

**SKILLS FRAMEWORK FOR HEALTHCARE
SKILLS MAP - SENIOR PRINCIPAL OCCUPATIONAL THERAPY MANAGER**

Sector	Healthcare		
Track	Occupational Therapy		
Sub-track	Management		
Occupation	Occupational Therapist		
Job Role	Senior Principal Occupational Therapy Manager		
Job Role Description	<p>A Senior Principal Occupational Therapy Manager sets the strategic direction of the department and leads occupational therapists in cluster-wide initiatives to enhance clinical innovation and evidence-based practice. S/He leads change by implementing new or revising policies and driving the corporate governance agenda. S/He is in charge of leading improvements in service delivery and the care model and plans strategies to promote these new improvements and new clinical services. S/He ensures that there is sufficient human resources in the department and manages the budgets in the clinical setting. Her/His core function will be in managerial work, but s/he will also perform some clinical, educational and research tasks in the course of her/his day-to-day work.</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.</p> <p>S/He should be visionary, driven and decisive. S/He should possess effective interpersonal, team-building and leadership skills.</p>		
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)
	Manage clinic and department operations	Set clinical and non-clinical key performance indicators	In accordance with: • Allied Health Professions Act (Chapter 6B)
		Conduct audits on the systems, processes and operations	
		Manage feedback from stakeholders	
	Drive client care and service excellence	Oversee research and/or quality improvement initiatives or projects	
		Design, implement and analyse clinical audits	
		Develop strategies based on clinical audit results	
		Develop action plans which align to organisation's strategic direction	
		Collaborate with multi-disciplinary teams to enhance clinical services	
		Drive the development, promotion or marketing of new clinical services	
Review operational policies, processes and protocols pertaining to occupational therapy			
Manage resources	Review proposal for procurement and disposal of equipment		

	Develop recruitment strategies for therapy assistants and therapists in collaboration with human resource department			
	Oversee staff performance management and development process			
	Conduct workforce planning or manpower projection based on setting's current and future needs			
	Develop work plans for the division or cluster to meet the division or cluster's key performance indicators			
	Allocate financial resources appropriately to ensure alignment with organisational goals			
	Manage risk and quality	Develop business continuity plans		
		Manage process for incidents reporting		
		Oversee implementation of preventative measures pertaining to risk management		
		Drive corporate governance agenda		
	Manage health and safety standards	Formulate risk, emergency response and crisis management plans where necessary		
		Oversee workplace health and safety audits		
		Assess risks of work systems, work processes and service delivery		
		Review recommended preventive and corrective measures		
		Oversee implementation of new workplace safety and health and/or initiatives		
		Monitor health and safety standards		
InterSkills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies	
	Audit Management	Level 5	Leadership	Advanced
	Change Management	Level 6	Interpersonal Skills	Advanced
	Clinical Governance	Level 6	Resource Management	Advanced
	Clinical Services Development	Level 6	Decision Making	Advanced
	Continuous Improvement Management	Level 6	Communication	Advanced
	Department Financial Management	Level 5, Level 6		

	Emergency Response and Crisis Management	Level 6		
	Health Promotion	Level 6		
	Individual and Cultural Diversity	Level 5		
	Infection Control	Level 5		
	Inter-professional Collaboration	Level 6		
	Inventory Management in Rehabilitation Therapy	Level 5		
	Learning Needs Analysis	Level 6		
	Management of Stakeholders	Level 6		
	People Management	Level 6		
	Performance Management	Level 6		
	Professional, Legal and Ethical Healthcare Practice	Level 6		
	Project Management	Level 6		
	Reflective Practice	Level 6		
	Risk Management	Level 6		
	Service Quality Management	Level 6		
	Strategy Development	Level 6		
	Strategy Execution	Level 6		
	Workforce Planning	Level 6		
	Workplace Safety and Health	Level 4		
Programme Listing	For a list of Training Programmes available for the Healthcare sector, please visit: www.skillsfuture.sg/skills-framework/hc			