

# Statement of Duties

<b>Position Title:</b> Senior Occupational Therapist	<b>Position Number:</b> Generic	<b>Effective Date:</b> December 2020
<b>Group:</b> Hospitals South – Occupational Therapy Service		
<b>Section:</b> Southern Hospitals	<b>Location:</b> South	
<b>Award:</b> Allied Health Professionals Public Sector Unions Wages Agreement	<b>Position Status:</b> Permanent/Fixed-Term/Casual	
	<b>Position Type:</b> Full Time/Part Time/Casual	
<b>Level:</b> 3	<b>Classification:</b> Allied Health Professional	
<b>Reports To:</b> Discipline Lead Occupational Therapy		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

## Focus of Duties:

Undertake specialised Occupational Therapy clinical assessment and treatment.

Provide clinical direction, support and resource development for the specialised clinical areas to occupational therapists.

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

Maintain the Code of Ethics of Occupational Therapy Australia Limited, the Australian Association of Occupational Therapists.

## Duties:

1. Undertake autonomous assessment and treatment programs of a specialised caseload as allocated and act as an advocate for patients and carers on relevant issues.
2. Provide specialist occupational therapy consultancy and advice in matters pertaining to specialist area, incorporating participation in research activities and policy development.
3. Liaise with other members of the health care team in the development of treatment plans/discharge plans with other disciplines and attend multidisciplinary ward rounds/meetings.
4. Participate in, and contribute significantly to, the development, implementation and evaluation of procedures for the allocated occupational therapy service and undertake relevant quality improvement activities, evidence-based practice and research on behalf of the Occupational Therapy service and the multidisciplinary team.
5. Supervise, teach and train occupational therapists and associated support staff on rotation through the service.
6. Undertake orientation, guidance and clinical supervision for work experience students and undergraduate students on clinical placement.
7. Contribute to the management of occupational therapy resources within the allocated work area.

8. Establish and maintain standards to ensure adequate documentation/medical records/progress notes on all patients treated and provide daily statistical records as required.
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:**

- Maintain a contemporary knowledge of the allocated specialties within Occupational Therapy and use this knowledge to develop policies and procedures for the area.
- Responsible for working within Department and Hospital policies and procedures including confidentiality, Equal Employment Opportunity (EEO) and Work Health and Safety (WH&S) guidelines.
- Responsible for maintaining the code of ethics of Occupational Therapy Australia Limited, the Australian Association of Occupational Therapists.
- Professional guidance provided by the Team Leader – Occupational Therapist or Discipline Lead Occupational Therapy.
- The occupant is expected to exercise specialist clinical judgment in the resolution of complex technical and critical professional problems.
- 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.

## Selection Criteria:

### Skills and Knowledge

1. **Clinical skills, teamwork and advocacy:** Significant experience within acute, sub-acute and/or rehabilitation settings, preferably with relevant postgraduate qualifications. Able to apply high level knowledge of current Occupational Therapy practices and approaches to novel, complex and critical professional work. Experience working in a multidisciplinary team with demonstrated understanding of client centred practice and an ability to advocate for clients' needs within the service.
2. **Communication and values:** High level written and oral communication skills. Able to promote the values of the department through role modeling and staff support.
3. **Professional development:** Demonstrated commitment to ongoing education and professional development. Seeks opportunities to share knowledge and skills within the multidisciplinary team, Occupational Therapy Department and statewide in areas of expertise.
4. **Supervision and support:** Demonstrated understanding of the importance of supervision in the provision of quality services within the department. Aware of responsibilities in both providing and receiving supervision and capable to facilitate staff development using a range of learning techniques. Able to provide skilled support to those under direct supervision and works constructively to resolve conflicts that arise.
5. **Health Promotion and wellbeing:** Able to role model a sustainable approach to managing a busy workload while maintaining a healthy work/life balance. Able to support other staff to develop skills to manage their own wellbeing. Able to collaborate with the Discipline Lead Occupational Therapy as needed to support staff.
6. **WH&S:** Committed to maintaining and enhancing a safe work environment. Complies with the organisation's WH&S procedures and able to ensure appropriate actions are taken when risks are identified. Can provide support to Therapists and Therapy Assistants to meet their WH&S responsibilities.
7. **Resources:** Able to develop and integrate resources available to support best practice within own area of clinical expertise. Able to identify needs and constructively contribute to business cases to lobby for additional resources when required. Demonstrated care and stewardship of department equipment and resources.
8. **Ensuring quality:** Under general guidance from the management team, able to develop and integrate procedures, protocols and guidelines within the area of expertise. Able to provide expert opinion to the management team on broader protocol and guideline development. Demonstrated leadership in ensuring the quality of Occupational Therapy services through independent initiation and completion of quality projects, support of staff to participate in quality initiatives and review of evidence and/or participation in research.

### Personal Qualities

1. **Resilience:** Able to demonstrate and further develop the ability to accept constructive feedback, maintain professional skills under pressure and adopt a solutions approach to issues and obstacles.
2. **Flexibility:** Demonstrated receptiveness to new ideas or processes, adaptability in day to day work demands and innovation in finding solutions to problems.

## **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.