

POSITION DESCRIPTION

Canterbury

District Health Board

Te Poari Hauora o Waitaha

September 2014

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 Canterbury District Health Board's vision is to promote, enhance and facilitate the health and well being of the people of the Canterbury District.

Organisational Values

The Canterbury DHB is committed to being an excellent and caring funder / provider of health and hospital services. Integral to the achieving our vision, goals and objectives of the DHB are the values of the organisation:

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

POSITION TITLE:

Occupational Therapist

REPORTS TO (Title):

Professionally accountable to Clinical Leader (Occupational Therapy).

REPORTS ON A DAILY BASIS TO:

Managerially accountable to Clinical Manager / Charge Nurse Manager on day to day basis.

PRINCIPAL OBJECTIVES

To provide effective Occupational Therapy to patients / clients of the assigned Unit incorporating all aspects of an individual's occupational functioning.

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

INTERNALLY:

1	Referred Clients
2	Other members of the multidisciplinary team
3	Clinical Manager / Charge Nurse Manager
4	Occupational Therapy Advisor, MHS and other professional colleagues in MHS
5	Referral Sources
6	Students and field work coordinators

EXTERNALLY:

1	Other staff of the Canterbury District Health Board
2	Families/whanau of patients
3	Government agencies
4	Community agencies and significant statutory and non-statutory bodies
5	General practitioners and primary health providers

<u>KEY PERFORMANCE OBJECTIVES:</u>		
Key Competency	Key Tasks	Key Performance Measures
<i>Clinical Practice</i>		
<p>Demonstrates knowledge of occupational therapy theories, techniques and technology in specific clinical area.</p> <p>Able to promote health practices / attitudes and environment which contribute to occupational well-being.</p>	<ul style="list-style-type: none"> • Applies relevant theories, techniques and technologies to clinical practice • Encourages and promotes attitudes and practical approaches to health, that will enhance occupational performance, with client group 	<p>Can identify and explain theories that frame clinical practice appropriate for client group.</p> <p>Can explain appropriate strategies for promoting health attitudes and practices to client group.</p>
<p>Identifies the role and function of occupational therapy in relation to the client, seeking guidance when required.</p>	<ul style="list-style-type: none"> • Accepts or declines referrals • Makes appropriate referrals 	<p>Referral acknowledgements.</p> <p>Client notes.</p>
<p>Demonstrates knowledge and understanding of client physical, psychological, social, cognitive and developmental level in relation to the presence of mental disorder in a specific area of clinical practice.</p> <p>Able to analyse assessment data to identify occupational therapy intervention in clinical practice, seeking guidance when required.</p>	<ul style="list-style-type: none"> • Modifies assessment tools and techniques for client / client group • Completes assessment 	<p>Written evidence of assessment.</p>
<p>Able to identify client needs in the treatment planning process and negotiate goals with the client, family/whanau, significant others to progress towards meeting those needs.</p> <p>Uses goal directed occupations in order to establish, improve or maintain the performance components, skills, habits and roles of the client</p> <p>Able to use sound clinical reasoning and a systematic problem solving approach to plan treatment programmes to meet client needs.</p>	<ul style="list-style-type: none"> • Formulates treatment plans 	<p>Written treatment plans.</p>

<u>KEY PERFORMANCE OBJECTIVES:</u> (continued)		
Key Competency	Key Tasks	Key Performance Measures
<p>Demonstrates the use of occupational therapy process in predictable situations with individuals and / or groups.</p> <p>Able to select, analyse, structure, synthesise, adapt and grade activities/treatment media in a specific area of clinical practice.</p>	<ul style="list-style-type: none"> • Implements appropriate treatment plans. • Modifies treatment plans as required. 	<p>Client notes.</p> <p>Evidence of modifying treatments according to client need.</p>
<p>Able to evaluate the impact of treatment outcomes with the client / caregiver or significant others and modify treatment according to changing needs.</p>	<ul style="list-style-type: none"> • Assesses client function in relation to goals set • Makes recommendations about further treatment 	<p>Client notes.</p>
<p>Able to identify the appropriate end point of intervention.</p> <p>Able to assist client and family/whanau to identify and access appropriate resources.</p>	<ul style="list-style-type: none"> • Implements discharge /transfer recommendations from evaluation process • Follows Unit discharge procedures 	<p>Recommendations from evaluation are followed through.</p> <p>Discharge procedures are followed.</p>
<p>Able to identify, assess and manage level of risk within role definition.</p>	<ul style="list-style-type: none"> • Contributes to risk management plans • Actively minimise risk. 	<p>Risk management plans are implemented.</p> <p>Risk factors are reported.</p>
<i>Professionalism</i>		
<p>Demonstrates knowledge of legislation and Ministry of Health Guidelines and Standards that impact on occupational therapy practice in specific clinical areas</p>	<ul style="list-style-type: none"> • Applies knowledge of medico-legal Acts and Ministry of Health Guidelines and Standards to clinical practice • Maintains current annual practising certificate 	<p>Current Annual Practising Certificate.</p> <p>Knowledge of relevant legislation, guidelines and standards.</p>
<p>Demonstrates understanding of New Zealand Occupational Therapy Board Code of Ethics in clinical practice.</p>	<ul style="list-style-type: none"> • Uses ethical reasoning to underpin all clinical decisions 	<p>Practice reflects knowledge of Code of Ethics.</p>

<u>KEY PERFORMANCE OBJECTIVES:</u> (continued)		
Key Competency	Key Tasks	Key Performance Measures
Demonstrates ability to review of own professional practice.	<ul style="list-style-type: none"> • Seeks and accepts evaluation from a more senior occupational therapist. • Sets goals for ongoing personal and professional development. • Able to supervise students and/or clinical staff (if appropriate) 	<ul style="list-style-type: none"> • Participates in supervision • Current training plan
<i>Clinical Practice Management and Leadership</i>		
Distinguishes between unique occupational therapy roles and functions and those which may be shared with other team members	<ul style="list-style-type: none"> • Participates effectively as part of the team. • Shares roles and functions with other team members where appropriate. • Maintains links with other teams 	Appropriate sharing of tasks with other team members. Active communication and information sharing with case managers and/or other designated health professionals.
Demonstrates ability meet agreed responsibilities within agreed timeframes	<ul style="list-style-type: none"> • Completes tasks in a timely manner. • Actions solutions when workload is inappropriate 	Meets agreed targets. Documentation of solutions to inappropriate workloads.
Understands the roles of clinical support staff and/or students in relation to occupational therapy and supports the clinical practice of other staff and students.	<ul style="list-style-type: none"> • Contributes to the orientation of new staff • Distinguishes between tasks which a registered occupational therapist must perform and those that can be performed by occupational therapy support staff • Supervises support staff in clinical support role 	Orientation duties completed. Task allocation to occupational therapy support staff. Support staff understand boundaries of their role.
Identifies specific occupational therapy resources required for work area.	<ul style="list-style-type: none"> • Uses resources in a cost-effective manner. 	Maintains adequate supplies for clinical practice. Budget / expenditure information documented accurately.

<u>KEY PERFORMANCE OBJECTIVES:</u> (continued)		
Key Competency	Key Tasks	Key Performance Measures
<i>Cultural Safety</i>		
<p>Incorporates the principles of the Treaty into clinical practice.</p> <p>Incorporates a comprehensive knowledge of cultural context of health and illness into clinical practice and can explain how interventions are modified to ensure cultural safety.</p> <p>Explores cultural issues in clinical practice and demonstrates effective use of resources for different cultural groups e.g. deaf, tangata whenua, tangata pasifika and recognises cultural differences for these groups that influence health and disability.</p> <p>Acknowledges and addresses own limitations in provision of cultural safety and deals with clinical practices that are culturally unsafe.</p>	<ul style="list-style-type: none"> • Incorporates appropriate cultural supports into treatment provision • Clinical practice and documentation reflects Treaty of Waitangi principles • Gains knowledge and understanding of client's culture and beliefs 	<p>Clinical documentation.</p> <p>Clinical and cultural forums.</p> <p>Portfolio records.</p>
<i>Education</i>		
<p>Translates knowledge and skills into viable practice within a clinical supervision framework.</p>	<ul style="list-style-type: none"> • Actively contributes to professional development programmes • Updates and reviews knowledge of occupational therapy theories, techniques and technologies • Begins to develop a specialty focus and participates in a special interest group 	<p>Documentation of professional development in professional portfolio.</p> <p>Membership of special interest group.</p> <p>Can identify theory underpinning practice.</p>

<u>KEY PERFORMANCE OBJECTIVES:</u> (continued)		
Key Competency	Key Tasks	Key Performance Measures
<i>Continuous Service Improvement</i>		
Demonstrates awareness of occupational therapy service and organisational policies and procedures in clinical practice.	<ul style="list-style-type: none"> • Accesses policy and procedures, including Unit's Service Provision Framework, as appropriate 	Practices within the Unit's Service Provision Framework.
Able to maintain, update and increase knowledge and practice.	<ul style="list-style-type: none"> • Raises issues which arise in practice with peers and senior colleagues • Actively seeks published information about topics relevant to area of practice and issues in that area 	Reading log. Documentation in professional portfolio.
<i>Health & Safety</i>		
Understands the principles of health and safety in the workplace.	<ul style="list-style-type: none"> • Accesses Health & Safety manuals when necessary • Identifies hazards and works to minimise or eliminate where possible • Provides a review of Health & Safety standards in the work area 	Completes review for Health & Safety Representative. Carries out recommendations of the Health & Safety Representative.
Demonstrates clear understanding of organisational policies and procedures for incidents and accidents.	<ul style="list-style-type: none"> • Identify and report and appropriately document workplace accidents and incidents. • Respond appropriately to accident/incident according to agreed organisational procedures 	Documentation is complete and accurate.

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

- New Zealand Registered Occupational Therapist
- Minimum 2 years experience in a mental health setting
- MRSA clearance if not a current CDHB employee

Desirable

- Post graduate qualification

PERSONAL ATTRIBUTES:

MANDATORY

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.
- Ability to provide inspirational and motivational leadership

DESIRABLE

- Interest in specialty area
- Ability to provide inspirational and motivational leadership.

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.