

POSITION DESCRIPTION

Occupational Therapy (Lvl 6) Head of Department - SWSLHD Mental Health Service - Perm FT

Our CORE values	Collaboration Openness Respect Empowerment	<i>transforming your experience</i>
Organisation	NSW Health	
Local Health District / Agency	South Western Sydney Local Health District	
Position Classification	Occupational Therapist Lvl 6	
State Award	NSW Health Service Health Professionals (State) Award	
Category	Allied Health Occupational Therapist	
Vaccination Category	Category A	
ANZSCO Code	252411 Occupational Therapist	
Website	www.swslhd.health.nsw.gov.au	

PRIMARY PURPOSE

The Head of Department is responsible for the management of the Mental Health Inpatient Occupational Therapy services, with a leadership role for the profession of Occupational Therapy within the department, including the management of professional standards and development of safety and quality. The position will also manage a clinical load commensurate with other duties. The Head of Department works:- locally with other facility Allied Health Heads of Department and the District Director of Allied Health to enhance services, standards and quality across SWSLHD-across SWSLHD with the Discipline Director and other Occupational Therapy Heads of Department to enhance Occupational Therapy services, standards and quality across the district. Transforming Your Experience is SWSLHD's key strategy to positively transform how our patients, consumers, staff and communities experience our organisation and services. Our vision is that our care is always safe, high quality and personalised and all our staff are supported and empowered to achieve their full potential. This strategy provides us with a clear direction for working together to deliver safe and high quality health services and build the health of our communities –now and into the future.

COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). Additionally, Category A workers are required to receive a booster dose three months after completing the primary course of COVID-19 vaccinations. New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate (IM011 immunisation medical exemption form) certifying the worker cannot have any approved COVID-19 vaccines available in NSW.

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations.

For Category A applicants, if dose 3 is not yet due they can sign the undertaking form to confirm they will receive the vaccine within 6 weeks of the dose due date.

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RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

ESSENTIAL REQUIREMENTS

Qualification: Recognised Degree in Occupational Therapy or other qualification deemed appropriate by the employer, with registration with the Australian Health Practitioner Regulation Agency (AHPRA) **WHS Responsibilities:** (For managerial positions ONLY) As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. **WWCC:** Current Working with Children Check Clearance (where applicable). **NPC:** National Police Check (This check will be conducted by the Health Service for Recommended Candidates only). **Staff Health:** Compliance with the SWSLHD and NSW Health, Staff Immunisation - Occupational Assessment, Screening and Vaccination Policy. **Driver's Licence:** Current unrestricted Australian drivers licence (P2 Licence Acceptable) subject to obtaining NSW drivers licence within 3 months of appointment. **Work Rights:** To be eligible for permanent appointment to a position in NSW Health, you must have an Australian citizenship or permanent Australian residency.

KEY ACCOUNTABILITIES

ADMINISTRATION:

- Effectively and efficiently conduct all required activities to ensure efficient management of department including:
- Analyse and use data in consultation with Discipline Director and Facility Director/GM to improve service delivery and manage the department effectively, Manage the budget within delegation to enable effective service delivery/provision.
- Managing workforce function and responsibilities to meet service delivery targets using relevant tools and systems including: Recruitment and Onboarding, Performance Management, Clinical Supervision, Professional Development
- HealthRoster and Rostering Best Practices, Oversight of staff professional registrations as required

CLINICAL:

- Be accountable for the provision of high level clinical services through effective and

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efficient management through:

- Staffing allocation and case mix, The provision of clinical supervision and support to staff/students, The oversight of staff clinical competencies , Implementation of departmental clinical procedures and guidelines
- Provide clinical services as required to patients/clients as required in accordance with professional standards, legislative requirements and Evidence-Based Practice, including participation in weekend and/or out-of-hours services as required.

PROFESSIONAL:

- Participate in and ensure all staff access ongoing professional development, clinical supervision and line management. This is in accordance with departmental priorities and as indicated by performance management and clinical supervision goals and relevant, approved continual professional development activities.

KEY CHALLENGES

- Managing organisational change by providing expertise, leadership guidance and direction to staff.
- Managing competing clinical, operational and strategic responsibilities in a complex health care environment.
- Oversee the provision of services to address psychosocial health, establish and maintain service provision priorities including for vulnerable patients/clients.

KEY RELATIONSHIPS	
Who	Why
Staff	Provide leadership and support to ensure their clinical and professional growth.
Consumers	Provide consumer centred care to ensure delivery of service is effective and efficient
Professional and Organisation manager	Organisational support and provide you with guidance, notification and escalation process
Universities	For student clinical placement and research activities
Government service agencies and community service providers	Maintaining effective relationships to facilitate service referrals

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SELECTION CRITERIA

1. Recognised Degree in Occupational Therapy or other qualification deemed appropriate by the employer, with registration with the Australian Health Practitioner Regulation Agency (AHPRA)
2. Demonstrated evidence of extensive clinical and management experience as an Occupational Therapist, including a demonstrated understanding of service provision in complex health settings.
3. Demonstrated organisation and time management skills, with the ability to work independently and as part of a multidisciplinary team
4. Demonstrated experience supervising staff including leading staff services and managing staff conflict, team performance and department decision making.
5. Demonstrated leadership in the planning, implementation and evaluation of local service delivery incorporating the quality improvement process and policy/practice guideline development.
6. Demonstrated high level communication skills (oral and written) including advocacy and negotiation skills.
7. Demonstrated commitment to Evidence Based Practice (EBP) and experience implementing EBP into service planning and evaluation of service changes.
8. Demonstrated competence in the use of clinical and management electronic information systems, and lead staff adaption to new systems.