



HCN Registered November 2015

Senior Occupational Therapist
Health Salaried Officers Agreement; HSO Level P2

Position Number: 008122

Occupational Therapy

Fremantle Hospital and Health Service/South Metropolitan Health Service

Reporting Relationships

Head of Department Occupational Therapy
 HSO Level P5
 Position Number: 2014



Coordinator Occupational Therapy
 HSO Level P3
 Position Number: 002015



This Position



Reporting to this position:

Title	Classification	FTE
• Occupational Therapist	HSO Level P1	1.0
• Allied Health Assistant	HSO Level G2	1.0

Also reporting to this supervisor:

- Senior Occupational Therapist; HSO Level P2, 4.5FTE

Key Responsibilities

As part of a multidisciplinary team, plans, implements, coordinates and evaluates Occupational Therapy services to patients in the allocated clinical specialty area using advanced Occupational Therapy clinical practice skills. Plans, implements and evaluates patient safety and quality of care. Supervises Occupational Therapy staff and support staff in the unit/clinical area, coordinates duties and manages performance in liaison with the Coordinator Occupational Therapy and the Head of Department Occupational Therapy. 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 specialty area 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 Deputy Head of Department and Head of Department Occupational Therapy.
- 1.4. Ensures prioritisation and coordination of Occupational Therapy caseloads in the assigned clinical area and participation of Occupational Therapy staff 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 Deputy Head of Department and Head of Department Occupational Therapy] 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. Ensures maintenance of appropriate clinical documentation and clinical information systems by Occupational Therapy staff in the assigned clinical area.
- 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. Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5. Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.

3.6. 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 extensive relevant clinical experience in an acute hospital and/or rehabilitation service.
4. 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.
5. Demonstrated well developed time management, administrative and organisational skills when planning, providing and monitoring Occupational Therapy services.
6. Demonstrated well developed interpersonal, written and verbal communication skills.
7. Demonstrated ability to work effectively in a multidisciplinary team setting.
8. Ability to effectively coordinate and supervise Occupational Therapists, support staff and students.
9. Current "C" or "C.A." class drivers licence.
10. 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.
- Possession of a valid 'C' or 'C.A' 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.

Caroline Randles		He78395	10/11/2015
Manager / Supervisor Name	Signature or	HE Number	Date
Julie Bartley		He21814	10/11/2015
Dept. / Division Head Name	Signature or	HE Number	Date

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			

HCN Registration Details (to be completed by HCN)

Created on	November 2015	Last Updated on	18/11/2015
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