



North Metropolitan Health Service  
**Job Description Form**

**HSS REGISTERED**

**Coordinator Occupational Therapy  
 (Neurology and General Medicine)**

**Health Salaried Officers Agreement: Level P-3**

**Position Number: 007725**

**Occupational Therapy / Corporate Medical Services**

**Sir Charles Gairdner Osborne Park Health Care Group / 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:

- 728,729,7724,6499,7726,700293

Directly reporting to this position:

Title	Classification	FTE
Occupational Therapists	P2, P1	

Other positions under control

- 

**Prime Function / Key Responsibilities:**

Responsible for all aspects of coordination and management of Occupational Therapy services in the Neurology and General Medical and Surgical stream in an acute teaching hospital. Provides an Occupational Therapy service within the Neurology and/or General Medical caseload.

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

### 1. Clinical (50%)

- 1.1 Provides specialised Occupational Therapy services in the Neurology and General Medical/Surgical stream through comprehensive patient assessment, intervention and discharge planning using advance clinical practice and evidence-based practice.
- 1.2 Plans and undertakes continued professional development for self and staff and ensures performance management supports the ongoing development of individuals and team performance and skills.
- 1.3 Participates in relevant clinical management meetings, ward rounds, case conferences plus team and departmental meetings.
- 1.4 Initiates and ensures the ongoing application of continuous quality improvement activities including program evaluation and reports on key performance indicators.
- 1.5 Advises, consults and liaises with other professional staff, hospital and community agencies on clinical matters relating to the Neurology and General Medical stream.
- 1.6 Ensures own and the Occupational Therapy staff maintenance of patient records, statistics and performs audits and prioritizes patients as required.

### 2. Management and Administration

- 2.1 Co-ordinates all aspects of the Occupational Therapy service in the Neurology and General Medical/Surgical stream.
- 2.2 Initiates, facilitates and implements strategic and business plans for Neurology and General Medical/Surgical stream.
- 2.3 Leads, promotes and represents the Neurology and General Medical/Surgical Occupational Therapy service within hospital and wider community.

### 3. NMHS Governance, Safety and Quality Requirements

- 3.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision
- 3.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision
- 3.3 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.
- 3.4 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.5 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 4. 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 relevant and recent clinical experience in complex assessment, intervention and discharge planning in Neurology plus general experience in a General Medical and Surgical caseload.
3. Demonstrated ability to work effectively within a multidisciplinary team.
4. Demonstrate high level of interpersonal, compassionate and verbal and written communication skills plus exceptional planning and organisational ability.
5. Experience in innovation including initiating, co-ordinating and managing program/service evaluation, quality improvement, and research activities plus feeding back on activity and KPI.
6. Demonstrated commitment and involvement to the OT department, profession and ongoing professional development.
7. Proven ability to manage teams of people and supervise, develop, evaluate performance including provide feedback to relevant staff and students.
8. Ability to lead, promote and represent the Occupational Therapy Neurology and General Medical and Surgical and service
9. Demonstrated clinical leadership and team building skills including respect, integrity and negotiation and conflict resolution.
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 of a relevant post-graduate qualifications or equivalent.
2. Previous experience in an acute Neurology or complex General Medical or Surgical patients.

### 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: February 2021

Registered by HSS: February 2021