

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Occupational Therapist
Position Number:	506340
Classification:	Allied Health Professional Level 1-2
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals South - Sub Acute, Aged and Community Services Community Rehabilitation Unit
Position Type:	Permanent, Full Time/Part Time
Location:	South
Reports to:	Team Leader - Occupational Therapy
Effective Date:	May 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Tertiary qualification/program of study approved by the Occupational Board of Australia</p> <p>Registered with the Occupational Therapy Board of Australia</p> <p><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></p>
Desirable Requirements:	Current Driver's Licence

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:

Work as an effective member of the interdisciplinary rehabilitation team in the assessment, planning and delivery of Occupational Therapy (OT) services for clients and their carers referred to the Community Rehabilitation Unit (CRU) in Southern Tasmania.

Ensure best practice standards for OT services provided by the CRU, in accordance with organisational policies and the professional codes of conduct.

Duties:

1. Provide assessment, planning, delivery, and review of OT treatment programs for clients and their carers referred to the CRU.
2. Accurately record and maintain unit data requirements and details of clients' assessments, treatments, and discharge summaries to the required professional standard in the clinical record.
3. Participate, as required, in the development, implementation, and evaluation of:
 - Client and carer education and training.
 - Group sessions.
 - Health promotion activities.
 - Case conference and interdisciplinary rehabilitation programs.
4. Delegate appropriate tasks and intervention programs to the CRU Allied Health Assistants (AHA) and monitor and review to ensure tasks and programs are performed in a safe and effective manner.
5. Assist Senior Occupational Therapists in:
 - The development and monitoring of policies and procedures for OT services provided by the CRU.
 - Providing a clinical program for students.
6. Work as an effective member of the interdisciplinary rehabilitation team in achieving client and unit outcomes.
7. Participate in quality improvement, education and research projects undertaken by the interdisciplinary rehabilitation and OT teams as required.
8. Maintain contemporary professional knowledge through appropriate continuing professional development and evidence-based practice activities.
9. 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.
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.

Key Accountabilities and Responsibilities:

The Occupational Therapist is responsible for:

- Exercising professional judgement in the provision of safe, effective, and efficient OT services as part of the interdisciplinary rehabilitation team, under the general guidance of Senior OT staff within the unit. Regular professional supervision and performance reviews provided by the Senior OT or the Team Leader - OT.
- Liaising with the interdisciplinary team and other internal and external stakeholders on specific client care issues.
- Delegating and monitoring tasks and intervention programs performed by the CRU AHA's to ensure they are delivered in a safe and effective manner.
- Participating in quality improvement and research activities undertaken by the unit.
- Complying with the code of professional conduct of the Australian Occupational Therapy Association and for working within Department policies and procedures.
- Promoting the principles of workplace diversity and exercising reasonable care in the performance of duties consistent with the relevant Work health and Safety legislation and be responsible for the health and safety of those under their supervision.
- 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 of current contemporary Occupational Therapy and Rehabilitation practices, including assessment and intervention techniques, together with the use of appropriate literature, resources, and equipment relevant to Occupational Therapy in rehabilitation.
2. Demonstrated ability to exercise professional judgment and initiative, to work with general supervision and to seek guidance as appropriate.
3. Demonstrated time management skills and the ability to prioritise and monitor a busy workload whilst providing a high standard of client care.
4. Evidence of well-developed verbal and written communication skills and the ability to liaise effectively with clients, carers and other staff and stakeholders to enhance client rehabilitation outcomes.
5. Ability to work collaboratively and effectively as part of an interdisciplinary team and be adaptable and flexible in a complex environment.
6. Demonstrated commitment to ongoing professional growth and development, quality improvement and research.

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](#).