

EARLY CAREER CHECKLIST

QUALITY & SAFETY ESSENTIALS WHEN STARTING A NEW ROLE

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As an OT, you need to be mindful of the quality of the care you are providing, as well as the physical and psychological safety of your clients, yourself and your colleagues. Ensuring the quality and safety of your services demands ongoing and constant attention and will be something that you should consider throughout your entire career.

This check list covers some **foundational quality and safety** considerations and is intended to be a general guide only. The checklist should compliment the orientation processes in your organisation, which will likely include additional requirements not included on this list (such as mandatory training and/or a graded transition to clinical work). There may also be specific things to consider relevant to your practice area or context.

It would be most helpful to work through the checklist in a supported way as you transition into a new role. For example, you could use the checklist to guide discussions with your supervisor or manager, or work through it with your peers. If you are unsure about anything, ask your manager or supervisor for help.



PROFESSIONAL RESPONSIBILITIES

- Prepare for clinical supervision. Supervision is essential for all early career therapists. You can complete OTA's [free online module](#) for information on setting up good supervision or advocating for supervision if it's not available in your workplace.
- Understand your obligations under the [AHPRA Code of Conduct](#), the [OT Competency Standards](#) and [OTA Code of Ethics](#). You can refer back to these documents to help guide you in challenging situations.
- Know the AHPRA registration standards, including your continuing professional development (CPD) requirements. You can complete OTA's [free online course](#) to help you.
- Know your obligations under the [Privacy and Confidentiality Act](#). You can watch [OTA's short video to get you started](#) & ask about privacy policies in your organisation.
- Understand legislation and/or quality and safety frameworks relevant to your practice (eg. *NDIS Commission standards, National Principles of Child Safe Organisations, mandatory reporting etc*). Your supervisor will be able to help you with this.
- Understand the principles of the [Australian Open Disclosure Framework](#)
- Know your requirements for record keeping. Your organisation might have a documentation framework to follow, otherwise you can research common documentation methods such as SOAP notes. Watch [OTA's free video](#) and review the OTA [handout](#) which cover the basics of record keeping from a legal perspective.

ORIENTATION TO YOUR ORGANISATION

- Read and understand your organisations policies and procedures and use them- they are there to help you.
- Meet with your manager to define & document your scope of practice. It is good practice to set an upfront agreement with your workplace around the clients that you have skills and capability to work with (consider things such as, your area of practice, assessments & interventions you are skilled in, the client complexity you can manage, & the intensity of supervision and support available to help you). As you build skills and confidence in your practice you can review your agreed scope of practice. The [OTA Scope of Practice Framework](#) will be a useful reference.
- Learn your organisations emergency procedures & incident reporting procedures. This includes responding to events such as medical emergencies, client falls, or aggravated clients.
- Know procedures for working on your own or doing home visits (if relevant) including the processes for managing risks to your own personal safety.
- Understand the pathways to ask for help if you need it, including in-between supervision sessions.
- Make an effort to meet and get to know your team- including clinicians from other professions. This will help you to build your professional network (*which is one of your most valuable resources as a healthcare professional!*) and to work in a collaborative, multidisciplinary way to achieve the best outcomes for your clients.
- Communicate your learning needs and your CPD goals so your workplace can support your ongoing development.