



**HSS REGISTERED**

**Senior Occupational Therapist**  
**Health Salaried Officers Agreement: Level P2**

**Position Number: 603005**

**Mental Health Services – Assessment and Treatment Team**  
**Armadale Health Service / East Metropolitan Health Service**

**Reporting Relationships**

Service Director Mental Health  
HSO Level G-12  
Position Number: 113632



Program Manager  
HSO Level G-10  
Position Number: 113633



**This Position**



Directly reporting to this position:

<b>Title</b>	<b>Classification</b>	<b>FTE</b>
• Nil		



Also reporting to this supervisor:  
• Various

**Key Responsibilities**

As part of a multidisciplinary team, plans, implements, coordinates and evaluates Occupational Therapy services to consumers in the clinical area of Mental Health – Assessment and Treatment Team using advanced Occupational Therapy clinical practice skills. Plans, implements and evaluates patient safety and quality of care. Practices as a Senior Occupational Therapist and ensures practice is in accordance to the Occupational Therapy professional and registration requirements, standards, codes and guidelines and EMHS policies and guidelines.



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

### 1. Clinical

- 1.1 Plans, implements and coordinates Occupational Therapy services to consumers within the clinical area of Mental Health – Assessment and Treatment Team using advanced Occupational Therapy practice skills.
- 1.2 Provides Occupational Therapy screening, assessment, treatment/intervention and evaluation for complex and general caseload/s using advanced Occupational Therapy practice skills.
- 1.3 Undertakes clinical shifts at the direction of the Program Manager.
- 1.4 Activity prioritises and coordinates own caseload including participating in clinical review meetings and case conferences as appropriate.
- 1.5 Provides clinical leadership and consultancy to medical, nursing and allied health care professionals to support patient care in the clinical area and at a Program and Service level, as required.
- 1.6 Initiates, implements and participates in quality improvement and research activities in consultation with the program manager to systematically evaluate service delivery and meet customer needs.
- 1.7 Educates consumers in post discharge management and organises discharge summaries/referrals to other services, as appropriate.
- 1.8 Supports and liaises with consumers, carers, colleagues, medical, nursing, allied health, support staff, external agencies and the private sector to provide coordinated multidisciplinary care.
- 1.9 Maintains clinical documentation, inclusive of mandated NOCC documentation in line with EMHS policies.
- 1.10 Participates in departmental and other meetings as required to meet organisational and service objectives.
- 1.11 Participates in ongoing evaluation of clinical practice.
- 1.12 Undertakes administrative tasks as required.
- 1.13 Assigns Occupational Therapy interventions and tasks to assistance/supports staff as appropriately, clinically/professionally supervises assigned work, and obtains feedback on consumer progress and clinical issues.

### 2. Professional/Education/Training/Research

- 2.1 Engages in continuing professional development/education and ensures continuous registration by the Occupational Therapy Board of Australia as per essential criterion 1.
- 2.2 Coordinates supports and/or undertakes the supervision and development of Occupational Therapy staff, students and others in the clinical area.
- 2.3 Develops collaborative working relationships with external stakeholders
- 2.4 Participates in supervision, professional development and clinical consultation activities with senior staff.
- 2.5 Develops and participates in approved evidence based clinical research activities where applicable.

### 3. Specific Duties/Scope of Practice Relevant to Speciality

- 3.1 Provides mental health triage for all potential consumers.
- 3.2 Contributes to the development and implementation of business plans and strategies to facilitate effective utilisation of allocated human, financial and physical resources consistent with program, service and organisational priorities.
- 3.3 Contributes to the achievement of national targets for the area of responsibility within an ABF/ABM environment reporting against the agreed KPIs with the Program Manager.

### **4. EMHS 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, East 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 qualification in Occupational Therapy and eligible for registration by the Occupational Therapy Board of Australia
2. Demonstrated relevant clinical experience, knowledge and skills in assessment, treatment and evaluation within the clinical area.
3. Demonstrated ability to plan, develop, coordinate, implement and evaluate Occupational Therapy services in a discrete clinical area/unit including application of quality improvement principles and practices.
4. Demonstrated knowledge of mental health disorders, treatments, the Mental Health Act, Mental Health Standards and legislation affecting professional practice.
5. Demonstrated well developed time management, administrative and organisational skills.
6. Demonstrated well developed interpersonal, written and verbal communication skills.
7. Demonstrated ability to work effectively in a multidisciplinary team setting.
8. Current "C" or "C.A." class drivers licence.
9. 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. Completion or progress toward a relevant postgraduate qualification.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Occupational Therapy Board of Australia must be provided prior to commencement.
- Evidence of current "C" or "C.A" class drivers licence.
- 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.

..... Manager / Supervisor Name	..... Signature	or	..... HE Number	..... Date
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..... Dept. / Division Head Name	..... Signature	or	..... HE Number	..... Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

..... Occupant Name	..... Signature	or	..... HE Number	..... Date
..... Effective Date				

**HSS Registration Details** (to be completed by HSS)

Created on	17/11/2016	Last Updated on	he108661 17/11/2016
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