



THE QUEEN ELIZABETH HOSPITAL BOARD

JOB DESCRIPTION

JOB TITLE: Occupational Therapist

SALARY SCALE: Z16 - 8

DEPARTMENT: Rehabilitative Services

REPORTS TO: Head of Rehabilitation

DIRECT REPORTS: N/A

JOB SUMMARY

Under general supervision, facilitates development and rehabilitation of patients with mental, emotional and physical disabilities through effective evaluation, planning and manages patients referred from physicians.

MAJOR DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as an illustration of the various types of work that may be performed:

1. Assesses, evaluates and administers individualized treatment for patients based on their lifestyles and personal requirements;
2. Advises on specialist equipment and provision of splints/orthotics;
3. Enables patients to develop or regain physical or mental functioning, or adjust to disabilities by implementing rehabilitation programmes;
4. Promotes maximum independence by selecting and constructing therapies according to individual's physical capacity, intelligence level, and interest;
5. Prepares patients for return to employment by consulting with employers, determining potential employee difficulties, retraining employees, and helping employers understand necessary physical and job result accommodations;
6. Assures continuation of therapeutic plan following discharge by designing and instructing patients, families, and in home exercise programmes, recommending and/or providing assistive equipment, and recommending follow-up care;
7. Evaluates and advises on home and workplace environmental alterations;
8. Teaches anxiety management techniques;
9. Coaches people with learning difficulties or poor social skills;
10. Monitors people on how to control their own behavior;
11. Consistently follows-up with patients regarding progress and re-evaluates and revises treatments where necessary;
12. Advises and educates patients and their families about the patient's condition, the treatment advised and the developmental expectations;
13. Liaises with multi-disciplinary team and others involved in the care of patients with occupational therapy needs, and identifies and assists in devising a plan to mitigate barriers to achievement of goals where applicable ;

14. Communicates significant changes in patients' condition to all relevant caregivers;
15. Keeps accurate records of care plan and administered care;
16. Responsible for the compilation of statistics for the Occupational Therapy Unit;
17. Assists in operation, training, instruction and supervision of new staff/students as appropriate;
18. Represents the Occupational Therapy Unit Department at various meetings as assigned and provides feedback;
19. Assists in the identification and pursuit of appropriate research initiatives;
20. Ensures the department provides the optimum safe environment;
21. Assists in the gathering of data towards the preparation of budget proposals and annual reports;
22. Consults with the Head of Department for advice and clarification of concerns to ensure that all queries are adequately addressed;
23. Analyses and interprets data to aid in diagnosis, research and instruction;
24. Operates and performs routine checks of instruments prior to use for proper functioning and cleanliness;
25. Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors;
26. Maintains confidentiality of patient information;
27. Participates in routine in-service training, continuing education and other education where applicable;
28. Keeps up-to-date with healthcare techniques and developments within the specialty and the general healthcare environment;
29. Participates in the identification of organizational system issues and contributes to the problem solving process;
30. Ensures compliance to quality, health, safety and environmental standards;

31. Using customer service skills, establishes and maintains effective working relationships with employees, officials and members of the general public.
32. Observes health and safety protocols in the execution of duties;
33. Performs any other related duty as assigned.

KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge of safe and effective occupational therapy practices and protocols.
2. Knowledge of orthotics, mental health and physical disability.
3. Knowledge of quality assurance protocols and practices.
4. Knowledge of safety and infection control procedures and practices.
5. Effective interpersonal and communication skills.
6. Effective decision-making and problem-solving skills.
7. Effective organization and prioritization skills.
8. Ability to perform assigned tasks according to exactly prescribed procedures and to make accurate observations of results.
9. Ability to work independently or as part of a team.
10. Ability to operate occupational therapy equipment used in patient treatment
11. Ability to be patient, supportive and emotionally strong when working with patients
12. Ability to deal sensitively with patients and staff who have high levels of anxiety, frustration and aggression.
13. Ability to function efficiently in a demanding, hospital environment.

REQUIRED TRAITS

- Accountability
- Collaboration
- Confidentiality
- Co-operation
- Empathy
- Ethical
- Flexibility and Adaptability
- Initiative
- Patience
- Respect

EDUCATION AND EXPERIENCE

A degree or diploma in Occupational Therapy