



North Metropolitan Health Service  
**Job Description Form**

HSS Registered

**Senior Occupational Therapist**

**Health Salaried Officers Agreement: HSO Level P2**

**Position Number: 003955**

**Occupational Therapy (Day Therapy Unit - Department of Rehabilitation and Aged Care) /  
Corporate Medical Services  
Sir Charles Gairdner Hospital**

**Reporting Relationships**

Deputy HOD Occupational Therapy  
HSO Level P4  
Position Number:000728



Co-Ord Occupational Therapy  
HSO Level P3  
Position Number:000729



**This Position**



1.8fte P2 7171 Senior OT  
3 fte x P2 7758 Senior OT  
0.5fte x P2 6248 Senior OT  
0.5fte x P2 7759 Senior OT  
1.0fte x G2 5886 Admin  
1.0fte x P1 731 OT  
1.8 x G2 4635 Allied Health Assistant

Directly reporting to this position:

Title	Classification	FTE
N/A		

Other positions under control

- N/A

**Prime Function / Key Responsibilities**

Provides advanced clinical Occupational Therapy skills to service the Day Therapy Unit within the Department of Rehabilitation and Aged Care SCGH.

The prime clinics are Memory and Falls Clinic.

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

1. Provides a comprehensive occupational therapy service to the Day Therapy Unit with emphasis on Falls and Memory Clinic caseload.
2. Determines and implements specialist assessments and intervention at an advanced level of practice to a Day Therapy Unit caseload.
3. Undertakes continued professional development to advance professional standards and specialist skills in rehabilitation including home visiting, gerontology especially falls, cognition, function and pressure care.
4. Initiates and ensures the ongoing application of continuous quality improvement process and principles by systematically evaluating scope of practice and service direction to meet patient needs plus participate/initiates in research projects.
5. Develops and delivers expert opinion and educational programmes to Occupational Therapists related to outpatient gerontology rehabilitation services especially falls and cognition.
6. Provides orientation, clinical supervision and teaching to staff and students, participates in own performance management and is a role model in the Day Therapy Unit.
7. Advises, consults and liaises with hospital and community agencies on clinical matters relating to specialist assessments for outpatient and community aged care patients.
8. Maintains individual patient records and related demographic data within hospital and departmental guidelines.
9. Participates in case conferences, team and department meetings as appropriate.

**10. NMHS Governance, Safety and Quality Requirements**

- 10.1 Participates in the maintenance of a safe work environment.
- 10.2 Participates in an annual performance development review.
- 10.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 10.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 10.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 10.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**11. 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. Substantial experience and advanced clinical skills in planning, implementing and evaluating Occupational Therapy services in Day Therapy Unit including discharging into the community.
3. Proven ability to develop, plan and apply specialist advanced skills in assessment and intervention techniques to Day Therapy Unit in a lean and efficient manner.
4. Demonstrated high level of interpersonal, verbal and written communication skills and ability to work within a multidisciplinary team and with other key stakeholders.
5. Commitment, participation and initiation of professional self-development, the service scope of practice, service development and evaluation , quality improvement and research for the Day Therapy Unit.
6. Demonstrated ability to work independently without supervision, including effective caseload management and time management skills.
7. Demonstrated ability to provide clinical support and supervision to relevant staff members, students and support staff.
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. Recent experience in a gerontology outpatient caseload including assessment and intervention skills in falls, cognition or outpatient rehabilitation.
2. Experience in formal functional assessments.
3. Participation in, or completion of, relevant post graduate studies.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Occupational Therapy Board of Australia must be provided prior to commencement.
- May be required to work non-standard hours or as rostered.
- Level of physical activity sufficient to perform all duties independently.
- 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.

### Co-ordinator

Name:  
Signature/HE:  
Date:

### Dept. Head

Name:  
Signature/HE:  
Date:

### Position Occupant

Name:  
Signature/HE:  
Date: