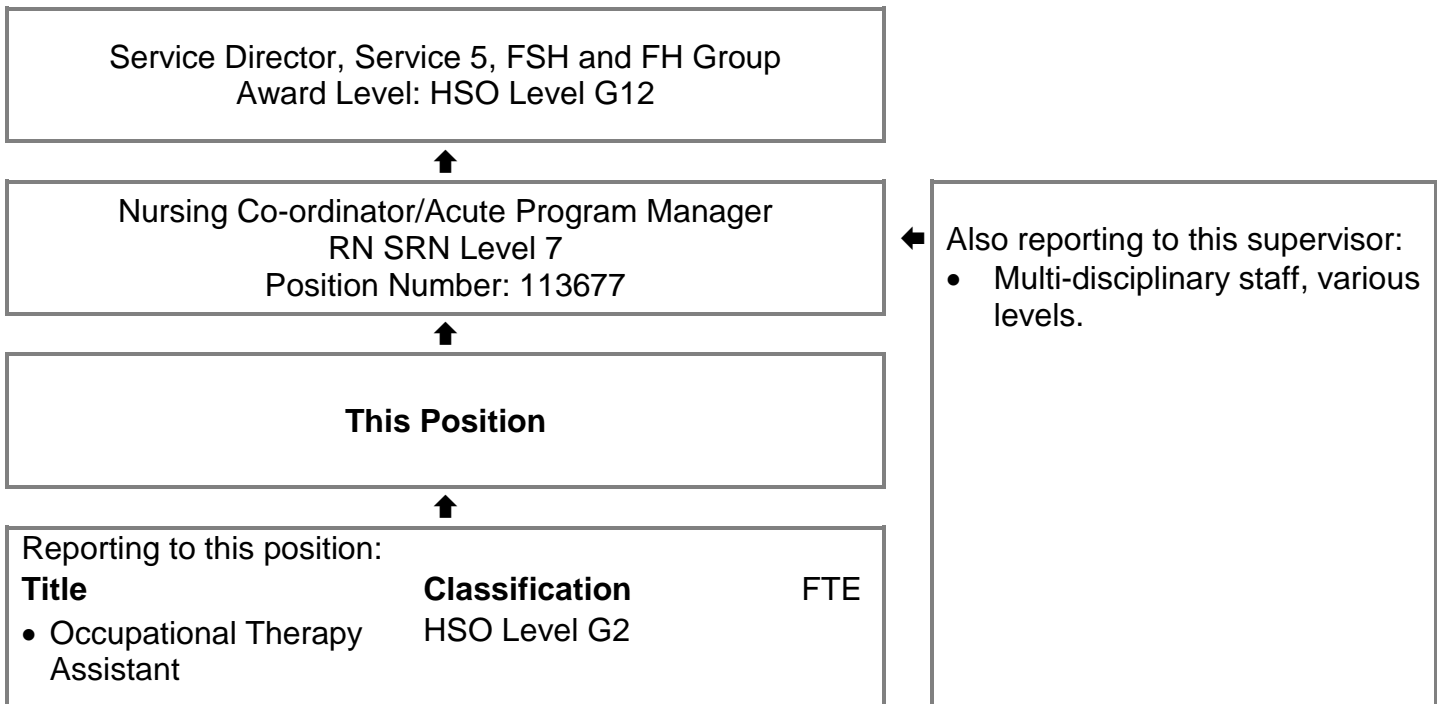




HSS Registered

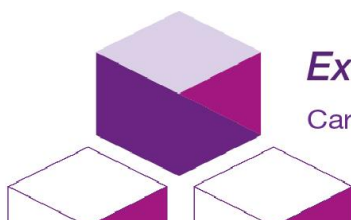
Occupational Therapist
Health Salaried Officers Agreement; HSO Level P1
Position Number: 001561
Fremantle Hospital Mental Health Service
South Metropolitan Health Service

Reporting Relationships



Key Responsibilities

As part of a multidisciplinary team provides Occupational Therapy services to patients in the clinical area of Fremantle Adult in-patient Programs and/or other assigned areas as required/appropriate, at the Health Service and/or in the community. Facilitates and promotes patient safety and quality of care. Practices as an Occupational Therapist in accordance with Occupational Therapy professional and registration requirements, standards, codes and guidelines and SMHS policies and guidelines.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Specific Duties/Scope of Practice Relevant to Specialty

- 1.1. Provides and coordinates a high standard of care to patients of the inpatient team using an occupational performance and client centred recovery framework.
- 1.2. Works within the care coordination framework and provides clinical Occupational Therapy services including individual assessment and intervention using group and family/carer interventions.
- 1.3. Contributes to patients individualised management plans including targeted occupational goals which are formulated with the participation of patients and their carers/families (unless clinically inappropriate).
- 1.4. Contributes to the planning, provision and evaluation of the acute group program working with the Senior Occupational Therapist, multi-disciplinary team and external agencies.

2. Clinical

- 2.1. Provides evidence based Occupational Therapy services to patients/clients including screening, assessment, intervention and evaluation.
- 2.2. Undertakes clinical shifts at the direction of the Head of Department/Manager/Coordinator/Senior Occupational Therapist.
- 2.3. Actively prioritises and coordinates own caseload including participating in clinical review meetings and case conferences as appropriate.
- 2.4. Educates patients/carers in post discharge management and organises discharge summaries/referrals to other services, as appropriate.
- 2.5. Supports and liaises with patients, carers, colleagues, medical, nursing, allied health, support staff, external agencies and the private sector to provide coordinated multidisciplinary care.
- 2.6. Completes clinical documentation and undertakes administrative tasks as required.
- 2.7. Participates in departmental and other meetings as required to meet organisational and service objectives.
- 2.8. Participates in ongoing evaluation of clinical practice.
- 2.9. 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. Participates in supervision, professional development and clinical consultation activities with the supervising Senior Occupational Therapist.
- 3.3. Assists with or undertakes supervision and development of tertiary Occupational Therapy students and others as directed by senior staff.
- 3.4. Develops and participates in approved evidence based clinical research activities where applicable.

4. SMHS 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. Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 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.

Occupational Therapist | HSO Level P1 | Position Number: 001561

- 4.4. Completes mandatory training (including safety and quality training) as relevant to role.
 - 4.5. Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
 - 4.6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 5. 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 experience, knowledge and clinical skills in providing individual and family assessments with patients who have complex mental health needs.
3. Demonstrated knowledge and skills in assessment, treatment and evaluation within Occupational Therapy practice relevant to the clinical area.
4. Demonstrated ability in applying time management and organisational skills when planning, providing and monitoring Occupational Therapy services within own designated caseload.
5. Demonstrated effective interpersonal, written and verbal communication skills.
6. Demonstrated ability to work effectively in a team.
7. Current "C" or "C.A." class drivers licence
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. Knowledge of quality improvement principles.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Occupational Therapy Board of Australia must be provided prior to commencement.
- Possession of a valid 'C' or 'C.A' drivers licence.
- Provision of the minimum identity proofing requirements.
- 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.

Jane Murdock	He23511	4/2/20
Manager / Supervisor Name	Signature or	HE Number Date
Lynn Warren	He90775	4/2/20
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.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	Insert date	Last Updated on	07/02/2020
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