

**SKILLS FRAMEWORK FOR HEALTHCARE
SKILLS MAP - PRINCIPAL OCCUPATIONAL THERAPY EDUCATOR**

Sector	Healthcare		
Track	Occupational Therapy		
Sub-track	Education		
Occupation	Occupational Therapist		
Job Role	Principal Occupational Therapy Educator		
Job Role Description	<p>A Principal Occupational Therapy Educator typically plans and develops training programmes for occupational therapists based on identified learning needs. S/He delivers training to occupational therapists and new staff. S/He enables training and development in the department by providing access to relevant internal and external resources. S/He manages the quality of training programmes through audits.</p> <p>S/He may work in various settings such as but not limited to public and private institutions, acute and community hospitals, rehabilitation centres, voluntary welfare organisations, schools, integrated and long-term care facilities and clients' homes and work environments. S/He may also work as part of collaborative, interdisciplinary teams which may include teachers, nurses, doctors, audiologists, psychologists, social workers, physiotherapists and speech therapists. S/He may assume a joint appointment as a lecturer in educational institutions.</p> <p>S/He should be methodical, innovative and passionate about the learning and development of therapists. S/He should possess effective interpersonal, communication and team-building skills.</p>		
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)
	Plan training and development activities	Set strategic direction for training and development at the institutional level	In accordance with: • Allied Health Professions Act (Chapter 6B)
		Plan continuing education programmes and training at the institution level	
		Review learning and development plans of staff in the department	
		Plan clinical attachment programmes	
		Develop frameworks for supervisors to identify knowledge gaps and training needs of team members	
	Design training frameworks and curriculum	Develop clinical training and mentorship frameworks	
		Review clinical training and mentorship frameworks	
		Develop training programmes within the institution	
		Develop appropriate curriculum to support therapists' learning	
		Oversee education activities for students and therapists	
		Develop and promote inter-professional education programmes	
	Promote a culture for lifelong learning	Establish frameworks for participation in continuous professional development by therapists in various healthcare settings	

		Collaborate with educational institutions, clinical educators and regional facilitators to advance students' and staff's learning		
		Create opportunities for co-learning across institutions or settings to advance students' and staff learning		
		Create opportunities for capability development		
	Deliver training and development activities	Deliver training to therapists and other external partners		
		Oversee delivery of training to healthcare professionals and external partners		
	Manage quality of training and development activities	Audit departmental training quality standards		
		Develop assessment methods and tools to evaluate effectiveness of departmental training programmes or providers		
		Evaluate training programmes		
		Supervise staff in conducting talks and workshops		
		Provide feedback on curriculum to education institutions		
	Evaluate learners' performance based on learning outcomes			
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies	
	Audit Management	Level 5	Developing People	Advanced
	Change Management	Level 5	Interpersonal Skills	Advanced
	Clinical Teaching and Supervision	Level 5	Communication	Advanced
	Continuous Improvement Management	Level 5	Lifelong Learning	Advanced
	Individual and Cultural Diversity	Level 5	Problem Solving	Advanced
	Inter-professional Collaboration	Level 5		
	Learning Needs Analysis	Level 5		
	Management of Stakeholders	Level 5		
	People Management	Level 5		
	Performance Management	Level 5		
	Professional, Legal and Ethical Healthcare Practice	Level 5		
Programme Delivery	Level 5			

	Programme Design	Level 5		
	Programme Evaluation	Level 5		
	Reflective Practice	Level 5		
	Strategy Development	Level 5		
	Strategy Execution	Level 5		
Programme Listing	For a list of Training Programmes available for the Healthcare sector, please visit: www.skillsfuture.sg/skills-framework/hc			