



HSS Registered

Senior Occupational Therapist

Health Salaried Officers Agreement; Level P2

Position Number: 104489

**Occupational Therapy Department / Clinical Services Division
Royal Perth Bentley Group / East Metropolitan Health Service**

Reporting Relationships

Occupational Therapy Head of Department
HSO P6
Position Number: 104472



Occupational Therapy Deputy Head of Department
HSO P4
Position Number: 104473



This Position



Directly reporting to this position:

Title	Classification	FTE
OT	HSO P1	
OTA	HSO G2	



Also reporting to this supervisor:

- Snr Occupational Therapists; HSO P3, 5.1 FTE
- Snr Occupational Therapists; HSO P2
- Bentley Health Service Occupational Therapy Staff

Key Responsibilities

As part of a multidisciplinary team, plans, implements, coordinates and evaluates Occupational Therapy services to patients in specialist caseload 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, coordinates duties and manages performance. Practises as a Senior Occupational Therapist and ensures practise is in accordance with the Occupational Therapy professional and registration requirements, standards, codes and guidelines and EMHS policies and guidelines.

EMHS Vision and Values

Our Vision

***Healthy people, amazing care.
Koorda moort, moorditj kwabadak.***

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Scope of Practice

- 1.1 Provides specialist Occupational Therapy clinical services to all Occupational Therapy specialist caseloads.
- 1.2 Responsible for the development of the Occupational Therapy area service and staff within the service.

2. Clinical

- 2.1. Plans, implements and coordinates Occupational Therapy services to patients/clients within allocated specialist clinical areas using advanced Occupational Therapy practice skills.
- 2.2. Provides Occupational Therapy screening, assessment, treatment/intervention and evaluation for complex and general caseload/s using advanced Occupational Therapy practice skills.
- 2.3. Undertakes clinical shifts at the direction of the Head of Department/ Deputy Head of Department.
- 2.4. 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.
- 2.5. Provides Occupational Therapy clinical consultation to Occupational Therapists, other health professionals and others in the clinical area.
- 2.6. Initiates, implements and participates in quality improvement and research activities in consultation with the Head of Department/Coordinator to systematically evaluate service delivery and meet customer needs.
- 2.7. Educates patients/carers in post discharge management and organises discharge summaries/referrals to other services, as appropriate.
- 2.8. Supports and liaises with patients, carers, colleagues, medical, nursing, allied health, support staff, external agencies and the private sector to provide coordinated multidisciplinary care.
- 2.9. Ensures maintenance of appropriate clinical documentation and clinical information systems by Occupational Therapy staff in the assigned clinical area.
- 2.10. Participates in departmental and other meetings as required to meet organisational and service objectives.
- 2.11. Participates in ongoing evaluation of clinical practice.
- 2.12. Undertakes administrative tasks as required.
- 2.13. 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.

3. Professional/Education/Training/Research

- 3.1. Engages in continuing professional development/education and ensures continuous registration by the Occupational Therapy Board of Australia as per essential criterion 1.
- 3.2. Coordinates, supports and/or undertakes the supervision and development of Occupational Therapy staff, tertiary Occupational Therapy students and others in the clinical area.
- 3.3. Participates in supervision, professional development and clinical consultation activities with senior staff.
- 3.4. Develops and participates in approved evidence based clinical research activities where applicable.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Actively participates in the Peak Performance program.
- 4.3 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.
- 4.4 Adheres to the performance framework for procurement and contract management and oversees this process and function in accordance with EMHS Policy and the Authorisation Schedule.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

5. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

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 specialist caseload of either Neurology, General Medicine, Geriatric Medicine and Domiciliary Care. Demonstrated ability to plan and use specialist assessment and treatment techniques appropriate to such caseloads without supervision.
3. 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.
4. Demonstrated well developed time management, administrative and organisational skills when planning, providing and monitoring Occupational Therapy services.
5. Demonstrated well developed interpersonal, written and verbal communication skills.
6. Demonstrated ability to work effectively in a multidisciplinary team setting.
7. Ability to effectively coordinate and supervise Occupational Therapists 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. Completion or progress toward a relevant postgraduate qualification in a relevant clinical area.
2. Member of an Occupational Therapy professional body.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Occupational Therapy Board of Australia must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- 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.

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Manager / Supervisor Name **Signature** **or** **HE Number** **Date**

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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.

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Occupant Name **Signature** **or** **HE Number** **Date**
Effective Date

HSS Registration Details (to be completed by HSS)

Created on **Last Updated on** November 2019