



**HSS Registered**

**Senior Occupational Therapist**  
**Health Salaried Officers Agreement; HSO Level P2**  
**Position Number: 114165**  
**Fiona Stanley Hospital / South Metropolitan Health Service**

**Reporting Relationships**

Head of Department Occupational Therapy  
 Award Level:11  
 Position Number: 113657



Deputy Head of Department Occupational Therapy  
 Award Level: 9  
 Position Number:113663



**This Position**



Directly reporting to this position:

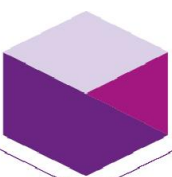
Title	Classification	FTE
• Occupational Therapist	Level 1	1

← Also reporting to this supervisor:

- Occupational Therapy Workforce;65 FTE

**Key Responsibilities**

As part of a multidisciplinary team, plans, implements, coordinates and evaluates Occupational Therapy services to patients in the clinical area of Neurology Rehabilitation at the State Rehabilitation Service 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 SMHS policies and guidelines.



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

### 1. Clinical

- 1.1 Plans, implements and coordinates Occupational Therapy services to patients/clients within the clinical area of Neurology Rehabilitation of the State Rehabilitation Service 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 Head of Department/Manager.
- 1.4 Actively prioritises and coordinates own caseload including participating in clinical review meetings and case conferences as appropriate.
- 1.5 Provides Occupational Therapy clinical consultation to Occupational Therapists, other health professionals and others in the clinical area.
- 1.6 Initiates, implements and participates in quality improvement and research activities in consultation with the Coordinator] to systematically evaluate service delivery and meet customer needs.
- 1.7 Educates patients/carers in post discharge management and organises discharge summaries/referrals to other services, as appropriate.
- 1.8 Supports and liaises with patients, carers, colleagues, medical, nursing, allied health, support staff, external agencies and the private sector to provide coordinated multidisciplinary care.
- 1.9 Completes clinical documentation
- 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 assistants/support staff as appropriate, clinically/professionally supervises assigned work, and obtains feedback on patient 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, tertiary Occupational Therapy students and others in the clinical area.
- 2.3 Participates in supervision, professional development and clinical consultation activities with senior staff.
- 2.4 Develops and participates in approved evidence based clinical research activities where applicable.

### 3. SMHS Governance, Safety and Quality Requirements

- 3.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision
- 3.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards
- 3.4.1 Completes mandatory training (including safety and quality training) as relevant to role.

#### SMHS Job Description Form

## Senior Occupational Therapist | Level P2 | 114165

- 3.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
  - 3.4 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 4 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 and advanced Occupational Therapy 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 well developed time management, administrative and organisational skills when planning, providing and monitoring Occupational Therapy services.
5. Demonstrated well developed interpersonal, written and verbal communication skills.
6. Demonstrated ability to work effectively in a multidisciplinary team setting.
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.

### Desirable Selection Criteria

1. Completion or progress toward a relevant postgraduate qualification in a relevant clinical area.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Occupational Therapy Board of Australia must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- 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.**

<b>Manager / Supervisor Name</b>	<b>Signature</b> or	<b>HE Number</b>	<b>Date</b>
Kate Ballard		He91797	6/2/2018
<b>Dept. / Division Head Name</b>	<b>Signature</b> or	<b>HE Number</b>	<b>Date</b>

**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

<b>Occupant Name</b>	<b>Signature</b> or	<b>HE Number</b>	<b>Date</b>
<b>Effective Date</b>			

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

<b>Created on</b> June 2015	<b>Last Updated on</b> He98812-13/2/2018
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