



North Metropolitan Health Service  
**Job Description Form**

HSS REGISTERED FEBRUARY 2017

**Senior Occupational Therapist**

**Health Salaried Officers Agreement: P2**

**Position Number: 007171**

**Occupational Therapy / Corporate Medical Services**

**Sir Charles Gairdner Hospital / General Medical and Surgical**

**Reporting Relationships**

Deputy HOD Occupational Therapy

HSO P4

Position Number: 000728



Co-Ord Occupational Therapy

HSO P3

Position Number: 0000729



**This Position**



Directly reporting to this position:

Title	Classification	FTE
N/A		

Other positions under control

- N/A

**Prime Function / Key Responsibilities**

Provides a specialist Occupational Therapy service to General Medical and Surgical specialty. This includes General Medicine (including C16 +Delirium Unit), General (surgical, cardiology, respiratory), Orthopaedics, Geriatric Evaluation Management Unit – GEM. Provides student coordination and supervision for continuous small groups of students in the GEM caseload.

**Brief Summary of Duties (in order of importance)**

1. Determines and implements specialist assessment, treatment and discharge planning at an advanced level of practice for a General Medical and Surgical caseload in a timely way.
2. Provides coordination and supervision of continuous small groups of students in a student-led group model in the GEM unit.
3. Maintains individual patient records and related demographic data within hospital and departmental guidelines.
4. Undertakes continued professional development to advance professional standards and skills in general medical and surgical area utilizing additional expertise as required.
5. Participates in ward rounds, case conferences, team and department meetings as appropriate.
6. Provides advanced Occupational Therapy expertise, consultation, clinical advice and teaching in general medical and surgical areas.
7. Initiates and ensures the ongoing application of continuous quality improvement process and principles by systematically evaluating scope of practice and service direction to meet patient needs plus participate/initiates in research projects.
8. Advises, consults and liaises with Hospital and community agencies on clinical matters relating to general medical and surgical speciality.
9. Provides orientation, clinical supervision and teaching to staff and students, participates in own performance management and is a role model in general medical and surgical speciality.

**10. NMHS Governance, Safety and Quality Requirements**

- 9.1 Participates in the maintenance of a safe work environment
- 9.2 Participates in an annual performance development review
- 9.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards
- 9.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 9.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 9.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**11. Undertakes other duties as directed.**

## Work Related Requirements

### Essential Selection Criteria

1. Tertiary qualification in Occupational Therapy and eligible for registration by the Occupational Therapy Board of Australia.
2. Substantial experience and advanced clinical skills in planning, implementing and evaluating Occupational Therapy services in General Medical or Surgical caseloads including referrals to a wide range of hospital and community agencies appropriate to this caseload.
3. Proven ability to develop, plan and apply specialist advanced skills in assessment, treatment techniques and discharge planning appropriate to General Medical or Surgical caseloads in a fast and efficient manner.
4. Commitment to, involvement in and initiation of professional self-development, the service scope of practice, service development, quality improvement and research for the general medical and surgical caseloads.
5. Well-developed interpersonal skills and communication, both written and verbal.
6. Demonstrated ability to provide clinical support and supervision to relevant staff members, students and support staff.
7. Demonstrated ability to work independently without supervision, including effective caseload management and time management skills and to work collaboratively and supportively within multidisciplinary teams.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Recent experience acute hospital sector of neurology, rehabilitation or home assessment / visiting.
2. Experience in formal functional assessments.
3. Participation in, or completion of, relevant post graduate study.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Occupational Therapy Board of Australia must be provided prior to commencement.
- May be required to work non-standard hours or as rostered.
- Level of physical activity sufficient to perform all duties independently.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

**Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Co-ordinator**

Name:  
Signature/HE:  
Date:

**Dept. Head**

Name:  
Signature/HE:  
Date:

**Position Occupant**

Name:  
Signature/HE:  
Date: