

## Statement of Duties

<b>Position Title:</b> Occupational Therapist	<b>Position Number:</b> 508249	<b>Effective Date:</b> May 2020
<b>Group:</b> Hospitals South		
<b>Section:</b> Hospital Support Services	<b>Location:</b> South	
<b>Award:</b> Allied Health Professional Public Sector Unions Wages Agreement	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Full Time/Part Time	
<b>Level:</b> 1-2	<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:

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 multi-disciplinary, 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 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 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.
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.

### **Scope of Work Performed:**

- 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.
- 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:**

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 multi-disciplinary team with a demonstrated understanding of client centered 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. Able to commit to the values of the Occupational Therapy department.
4. Assumes responsibility for ongoing professional education and skills development with a willingness to share knowledge and abilities.
5. 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.
6. 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.
7. Committed to maintaining and enhancing a safe work environment by collaborating with workplace systems and staff.
8. Demonstrated care and stewardship of equipment and resources. Able to identify additional resource requirements and discuss ideas with supervisor.
9. 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 (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.