

POSITION DESCRIPTION

June 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 wellbeing of the people living in Canterbury.

Organisational Values

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

POSITION TITLE:

Allied Health Clinical Team Leader – Occupational Therapy, Christchurch Combined Campus

REPORTS TO (Title):

Allied Health Clinical Manager, Occupational Therapy, Christchurch Combined Campus

REPORTS ON A DAILY BASIS TO:

Allied Health Clinical Manager, Occupational Therapy, Christchurch Combined Campus

DIRECT REPORTS:

Between 7 – 16 staff

TOTAL BUDGET:

nil

PRINCIPAL OBJECTIVES:

The Allied Health (AH) Clinical Team Leader, Occupational Therapy is accountable for the provision of operational and service leadership to a designated group of professionals across the Christchurch Combined Campus.

The key deliveries and purpose of the role is:

- The AH Clinical Team Leader ensures the delivery of a high quality service to designated areas within an interdisciplinary team environment.
- The AH Clinical Team Leader is responsible for assisting the AH Clinical Manager with the development, provision and monitoring of quality and cost-effective clinical services which meet the accountability requirements of patient services, financial targets, service purchasers and the overall strategic direction of the CDHB.
- The AH Clinical Team Leader maintains a designated clinical case load as agreed with the Allied Health Clinical Manager.
- To contribute to the weekend and after hours service (on call and weekends) as required by the AH Clinical Manager.

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

INTERNALLY:

1	Allied Health Clinical Manager, Occupational Therapy.
2	All Occupational Therapy Staff
3	Director and Executive Director of Allied Health
4	Occupational Therapy Students and Education Providers
5	CDHB Allied Health Leaders and Occupational Therapy staff
6	CDHB administration and support services
7	Charge Nurse Managers, nursing and medical staff

EXTERNALLY:

1	Patients and their families/whanau/carers
2	ACC and other funding agencies
3	Community support groups and education providers
4	equipment suppliers
5	Non-government organisations (NGOs)
6	Other external agencies as directed by line manager
7	General practitioners
8	Rehabilitation Providers
9	Volunteers

KEY PERFORMANCE OBJECTIVES:

Task	To provide Clinical and Team Leadership
Expected Result	<ul style="list-style-type: none"> Is accountable for the daily operational management of direct reports within the team and assigned services. In partnership with Allied Health Clinical Manager, Team Leaders and staff establishes the shared vision and operational strategy for the Occupational Therapy profession across the Christchurch Combined Campus that is aligned with the CDHB strategy and goals to deliver a patient and family focused service that optimises health outcomes. Builds a culture of excellence in professional conduct, personal responsibility and accountability, leading by example. Creates and nurtures intra and inter-disciplinary team environments which encourage and support team approaches to achieve a high level of productivity, efficiency and clinical effectiveness. Facilitates an environment which reflects respect and sensitivity to the rights, beliefs and choices of patients and their families and within the interdisciplinary team. Demonstrates in practice the principles of the Treaty of Waitangi, Partnership, Protection and Participation and leads culturally responsive clinical practice within the team. Provides advice to Allied Health Clinical Manager on professional, strategic and operational issues relevant to scope of professional responsibilities. Leads and co-ordinates any assigned projects/portfolios as delegated by the Allied Health Clinical Manager within the profession and/or Allied Health across the Christchurch Combined Campus.

Task	To assist the Clinical Manager to lead Service Planning and Delivery
Expected Result	<ul style="list-style-type: none"> • Ensures the provision of high quality clinical Occupational Therapy services within the Team, aligned with professional standards and evidence based practice, as specified by contract and service level agreements for the Christchurch Combined Campus. • Promotes and supports effective multidisciplinary approaches to patient care and organisational management to ensure patient outcomes are maximised. • Assists the Allied Health Clinical Manager with the establishment of agreed measures for Occupational Therapy service delivery. • Maintains clinical and statistical reporting required by service and ensures direct reports reflect and comply with reporting requirements. • Provides timely and appropriate advice to Allied Health Clinical Manager on service provision and clinical matters e.g. clinical risk and patient safety, changes in clinical practice relevant to clinical responsibilities of team. • Works collaboratively to promote effective use of relevant resources and be fiscally responsible. • Reports staff and patient related incidents and complaints to Allied Health Clinical Manager and assists in undertaking corrective action. • Undertakes delegated responsibilities from Allied Health Clinical Manager during absence to ensure the ongoing professional and operational management of the Occupational therapy service.
Task	Clinical and Professional Practice
Expected Result	<ul style="list-style-type: none"> • Undertakes a clinical case load within a defined area of service delivery as agreed with the Allied Health Clinical Manager. • Participates in clinical supervision and fulfils responsibilities for own performance appraisal. • Demonstrates effective clinical reasoning and evidence based practice and is a role model for ongoing professional development. • Maintains wide general knowledge of all clinical areas to whom services are provided. • Supports and facilitates team attendance and participation in internal and external professional development opportunities, mandatory training and competency training that is aligned with personal, service and/or organisational goals. • Supports career growth and development of staff aligned with the CASP framework. • Assists Allied Health Clinical Manager with the coordination of student training in a supportive learning environment with appropriate clinical supervision. • Fosters a learning environment that develops the cultural competency and capability of the occupational therapy workforce to positively impact on the health status of those consumers with diverse backgrounds and with special needs.
Task	To assist the Clinical manager with workforce management

Expected Results	<ul style="list-style-type: none"> • Works in partnership with the Allied Health Clinical Manager and in partnership with other Clinical Team Leaders to ensure the appropriate skill mix and numbers of staff to meet current and future service demands and capability. • Assists the Allied Health Clinical Manager with the recruitment, selection and induction of workforce. • Undertakes and facilitates performance appraisals, performance management, coaching and mentoring of direct reports with the assistance of the Allied Health Clinical Manager. • In conjunction with the Allied Health Clinical Manager, ensures legislative requirements are met in relation to professional practice and registration of direct reports. • Ensures that within delegated team their clinical and cultural competency requirements, mandatory training requirements and supervision requirements, as required by the profession and the CDHB Supervision Policy, are met. • Ensure team members are informed of current and new / relevant CDHB policies and procedures and obligations to comply.
Task	Quality and Risk Management – Clinical Quality and Professional Governance
	<ul style="list-style-type: none"> • Assists the Allied Health Clinical Manager with the development and maintenance of quality management systems to optimise the quality of patient care. • Contribute to the specification of service quality measures in line with levels of funding, generally accepted standards and patient expectations. • Supports and contributes to initiatives to address differential access to healthcare services for Māori and high needs populations • Participates and contributes to quality improvement activity, including peer review, clinical audit and research. • Ensure that team members are supported to participate and contribute to quality improvement activity, clinical audit, research, accreditation, peer review, within and across interdisciplinary teams and that learnings are shared and applied.
Task	Other Duties
	<ul style="list-style-type: none"> • The Clinical Team Leader will undertake other duties as reasonably requested by the Allied Health Clinical Manager from time to time.

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 unable, 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:**

- A NZ Registered Occupational Therapist
- Current Annual Practicing Certificate
- Membership with Professional Body
- Demonstrated broad clinical experience as an Occupational Therapist

Desirable:

- Experience in an Allied Health leadership position
- Experience with clinical supervision, training and development of staff
- Has, or is working towards post-graduate qualification relevant to leadership
- Project and quality improvement experience
- Demonstrated use of quality audit and evaluation
- Computer competence (MS Office)
- Experience in fostering team development
- Human resource management skills
- A broad knowledge of the health and disability sector

PERSONAL ATTRIBUTES:

- ◆ Professional demeanour and high level of personal integrity.
- ◆ Ability to manage stressful and unpredictable workload.
- ◆ Effective leadership skills, capable of managing diverse professional teams in a challenging environment of political, media and public attention.
- ◆ Demonstrated problem solving, negotiation and advocacy skills
- ◆ Excellent time management and organisational skills
- ◆ High degree of effective communication and interaction skills at all levels
- ◆ Flexibility and adaptability
- ◆ Understanding of the requirements for patient confidentiality
- ◆ A working understanding of the Treaty of Waitangi and a commitment to biculturalism and working with culturally and linguistically diverse persons
- ◆ A commitment to adopting and operating good employer policies and practices

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.

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 as deemed appropriate.