practice.
2. Establish client-centred goals, treatment plans and discharge plans in conjunction with the client, team and significant others.
3. Communicate effectively with the client, team and significant others and act as an advocate for clients and carers on relevant issues.
4. Attend and participate in case and family conferences, and multidisciplinary staff meetings and other meetings as required.
5. Maintain clinical and administrative records including statistical data as required.
6. Actively participate in and contribute to professional development programs and quality improvement activities.
7. Provide a program for work experience students and supervise undergraduate students on clinical placement.
8. Actively promote the role of Occupational Therapy within each clinical setting.
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:

The Occupational Therapist is professionally responsible to the Discipline Lead - Occupational Therapy and is expected to exercise independent professional judgement in problem solving and managing routine interventions, seeking professional guidance and supervision from a senior occupational therapist for more complex professional work. The occupant of this role is responsible for:

- Working within the framework of North Occupational Therapy Services, including adherence to organisational values, policies and procedures within the Agency, the Launceston General Hospital and the Occupational Therapy Department.
- Maintaining the Australian Association of Occupational Therapy Code of Ethics and registration standards for the Occupational Therapy Board of Australia through Allied Health Practitioner Regulation Agency.
- Delegating, monitoring and supervising tasks performed by Allied Health Assistants and students to ensure that they are delivered in a safe and effective manner.
- Care and stewardship of equipment and resources.

- 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. Knowledge and/or experience in current Occupational Therapy practices and approaches within hospital, outpatient and community environments.
2. Demonstrated ability to achieve excellent client outcomes within a multi-disciplinary team using well developed communication and interpersonal skills.
3. Ability to be flexible and manage a busy caseload, including relief cover as required.
4. Demonstrated commitment to, and enthusiasm for, the profession of Occupational Therapy and continual professional development, including quality improvement activities and information sharing.
5. Ability to supervise others to ensure safe, efficient and appropriate service delivery, and commitment to active participation in own supervision.

## 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](#).