



North Metropolitan Health Service
Job Description Form

HSS registered February 2017

Senior Occupational Therapist
Health Salaried Officers Agreement: HSO Level P3
 Position Number: 004289
 Pain Management Department / Surgical Division
 Sir Charles Gairdner Hospital / North Metropolitan Health Service

Reporting Relationships

Executive Director
 SCGOPHCG



Medical and Nursing Co-Directors
 Surgical Division



This Position



← Also reporting to this supervisor:

- Head of Department, Pain Management

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	•

Prime Function / Key Responsibilities

Provides a specialised occupational therapy service together with the promotion and coordination of all self-management programmes within the Department.

Brief Summary of Duties (in order of importance)

1. Clinical (70%)

- 1.1 Liaises with other staff as appropriate to screen patients for occupational therapy interventions and group treatment programs.
- 1.2 Utilises appropriate techniques to accurately assess the patient.
- 1.3 Plans and implements individual and group treatment programs.
- 1.4 Organises and carries out patient/caregiver education where appropriate.
- 1.5 Reports both verbally and in writing to other relevant team members and referring agencies as appropriate.
- 1.6 Evaluates effectiveness of assessment/treatment programs.
- 1.7 Prepares reports for the Department on treatment programs.
- 1.8 Participates in the multidisciplinary team and liaises with other staff, medical specialist, general practitioners, vocational rehabilitation consultant and insurers in coordinating service delivery.
- 1.9 Acts as an Occupational Therapy clinical Consultant to staff and participates in community projects with approved organisations.
- 1.10 Maintains professional Occupational therapy notes.

2. Professional, Education and Other (30%)

- 2.1 Participates in self-evaluation and performance management at both the formal level and as an ongoing activity.
- 2.2 Initiates and participates in Quality Improvement activities and research projects.
- 2.3 Participates in staff meetings and undertakes actions as a result of the meeting, where appropriate.
- 2.4 Participates in in-service training and other educational activities as arranged by the department.
- 2.5 Ensures maintenance and upgrading of professional skills in the area of pain management.
- 2.6 Supervises Level P1 occupational therapist/s.
- 2.7 Supervises occupational therapy students.

3. NMHS 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, North 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 extensive relevant clinical experience in the area of pain management.
3. Demonstrated advanced skill in appropriate assessment and treatment techniques within the clinical speciality area.
4. Ability to plan, develop, implement and evaluate treatment programs.
5. Demonstrated advanced organisational and time management skills.
6. Demonstrated advanced ability to work as a member of a multidisciplinary team.
7. Demonstrated high level of written and verbal communication skills and interpersonal skills.
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. Relevant previous experience in a senior role in pain management or chronic disease management.
2. Relevant previous experience in delivering group treatment programs.
3. Knowledge and commitment to quality improvement, evidenced-based practice and research.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Occupational Therapy Board of Australia through the Australian Health Practitioner Regulation Agency 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.

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: