

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Occupational Therapist
Position Number:	508249, 529578, 530328
Classification:	Allied Health Professional Level 1-2
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals South – Allied Health Services Occupational Therapy
Position Type:	Permanent, Full Time/Part Time
Location:	South
Reports to:	Relevant Manager
Effective Date:	May 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Tertiary qualification/program of study approved by the Occupational Board of Australia Registered with the Occupational Therapy Board of Australia <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>

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 and treat patients as part of an occupational therapy team within a multidisciplinary setting on allocated ward and to maintain optimal patient care.
- Assist senior occupational therapists with the development of the occupational therapy through quality improvement activities, clinical guidelines, and clinical placements for undergraduate students.

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

Duties:

1. Assess and treat patients within allocated caseload and act as an advocate for patients and carers on relevant issues.
2. Attend and participate in multidisciplinary, staff and other meetings and conferences as required.
3. Establish patient goals, treatment and discharge plans in conjunction with other disciplines.
4. Maintain adequate documentation/medical records/progress notes on all patients treated, including the maintenance of statistical records.
5. Actively promote the role of Occupational Therapy within the acute setting and participate in the education of service users.
6. Actively participate in and contribute to staff meetings, Professional Development Agreements, ongoing education and quality improvement activities for Occupational Therapy Department and rehabilitation.
7. Assist the Clinical Supervisors in providing a program for work experience and undergraduate students on clinical placement.
8. Report faulty equipment or damage to the Discipline Lead Occupational Therapy or Senior Occupational Therapist.
9. Take additional general caseloads as required.
10. 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.
11. 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:

- Independent professional judgment will be exercised in recognition and solving problems and managing cases where principle, procedure, techniques and methods require expansion, adaptation or modification.
- Performance of professional tasks independently of supervision.
- Performance of complex professional tasks and research under guidance from Senior Occupational Therapists.
- Responsible for the supervision and direction of support staff.
- Assumes responsibility for ongoing professional education and skills development with a willingness to share knowledge and abilities.
- Champion 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, 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. Knowledge and experience in current Occupational Therapy practices and approaches, particularly within a tertiary hospital and sub-acute inpatient setting.
2. Experience working in a multidisciplinary team with a demonstrated understanding of client centred practice. Demonstrated receptiveness to new ideas or processes, adaptability in day to day work demands and innovation in finding solutions to problems.
3. Competent written and oral communication skills and able to commit to the values of the Occupational Therapy Department.
4. Demonstrated understanding of the roles and responsibilities of the supervisor and supervisee including a commitment to active participation in supervision. Able to develop supportive working relationships with Occupational Therapy Assistants to ensure safe, efficient and appropriate service delivery.
5. Knowledge of strategies to foster wellness in patients and carers. Understands own responsibility for creating and maintaining a healthy workplace and a personal work/life balance.
6. Committed to maintaining and enhancing a safe work environment by collaborating with workplace systems and staff.
7. Demonstrated care and stewardship of equipment and resources. Able to identify additional resource requirements and discuss ideas with supervisor.
8. Able to understand and comply with the protocols and guidelines of the organisation. Capable of initiating service improvements and participating in quality improvement projects.

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 | Tasmanian Department of Health](#).