

**SKILLS FRAMEWORK FOR HEALTHCARE
SKILLS MAP - SENIOR OCCUPATIONAL THERAPIST**

Sector	Healthcare		
Track	Occupational Therapy		
Occupation	Occupational Therapist		
Job Role	Senior Occupational Therapist		
Job Role Description	<p>A Senior Occupational Therapist is responsible for providing client care, treatment and client education in collaboration with various healthcare teams. S/He performs detailed assessments and interventions for clients and may train new or junior occupational therapists in these activities. S/He has advanced expertise and knowledge in her/his specialty area. S/He is expected to monitor the caseloads of team members and provide supervision as needed.</p> <p>S/He may work in various settings such as public and private institutions, acute and community hospitals, rehabilitation centres, voluntary welfare organisations, schools, 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, doctors, audiologists, psychologists, social workers, physiotherapists and speech therapists.</p> <p>S/He should have initiative and be sensitive to the needs of her/his clients. S/He should possess management, leadership and problem-solving skills.</p>		
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)
	Conduct client assessment and therapy planning	Conduct functional assessment to determine required therapy interventions	In accordance with: • Allied Health Professions Act (Chapter 6B)
		Conduct assessment of clients' environment	
		Plan interventions for cases, based on medical condition(s), indications and contraindications	
		Review client case notes, take client history and interpret assessment results	
		Formulate client-centred and SMART (Specific, Measurable, Attainable, Relevant, Timely) goals in collaboration with clients and relevant stakeholders	
		Select appropriate and specific outcome measures to enable evaluation of therapy progress and outcomes	
		Document results of case history taking, assessment results, therapy plans, goals and outcome measures	
		Communicate assessment results, therapy plans, goals and outcome measures to clients and other relevant stakeholders	
	Perform therapy interventions	Deliver appropriate interventions to facilitate clients' occupational performance based on findings, goals and treatment plans	
Recommend assistive devices and equipment			
Review continuity of care plans			
Evaluate therapy progress and outcomes using selected therapy outcome measures at regular intervals			

	Modify therapy plans
	Propose environmental modifications based on clients' needs and safety considerations
	Deliver community integration training to clients
	Coordinate with relevant parties to support clients in achieving their treatment goals
	Formulate discharge or care plans in consultation with relevant stakeholders
Provide client education	Empower clients and caregivers with methods to enhance health, mobility and functions through self-management strategies
	Communicate intervention plans, client statuses and discharge criteria to clients and relevant stakeholders
	Develop client and caregiver educational materials
	Train clients in use of orthoses and assistive devices
	Guide clients and caregivers in managing psychodynamic issues
Manage risk and quality	Co-lead quality improvement projects
	Guide junior staff in responding to incidents in compliance with organisational incident management guidelines
	Identify risks pertaining to workplace health and safety
	Implement preventative measures pertaining to risk management
	Conduct safety and quality audits
Perform clinical administration and operations	Participate in the development of clinical practice guidelines
	Oversee inventory management processes
	Monitor teams' clinical and non-clinical key performance indicators
	Assist in the development, promotion or marketing of new clinical services
	Participate in the recruitment process of therapy assistants

	Coordinate rosters of therapy teams to enhance manpower usage
	Develop work plans for teams to meet the department's key performance indicators
	Manage feedback from stakeholders
	Provide inputs for budgeting
Participate in continuing education and research activities	Provide feedback on educational activities
	Evaluate learners' performance based on learning outcomes
	Plan continuing education programmes for support staff and therapists
	Coordinate clinical attachment programmes for therapy students
	Develop education activities to meet the learning needs of staff
	Deliver training or in-service to colleagues
	Participate in research projects to contribute to evidence-based practice
Provide supervision and team development	Mentor support staff and therapists for professional development purposes
	Perform peer audits on compliance to clinical standards
	Teach techniques in assessment and management of basic and complex cases
	Review clinical competency standards of staff
	Plan induction and clinical orientation for new team members
	Provide clinical supervision for students
	Provide clinical supervision for support staff and therapists
	Monitor performance and development of direct reports

	Conduct clinical audits			
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies	
	Analysis of Research Data	Level 4	Communication	Intermediate
	Assistive Devices Prescription in Occupational Therapy	Level 4	Decision Making	Intermediate
	Audit Management	Level 4	Problem Solving	Intermediate
	Change Management	Level 4	Leadership	Intermediate
	Client Advocacy	Level 4	Teamwork	Intermediate
	Client Assessment for Occupational Therapy	Level 4		
	Client Education in Rehabilitation Therapy	Level 4		
	Clinical Governance	Level 4		
	Clinical Incident Management in Rehabilitation Therapy	Level 4		
	Clinical Record Documentation and Management in Rehabilitation Therapy	Level 4		
	Clinical Services Development	Level 4		
	Clinical Teaching and Supervision	Level 4		
	Continuous Improvement Management	Level 4		
	Data Collection and Management	Level 4		
	Department Financial Management	Level 4		
	Effective Client Communication	Level 4		
	Emergency Response and Crisis Management	Level 4		
	Environmental Assessment and Modification for Occupational Therapy	Level 4		
	Goal Setting in Rehabilitation Therapy	Level 4		
	Group Therapy Planning and Implementation	Level 4		
	Health Promotion	Level 4		
	Individual and Cultural Diversity	Level 4		
	Infection Control	Level 4		
Inter-professional Collaboration	Level 4			
Intervention Planning in Occupational Therapy	Level 4			
Inventory Management in Rehabilitation Therapy	Level 4			

	Learning Needs Analysis	Level 4		
	Management of Stakeholders	Level 4		
	People Management	Level 4		
	Performance Management	Level 4		
	Professional Consultation	Level 4		
	Professional, Legal and Ethical Healthcare Practice	Level 4		
	Programme Delivery	Level 4		
	Programme Design	Level 4		
	Programme Evaluation	Level 4		
	Project Management	Level 4		
	Reflective Practice	Level 4		
	Research Proposal Development	Level 4		
	Research Translation	Level 4		
	Risk Management	Level 4		
	Scientific Writing and Communication	Level 4		
	Service Quality Management	Level 4		
	Strategy Development	Level 4		
	Strategy Execution	Level 4		
	Therapy Discharge Planning	Level 4		
	Therapy Intervention Evaluation	Level 4		
	Therapy Intervention Implementation	Level 4		
	Workforce Planning	Level 4		
	Workplace Safety and Health	Level 3		
	Workplace Violence	Level 4		
Programme Listing	For a list of Training Programmes available for the Healthcare sector, please visit: www.skillsfuture.sg/skills-framework/hc			