



North Metropolitan Health Service  
**Job Description Form**

HSS REGISTERED OCTOBER 2018

**Deputy Head of Department Occupational Therapy**

**Health Salaried Officers Agreement: Level P4**

**Position Number: 000728**

**Occupational Therapy / Corporate Medical Services**

**Sir Charles Gairdner Hospital / North Metropolitan Health Service**

**Reporting Relationships**

Director Allied Health  
 HSO Level G11  
 Position Number: 008147



HOD Occupational Therapy  
 HSO Level P6  
 Position Number: 000727



**This Position**



Also reporting to this supervisor:

- P3 Research

Directly reporting to this position:

Title	Classification	FTE
Occupational Therapist Coordinator	P3	5.0

Other positions under control

**Prime Function / Key Responsibilities:**

Directs and controls the day to day activities of the Occupational Therapy Department and Patient Appliance Centre at Sir Charles Gairdner Hospital to provide service of the highest ethical and professional standards within policies set by the HOD and the hospital.

Assists the Head of Department in the strategic direction, financial management and performance of the Occupational Therapy Department and Patient Appliance Centre at Sir Charles Gairdner Hospital.

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

### 1. Management and Administration

- 1.1 Assists the HOD Occupational Therapy in direction, performance implementation and controls of the SCGH Occupational Therapy and Patient Appliance Centre.
- 1.2 Assists the HOD Occupational Therapy in developing and implementing strategic direction and / or business plans, departmental policies, protocols / procedures for Occupational Therapy and Patient Appliances.
- 1.3 Assists the HOD Occupational Therapy in the management of human, financial and physical resources of the Department and assists with supervision, training and support to P3 OT Coordinators.
- 1.4 Manages the daily professional and administrative activities of the Occupational Therapy Department.
- 1.5 Provides high level Occupational Therapy consultancy services for complex clinical cases.
- 1.6 Advises the HOD Occupational Therapy and others on profession specific issues including participation in Hospital and Area wide committees.
- 1.7 Plans and implements professional development programs for staff including personal, professional and team development.
- 1.8 Assists with the HOD, P3 OT Research Co ordinator and the SCGH OT Student co ordinators to liaise and co-ordinate with universities and regarding clinical placements and training for undergraduate / post graduate students for Occupational Therapy and other health professional students.
- 1.9 Represents the Department of the Hospital, Area Health Service and external organisations as directed.
- 1.10 Assists in the development and implementation of best practice clinical governance practices incorporating evidence based practices and quality principles.
- 1.11 Assists with the HOD and the P3 OT Research Co ordinator to co-ordinates the Department's research and quality activities.
- 1.12 Initiates and participates in the development of formal safety and quality improvement and risk management projects and programs.

### 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 with the Occupational Therapy Board of Western Australia.
2. Extensive demonstrated clinical and management experience and competence in a complex Occupational Therapy health environment.
3. Demonstrated skills in contemporary human, financial and resource management including proven ability to supervise staff and students in a complex clinical environment.
4. Demonstrated high level planning and organisational skills.
5. Demonstrated ability to work autonomously and demonstrate initiative, creativity, problem solving and decision making skills.
6. Demonstrated leadership in the areas of clinical governance and service development and evaluation for Occupational Therapy.
7. High level verbal, written communication and negotiation skills to effectively interact with all levels of hospital staff and patients in a multidisciplinary team environment.
8. Demonstrated commitment to own continuing professional development and the management of professional development programs within the department.
9. Experience in developing and implementing evidence based practice models, continuous quality improvement principles and their practical application and research programs.
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. Possession or progress towards a relevant management qualification.

### **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: 23 October 2018

Registered by HSS: October 2018