

POSITION DESCRIPTION

Canterbury

District Health Board

Te Poari Hauora o Waitaha

December 2019

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

Organisational Values

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

POSITION TITLE:

Occupational Therapist, Adult Community Therapy Service (ACTS). OPH and Rehab Division.

REPORTS TO (Title):

Clinical Manager

REPORTS ON A DAILY BASIS TO:

Clinical Manager

PRINCIPAL OBJECTIVES

- To provide occupational therapy services for people aged 16 years to 64 years, or with a non age related condition who have a primary physical disability which may include intellectual, sensory or psychiatric factors.
- Ongoing occupational therapy for those with chronic or progressive disability is available as rehabilitation/intervention episodes and reviews as necessary to enable clients to maintain or improve their occupational functioning or to prevent early deterioration.

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

INTERNALLY:

- 1 Appropriate managers including Team Leader
- 2 Interdisciplinary team members
- 3 Professional colleagues
- 4 Equipment services (CDHB)
- 5 Administration staff

EXTERNALLY:

- 1 Clients, family/whanau, carers
- 2 Other Health Professionals ie: those involved with the client and those that we refer to following our assessment
- 3 Field Officers, eg Multiple Sclerosis Society
- 4 General Practitioners and referring agencies
- 5 New Zealand Occupational Therapy Board/Professional Body
Equipment Service (Enable) and other Funding Agencies.
- 6 Equipment Representatives,
- 7 Education Providers – Occupational Therapy Students/ Fieldwork Co-ordinators.

KEY PERFORMANCE OBJECTIVES:

<p>Task</p>	<p>Provision of an Occupational Therapy service within the Inter-disciplinary team context</p>
<p>Expected Result</p>	<p>The Occupational Therapist will facilitate and enable occupation for people through engaging their needs, preferences and capacities in the context of their environment to optimise functional and occupational performance.</p> <ul style="list-style-type: none"> • Administer standardised and non-standardised screening and assessment tools relevant to the population (cognitive, sensory, motor, perceptual, social, ADL, IADL, driving screening and functional mobility). • Establish client (family/whanau/carers) goal-centred and individualised treatment plans to optimise function and independence, reducing carer dependence / stress in ADL, IADL and functional mobility activities. • Aim to reduce barriers (physical, social and psychological) to occupational performance and functional participation, and promote independence in the home and community setting by social re-integration and modification of the environment and activity to meet disability needs of the client (family/whanau/carers). • Focus on safety and risk management of simple and complex disability and resource management in the home and community settings, to ensure durability of placement and social engagement. • Provide education to the person (family/whanau/carers), on options to improve safety, function and reduce risk, carer stress and maintain quality of life. <p>Implement Occupational Therapy in a community setting and be able to access appropriate services within the community</p>
<p>Task</p>	<p>Safe, Ethical, Legal Practice</p>
<p>Expected Result</p>	<p>The Occupational Therapist will act and justify actions, in compliance with ethical, legal, professional and safety requirements.</p> <ul style="list-style-type: none"> • Evidence of the ability to act and to justify actions in compliance with the requirements of the relevant professional body and the ethical, legal and safety requirements of the CDHB for the role. • Service is provided in accordance with Unit/Division philosophy, objectives, standards, policies and protocols with reference to the relevant Service Provision Framework. • Demonstrates an awareness of potential risk factors of working alone and complies with service procedures to minimise risk. • Provides daily records of visits to admin staff.
<p>Task</p>	<p>Culturally Safe Practice</p>
<p>Expected Result</p>	<p>The Occupational Therapist will provide a service that takes into account the socio-cultural values of the client/Tangata Whai Ora, family/whanau, and significant others. Demonstrate a commitment to bi-cultural practice. Evidence of provision of a service that takes into account the socio-cultural values of clients/family/whanau.</p>
<p>Task</p>	<p>Communication</p>

Expected Result	<p>Demonstrate an effective range of communication skills throughout the Occupational Therapy process with clients/family/whanau. Written communication clearly documents assessment findings, goal setting, intervention and discharge planning. Communication with other health professionals is relevant, appropriate and professional. Relevant patient and carer education and information is provided in an appropriate format. The Occupational Therapist will use a wide range of communication skills to establish and maintain effectual therapeutic and working relationships. Communicates and liaises with all relevant agencies in the Community. Works as a cohesive member of the IDT and is able to communicate clearly the OT process in relation to patient goals.</p>
Task Expected Result	<p>Management of Self and People</p> <p>Evidence of ability to manage and monitor personal resources to ensure clients are receiving professional services in a timely manner. Evidence of caseload prioritisation and ability to manage caseload and travel in a safe and timely manner. Evidence of effective student supervision in compliance with standards/requirements of relevant training provider. The Occupational Therapist will manage and monitor their performance and resources to ensure performance is professional, collaborative and supportive of service and team goals and colleagues.</p>
Task Expected Result	<p>Management of Environment and Resources</p> <p>Demonstrates ability to safely manage the client's environment/equipment, including the management of risk. and is an ENABLE accredited assessor. Involvement in the promotion of issues relating to the health and social needs of people living with disability related issues. Actively contribute to the review of service delivery and service development and the development of professional practice within the service. Commitment to continuous quality improvement. The Occupational Therapist will manage the environment (Community and Hospital settings) to contribute positively to the clients / Tangata Whai Ora, experience and their ability to participate and ensure effective use of resources. Optimise the community environment for the person in order to compensate for any cognitive, sensory, motor or social impairment. Optimise environmental safety and reduce risk for the person in order to optimise function, independence and durability of discharge. Integrate the person and their families/whanau/carers with appropriate community agencies and resources. Is an ENABLE accredited assessor. Comply with all data collection and documentation standards established by the OPHSS & Rehab, Service Provision Framework and Health Records Standards (standards NZ 2002).</p>
Task	Continuing Professional Development

Expected Result

Participate in education/in-service training within Unit/Service.
Undertakes peer review/supervision.
Participates in annual performance appraisal.
Communicates support and training needs to Line Manager.
Demonstrate on-going professional development including the use of professional research/literature to maintain best practice.
Communicates best practice to the IDT and colleagues via formal and informal forums.
The Occupational Therapist will seek out opportunity to continually develop professional knowledge and practice.

HEALTH & SAFETY:

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

QUALITY:

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

QUALIFICATIONS & EXPERIENCE:

Essential

- Bachelor of Occupational Therapy or equivalent.
- Current New Zealand Registration.
- Current New Zealand Practicing Certificate.
- MRSA clearance
- Full, manual unrestricted NZ Drivers Licence - car
- ENABLE NZ Accredited Assessor or willing to complete process to undertake this immediately
- Expertise in clinical area.
- Skills in the use of Information technology – Word, Outlook, Smartphone use, Electronic clinical Documentation systems, Zoom or similar

Desirable

- Minimum three years postgraduate experience as an Occupational Therapist
- Clinical experience in working with people who have neurological impairment

PERSONAL ATTRIBUTES:

MANDATORY

- Excellent communication skills (written and verbal).
- Effective time management.
- Commitment to ongoing professional development.

Key Behaviours:

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.
- Physically able to work with clients with varying mobility levels
- Ability to build networks
- Committed to evidence based/best practice
- Ability to be flexible in an environment of change.
- Ability to work effectively under pressure/ to manage stress.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified

I, _____, confirm that I have read and received a copy of this Position Description, which accurately reflects the role for which I have been employed.

Signature _____

Date _____