



North Metropolitan Health Service
Job Description Form

HSS registered August 2018

Coordinator Occupational Therapy (Research)

Health Salaried Officers Agreement: Level P-3

Position Number: 008199

Occupational Therapy (Research) / Corporate Medical Services

Sir Charles Gairdner Hospital / North Metropolitan Health Service

Reporting Relationships

Executive Director Medical Services - SCGH
 Position Number: 008128



HOD Occupational Therapy
 HSO Level P-6
 Position Number: 000727



This Position



Also reporting to this supervisor:

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Directly reporting to this position:

Title	Classification	FTE
Senior Occupational Therapist	P2	0.1

Other positions under control

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Prime Function / Key Responsibilities:

To build a collaborative research partnership between Curtin University and SCGH Occupational Therapy department. In partnership with Curtin University School of OTSWSP, the research coordinator will lead all aspects of coordination, application, education, management and evaluation of projects (research, EBP, knowledge translation and QI) within SCGH Occupational Therapy department and inter-professionally.

Coordinator Occupational Therapy (Research) | P3 | 008199

Brief Summary of Duties (in order of importance)

1. Management and Administration

- 1.1 Co-ordinates all aspects of research involving the SCGH Occupational Therapy department
- 1.2 Initiates, facilitates and implements strategic and operational plans for research development in the Occupational Therapy Department
- 1.3 Leads, promotes and represents the Occupational Therapy research profile at hospital executive level, Curtin University and with other key stakeholders.
- 1.4 Advises, consults and liaises with other professional staff, hospital, Curtin University and community agencies on matters relating to research.
- 1.5 Participates in relevant meetings at SCGH and Curtin University involving Research including team and departmental meetings
- 1.6 Educate, motivate, mentor and develop staff and Higher Degree by Research students to ensure the ongoing development and sustainability of individuals, clinical teams and the Occupational Therapy department in research
- 1.7 Collaborates and engages in teamwork with OTs, Curtin University, hospital and community partners to achieve opportunities and excellence in research.
- 1.8 Ensures own professional development
- 1.9 Ensures own and the Occupational Therapy staff maintenance of records and statistics and performs audits as required.
- 1.10 Participation and engagement with Curtin University academic staff to facilitate development of curriculum and student learning.

2. NMHS Governance, Safety and Quality Requirements

- 2.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision
- 2.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision
- 2.3 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 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.4 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.5 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. 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. Possession of a PhD or equivalent.
3. Evidence of research and / or knowledge translation leadership.
4. Evidence of high quality research/ creative work outputs in refereed journals / outlets consistent with occupational therapy and allied health.
5. Evidence of established national reputation and growing international profile.
6. A record of obtaining research income including nationally competitive research grants and/or fellowships.
7. Demonstrated ability to lead, collaborate and work effectively within an inter-professional team in a hospital and university setting.
8. Demonstrated commitment and involvement to the OT department, Curtin University, the profession and ongoing professional development.
9. Proven ability to motivate, manage and mentor both individuals (research honours, research masters and Higher Degree in Research students) and teams of people including supervision, development, evaluating performance and providing feedback.
10. Ability to lead, promote and represent Occupational Therapy and inter-professional research to the hospital executive, Curtin University and wider community including state and national level.
11. Demonstrated leadership skills including high level of interpersonal, negotiation and conflict resolution skills with clinicians and academics.
12. 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. Previous clinical experience in a hospital setting.
2. Previous research or knowledge translation project experience in a hospital setting.

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.

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: August 2018

Registered by HSS: August 2018