



North Metropolitan Health Service  
**Job Description Form**

HSS Registered February 2017

**Occupational Therapist**  
**Health Salaried Officers Agreement: HSO Level P1**  
**Position Number: 707221/707291/707206**  
**Occupational Therapy Department / Rehabilitation & Aged Care**  
**Osborne Park Hospital / Occupational Therapy**

**Reporting Relationships**

Occupational Therapy Manager  
 Award Level: HSO Level P4  
 Position Number: 700293



Senior Occupational Therapist  
 Award Level: HSO Level P2  
 Position Number:



**Occupational Therapist**



← Also reporting to this supervisor:

- Various

Directly reporting to this position:			Other positions under control
<b>Title</b>	<b>Classification</b>	<b>FTE</b>	<ul style="list-style-type: none"> <li>• Various</li> </ul>

**Prime Function / Key Responsibilities**

Provides assessment and treatment interventions relating to Occupational Therapy within a designated caseload.

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

**1. Clinical**

- 1.1 Screens clients for Occupational Therapy input.
- 1.2 Conducts appropriate assessments with regards to client performance components (physical, cognitive, perceptual, sensory, social, psychological and behavioural).
- 1.3 Plans and conducts individual and group interventions as required.
- 1.4 Evaluates effectiveness of treatment/ intervention.
- 1.5 Documents client assessment, intervention and evaluation as per health service and departmental guidelines.

**2. Administrative**

- 2.1 Maintains accurate clinical and statistical records within designated area.
- 2.2 Attends and actively contributes to Occupational Therapy meetings.
- 2.3 Completes delegated administrative duties within agreed time frames.
- 2.4 Conducts activities in compliance with the Public Sector Management Act, Public Sector Code of Ethics, NMHS Code of Conduct and all Health Service policies and guidelines.

**3. Research**

- 3.1 Identifies areas of clinical practice that promote effective and efficient use of resources.
- 3.2 Undertakes/ assists with research projects using evidence based practice as directed by supervisor.

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

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**5. Undertakes other duties as directed.**

## **Work Related Requirements**

### **Essential Selection Criteria**

1. Tertiary qualifications in Occupational Therapy and eligible for registration by the Occupational Therapy Board of Australia.
2. Demonstrated knowledge of relevant Occupational Therapy assessment and interventions; and the ability to plan, implement and evaluate programs.
3. Demonstrated effective interpersonal skills and the ability to work effectively as a member of a multidisciplinary team.
4. Demonstrated effective verbal and written communication skills.
5. Demonstrated effective time management skills.
6. Demonstrated ability to train and supervise Occupational Therapy students, Occupational Therapy Assistants and volunteers.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery
8. Current "C" or "C.A." class drivers licence.

### **Desirable Selection Criteria**

1. Relevant experience in rehabilitation and aged care and general medicine.
2. Demonstrated interest in maintaining and upgrading professional skills through further education.
3. Demonstrated interest in evaluating Occupational Therapy programs through relevant research and quality improvement activities.

### **Appointment Prerequisites**

Appointment is subject to:

- Evidence of current registration by the Occupational Therapy Board of Australia must be provided prior to commencement.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.
- Current "C" or "C.A." class drivers licence.

## **Certification**

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

### **Manager/Supervisor**

Name:  
Signature/HE:  
Date:

### **Dept./Division Head**

Name:  
Signature:  
Date:

### **Position Occupant**

Name:  
Signature:  
Date

Created on:  
Last Updated on: February 2017  
HSS Registered: he104557