

Statement of Duties

Position Title: Senior Occupational Therapist - Rural Practice	Position Number: 502057	Effective Date: July 2020
Group: Hospitals North/North West – North West Regional Hospital (NWRH)		
Section: North and North West Hospitals	Location: North West	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent	
	Position Type: Full Time/Part Time	
Level: 3	Classification: Allied Health Professional	
Reports To: Manager - Occupational Therapy Services		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

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 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.
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.

Scope of Work Performed:

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.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licenses 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/licenses 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/license is revoked, cancelled or has its conditions altered.

- Registered with the Occupational Therapy Board of Australia.
- Current Tasmanian Working with Children Registration.
- 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:

- Current Driver's Licence.
- Post graduate qualifications relevant to the delivery of Occupational Therapy Services.

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 (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.