



HSS Registered October 2021

## Senior Occupational Therapist

### Health Salaried Officers Agreement; HSO Level P2

Position Number: 114734

Community Treatment Team / Mental Health Services  
Fremantle Hospital and Health Service / South Metropolitan Health Service

### Reporting Relationships

Service Director  
HSO Level G12  
114727



Programme Manager MHS Adult  
HSO Level G10  
113630



**This Position**



Directly reporting to this position:

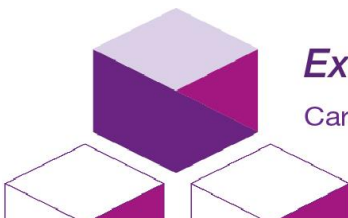
Title	Classification	FTE
• Nil.		

### Professional Accountability

Coordinator Occupational Therapist  
HSO Level P3  
002013

### Key Responsibilities

As part of a multidisciplinary team, plans, implements, coordinates and evaluates Occupational Therapy services to clients in the clinical area of Community Treatment Team (CTT) using advanced Occupational Therapy clinical practice skills. Plans, implements and evaluates patient safety and quality of care. Supervises Occupational Therapy and support staff and co-ordinates development of the community occupational therapy service. Practices as a Senior Occupational Therapist and ensures practice is in accordance to the 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

## SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



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

### 1. Specific Duties/Scope of Practice Relevant to Specialty

- 1.1 Performs comprehensive occupational performance, mental health and risk assessments.
- 1.2 Develops and provides specialist interventions for mental health consumers with complex needs to maximise independence, function and recovery.
- 1.3 Develops and provides consumer education and skills-based strategies aimed towards lifestyle balance and improved resiliency.
- 1.4 Provides care co-ordination in collaboration with consumers and carers including development of individualised Treatment Support and Discharge Plans and linkage with community agencies.

### 2. Clinical

- 2.1 Plans, implements and coordinates Occupational Therapy services to consumers in the clinical area 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 day to day operational matters under the direction of the Team Leader.
- 2.4 Ensures prioritisation and coordination of Occupational Therapy caseloads 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 Team Leader / Programme Manager / OT Professional Lead to systematically evaluate service delivery and meet consumer needs.
- 2.7 Educates consumers/carers in post discharge management and organises discharge summaries/referrals to other services, as appropriate.
- 2.8 Supports and liaises with consumers, 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 consumer progress and clinical issues.

### 3. Role 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. SMHS Governance, Safety and Quality Requirements**

- 4.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
- 4.2 Participates in the maintenance of a safe work environment.
- 4.3 Participates in an annual performance development review.
- 4.4 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.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Occupational Safety and Health Act, the Disability Services Act and the Equal Opportunity Act.

## **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 role and the SMHS 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 the clinical area.
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. Current "C" or "C.A." class drivers' licence.

### Desirable Selection Criteria

1. Completion or progress toward a relevant postgraduate qualification in a relevant clinical area.
2. Eligibility for and willingness to work as an Authorised Mental Health Practitioner
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Occupational Therapy Board of Australia must be provided prior to commencement
- Evidence of current "C" or "C.A." class drivers' licence.
- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.