

Statement of Duties

Position Title: Occupational Therapist	Position Number: 518779	Effective Date: August 2019
Group and Unit: Tasmanian Health Service (THS) – Statewide Mental Health Services		
Section: Mental Health Services	Location: South	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent	
	Position Type: Full Time	
Level: 1-2	Classification: Allied Health Professional	
Reports To: Nurse Unit Manager (IETS)		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Clinical Services Plan, the Mental Health Services Strategic Plan, Mental Health Service (MHS) principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Occupational Therapist will:

- Undertakes the delivery of quality client care services utilising evidence-based best practice and recovery principles within a collaborative and multi-disciplinary framework.
- Provide an occupational therapy assessment and treatment service to clients of Inpatient and Extended Treatment Mental Health Services and their families or carers in relation to mental health issues and in accordance with discipline specific skills and abilities.
- Commensurate with experience, knowledge and skill, acts as a consultant to a range of internal and external stakeholders in relation to the support and management of clients with mental health issues.
- Promote community awareness in relation to mental health.

Duties:

1. Provide a recovery-focused, evidence-based clinical assessment, treatment and assertive case management service, including the development and implementation of specialist individualised therapies and programs for adults with mental health problems.
2. Consult with and support other team members, mental health professionals and other Agencies regarding functional performance, skills assessment, skills acquisition, rehabilitation, and management of adult mental health problems.
3. Participate in approved research including the evaluation of Inpatient and Extended Treatment Mental Health Services programs.
4. Participate in multi-disciplinary team review of current clients, including supporting staff in the development, monitoring and evaluation of clinical outcome measures.

5. Undertake continuing professional development including participation in formal supervision or peer review.
6. Prepare specialist reports as required.
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:

- Provision of an Occupational therapy service under the formal supervision of a Senior Occupational Therapist in accordance with the guidelines specified by MHS and the Australian Association of Occupational Therapists (OT Australia).
- Responsible for being aware of and working within all Department of Health, Tasmanian Health Service and MHS policies, procedures and legislation affecting the duties of this job.
- Operational and clinical accountability to the Team Leader and Nurse Unit Manager.
- Responsible for recognising and maintaining one's own professional development.
- Professional and clinical supervision provided or approved by the Principal Occupational Therapist, Mental Health Services or Delegate.
- 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

Desirable Requirement:

- Current Driver's Licence

Selection Criteria:

1. Experience in the provision of occupational therapy service in an area applicable to adult mental health, either through student training or work experience.
2. Experience in, or ability to acquire, knowledge and skill in the assessment, development and implementation of occupational therapy theory and practice applicable to adults with major mental health problems.
3. Knowledge and understanding of Mental Health issues impacting on adults, their families and carers.
4. Experience and knowledge of liaison and consultation with other services and agencies.
5. Possess a sound level of communication skills both in written and verbal form including demonstrated interpersonal skills in relation to working in a multidisciplinary team and within the broader service system.
6. Understanding of quality improvement and willingness to participate in research and student education.
7. Understanding of relevant legislation and professional practice standards including Occupational Health & Safety Legislation, Workplace Diversity Guidelines, the Mental Health Act and Discipline Codes of Ethics and Professional Practice.

Working Environment:

- Employees should refer to the advertised job for details of hours of work and total hours per fortnight 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.