



HSS REGISTERED

Deputy Head of Department Occupational Therapy

Health Salaried Officers Agreement: P4

Position Number: 104473

Occupational Therapy Department / Service 1

Royal Perth Hospital / East Metropolitan Health Service (EMHS)

Reporting Relationships

<i>Professional Accountability:</i> Director of Allied Health HSO G12 Position Number: 603331	Medical Co-Director, Service 1 MP Year 1-9 Position Number: 602509	Service Co-Director, Service 1 HSO G14 Position Number: 602505
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Head of Department, Occupational Therapy HSO P6 Position Number: 104472



This Position



Directly reporting to this position:		
Title	Classification	FTE
• Senior Occupational Therapist	HSO P3	
• Senior Occupational Therapist	HSO P2	
• Occupational Therapist	HSO P1	
• Carpenter	EBS	

← Also reporting to this supervisor:

- Administration Assistant
- CAEP/NDIS

Key Responsibilities

Manages and directs the Occupational Therapy Service for the Royal Perth Bentley Group across the East Metropolitan Health Service in consultation with the Occupational Therapy Head of Department. Co-ordinates, develops, reviews and evaluates all administrative, clinical and supervisory aspects of Occupational Therapy across the Royal Perth Bentley Group in consultation with the Occupational Therapy Head of Department.

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.



Royal Perth Hospital staff share a strong sense of pride in the longstanding principles of Servio, Latin for 'to serve' which adorns our historic crest. The principles of this statement, adopted in 1937 bear testimony to the longstanding tradition of excellence in service that we strive to perpetuate into the future.

Brief Summary of Duties (in order of importance)

1. Management

- 1.1 Responsible for the planning, implementing and controlling the daily operational services of the Occupational Therapy service including Human Resources and professional issues in consultation with the RPBG Occupational Therapy Head of Department.
- 1.2 In consultation with the RPBG Occupational Therapy Head of Department, monitors and changes resource allocation priorities regularly particularly with respect to effecting patient length of stay; ensures efficient and effective Occupational Therapy service delivery; seeks new opportunities to develop contemporary models of care.
- 1.3 Participates in policy development, planning and coordination of Occupational Therapy services within acute and subacute care across the RPBG sites; incorporating Home Care/Community Support (CAEP, NDIS, My Aged Care) and Mental Health.
- 1.4 Monitors performance standards and targets in accordance with hospital and departmental objectives; ensuring data gathering and recording of service events.
- 1.5 Advises RPBG Occupational Therapy Head of Department of recruitment needs and participates in the process including orientation of new staff.
- 1.6 Responsible for liaison with internal and external suppliers for the evaluation and purchase of appropriate equipment for hospital use.

2. Professional

- 2.1 Ensures a high standard of professional services and practices through professional supervision, performance management, peer review and quality assurance.
- 2.2 Initiates, evaluates and reports on research, evidence based practice, quality improvement and development projects relevant to patient needs.
- 2.3 Supervises Senior Occupational Therapy staff and oversees all other staff and programs ensuring professional standards are met.
- 2.4 Co-ordinates the clinical program for occupational therapy undergraduate and post graduate students and reports on their progress to the Occupational Therapy Head of Department.
- 2.5 Promotes, delivers and participates in educational programs for hospital staff, tertiary institutions and community groups.
- 2.6 Advises, consults and liaises with hospital personnel and community agencies, concerning policies, services and purchase of appropriate equipment.
- 2.7 Participates in department, hospital and community policy, planning, and management committees as required.
- 2.8 EMHS Governance, Safety and

3. EMHS 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 Actively participates in the Peak Performance program.
- 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.
- 3.4 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 3.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.6 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.

4. 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 extensive relevant experience and expert level of knowledge and skills in contemporary Occupational Therapy practice and clinical governance in health care.
3. Demonstrated skills in Human Resource Management, supervision, leadership and teamwork.
4. Proven ability to effectively communicate at all levels in relation to consultation, negotiation people management, service planning and policy development.
5. Demonstrated skills in quality improvement and risk management, negotiation and analytical problem solving skills relevant to Occupational Therapy management.
6. 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 or progress towards relevant post-graduate qualifications.
2. Demonstrated understanding of current health issues impacting on Royal Perth Bentley Group and East Metropolitan Health Service.
3. Member of Occupational Therapy Australia: WA Division.

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 or	HE Number	Date
_____	_____	_____	_____
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	Mar.2020	Last Updated on	Mar.2020