

## Statement of Duties

<b>Position Title:</b> Community Occupational Therapist	<b>Position Number:</b> 512367	<b>Effective Date:</b> November 2019
<b>Group and Unit:</b> Tasmanian Health Service (THS) – Primary Health North		
<b>Section:</b> Area Services North	<b>Location:</b> North	
<b>Award:</b> Allied Health Professionals Public Sector Unions Wages Agreement	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Part Time	
<b>Level:</b> 3	<b>Classification:</b> Allied Health Professional	
<b>Reports To:</b> Area Services Coordinator (North)		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

Promote, develop and provide Occupational Therapy (OT) services in accordance with professional standards, best practice and evidence, to community clients, predominantly in rural locations.

Provide professional advice and education to others with regard to the field of specialisation and related areas.

Assist with planning, coordinating and evaluation of service provision to clients and their families/carers. Collaborates with client, carer(s) and other members of the health care team to ensure the delivery of high quality health care.

Provide clinical direction and professional supervision and support to level 1/2 Occupational Therapists, allied health assistants and undergraduate occupational therapy students where required.

### Duties:

1. Promote, develop and provide Occupational Therapy services in accordance with professional standards, best practice and evidence based practice, to a predominantly rural caseload, in order to improve occupational therapy outcomes for clients and patients.
2. Operate effectively in multi-disciplinary teams, working towards interdisciplinary practices.
3. Supervise, support and train less experienced Occupational Therapists, Allied Health Assistants, undergraduate students, work experience students and other staff.
4. Participate in service development, planning, evaluation and promotion.
5. Model evidence-based practices, quality improvement activities and research initiatives to other occupational therapy staff, particularly in the field of specialisation.

6. Act as a resource person for the region through OT consultancy and advice in the field of specialisation.
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:**

As a senior position, the occupant is expected to operate with professional independence in the management of their clinical workload. This includes taking a proactive role in contributing clinical expertise to multidisciplinary teams in case managing patients with complex care needs. The Community Occupational Therapist is directly responsible to the Area Services Coordinator (North) for operational and administrative issues, with the Discipline Lead – Occupational Therapy providing guidance on matters relating to clinical practice policy. The occupant is responsible for:

- Maintaining the Australian Association of Occupational Therapy Code of Ethics and registration standards for the Occupational Therapy Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA).
- Being proactive in the development and provision of a coordinated best practice occupational therapy service for clients of sub-acute and community-based services in the northern region of Tasmania.
- Providing support, supervision and direction to occupational therapy students on placement.
- Exercising reasonable care in the performance of duties consistent with relevant health discipline, organisational policy and work health and safety legislation.
- Comply at all times with THS 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.
- Current Driver's Licence.
- 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
  - e) serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

**Desirable Requirements:**

- Holds or progressing towards a relevant post graduate qualification.

**Selection Criteria:**

1. Sound knowledge of the philosophy, principles and practice of occupational therapy in a primary health care framework.
2. Demonstrated experience in novel, complex or critical work across a diverse range of clinical settings, using contemporary and evidence-based practices.
3. Proven ability to apply effective interpersonal, negotiation and conflict resolution skills in multidisciplinary team environment and with clients and carers.
4. Demonstrated skills and commitment to service development, delivery and implementation including quality improvement and research activities.
5. Demonstrated ability to initiate, plan, coordinate and evaluate community development projects in a palliative care context.
6. Evidence of a commitment to ongoing practice development and education.

**Working Environment:**

- Travel within the region will be required.

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.