

### Position Description

April 2020

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 and respect for others
- Integrity in all we do
- Responsibility for outcomes

<b>POSITION TITLE:</b>	Occupational Therapist
<b>REPORTS TO:</b>	Occupational Therapy Clinical Manager
<b>REPORTS ON A DAILY BASIS TO:</b>	Occupational Therapy Clinical Manager with delegated responsibility to Occupational Therapy Team Leader

#### PRINCIPAL OBJECTIVES

#### FUNCTIONAL RELATIONSHIPS:

- To provide an efficient and effective occupational therapy service to allocated clinical area of Christchurch Campus.

#### INTERNALLY:

1. Occupational therapy staff at Canterbury District Health Board region and beyond.
2. Nursing staff, Consultants, Registrars
3. Multi-disciplinary teams Relatives/whanau/care givers of patients. Referred clients.
4. Referral sources

#### EXTERNALLY:

1. Equipment Management Service (ENABLE NZ)
2. Accident Compensation Corporation (ACC) services as necessary
3. Community Agencies: Primary Health

**KEY PERFORMANCE OBJECTIVES:**

	<b>A. CLINICAL PRACTICE:</b>
Task	<u>Referral</u> <ul style="list-style-type: none"> <li>• Ensure all referrals received are in standard referral format.</li> <li>• All referrals are actioned within 24 hours</li> </ul>
Expected result	<ul style="list-style-type: none"> <li>• That all referrals are on approved format and actioned within 24 hours</li> </ul>
Task	<u>Screening</u> <ul style="list-style-type: none"> <li>• All relevant data is obtained, and referral is prioritised</li> <li>• Consent for intervention is gained from the patient</li> </ul>
Expected result	<ul style="list-style-type: none"> <li>• Patients requiring immediate intervention are seen accordingly</li> <li>• Patients are prepared and informed of purpose and nature or intervention</li> </ul>
Task	<u>Assessment</u> <ul style="list-style-type: none"> <li>• Appropriate assessments are selected, and assessment procedures implemented according to Occupational Therapy protocols</li> </ul>
Expected result	<ul style="list-style-type: none"> <li>• Identification of problem areas and specific treatment goals established</li> <li>• Treatment planning and goal setting is documented</li> </ul>
Task	<u>Treatment; re-evaluation, discharge</u> <ul style="list-style-type: none"> <li>• Appropriate Occupational Therapy intervention is given to facilitate the restoration of functional performance and safe discharge</li> </ul>
Expected result	<ul style="list-style-type: none"> <li>• Safe and timely discharge. Transfer to other services</li> <li>• Treatment is review in response to discharging needs of client</li> <li>• Documentation systems are adhered to</li> <li>• Cultural safety for clients is ensured.</li> </ul>
Task	<b>B. COMMUNICATION &amp; TEAMWORK:</b>
Task	<ul style="list-style-type: none"> <li>• Appropriate information is clearly disseminated to colleagues and members of the multi-disciplinary team and relevant others to facilitate the patients ongoing rehabilitation.</li> </ul>
Expected result	<ul style="list-style-type: none"> <li>• Enhanced and coordinated team approach in all interventions</li> </ul>
Task	<b>C. PROFESSIONAL STANDARDS &amp; DEVELOPMENT:</b>
Task	<ul style="list-style-type: none"> <li>• Maintenance of professional standards. Participation in Health Professional Competence Act and Continuing Competency Framework. (Occupational Therapy Board).</li> <li>• Keeping abreast of current trends in treatment, conditions and surgery</li> <li>• Participation in on-going education</li> <li>• Conference / course attendance</li> <li>• Participation in regular clinical supervision and student training.</li> </ul>
Expected result	<ul style="list-style-type: none"> <li>• High standard of Occupational Therapy is maintained</li> <li>• Supervision of students to facilitate meeting objective to complete the fieldwork placement.</li> <li>• Upskilling and professional development of Occupational therapy colleagues</li> </ul>
	<b>D. ADMINISTRATION</b>

Task	<ul style="list-style-type: none"> <li>Assist in the functioning of the Occupational Therapy Department as an efficient, cost effective service.</li> </ul>
Measure	<ul style="list-style-type: none"> <li>Patient files are current with a complete record of all aspects of the client's treatment process</li> <li>Statistics are completed weekly</li> <li>Work environment is safe and orderly</li> <li>Staff and cluster meeting attendance</li> <li>Participation in department and hospital Quality Assurance tasks and projects</li> </ul>
Task	Be informed of current procedures and protocols of Canterbury District Health Board and their funding bodies
Measure	Demonstrates working knowledge of policies, procedures, protocols and implements these appropriately. Communicates this information to clients and carers as requested.

**HEALTH AND SAFETY:**

Implement or lead and implement emergency procedures and maintain a safe and secure work environment by following relevant Canterbury DHB and Divisional policies, protocols and standards, this includes but is not limited to:

- Practice safe work habits and ensure the health and safety of yourself and others
- Make unsafe work situations safe or, inform a supervisor or manager
- Is knowledgeable about hazards in the work area and the procedures in place to identify and control hazards
- Use Personal Protective Equipment correctly and when required
- Report hazards, incidents, accidents and near misses promptly and accurately
- Seek advice from manager if unsure of work practices
- Complete mandatory training as required
- Is knowledgeable of emergency procedures and evacuation plans
- Assists in maintenance of equipment required, and reports faulty equipment promptly
- Actively practice clinical standard precautions

**QUALITY:**

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

**QUALIFICATIONS & EXPERIENCE:**

Essential

- New Zealand Registered Occupational Therapist (or eligible for same) and hold a current practising certification.
- Be able to work under pressure in this acute hospital setting and prioritise work and reallocate loads accordingly

Desirable

- Equipment Management Service (EMS) accredited assessor – personal care, household management, and seating.
- Up to date knowledge of clinical conditions presenting in acute hospital settings
- Knowledge and practical applications of assessments and treatment techniques specific to Occupational Therapy in treatment setting

**PERSONAL ATTRIBUTES:**

**MANDATORY**

Key behaviours:

- Ability to ‘work together’ in a truthful and helpful manner
- Ability to ‘work smarter’ by being innovative and proactive
- Ability to work effectively as part of an active multi-disciplinary team
- Accept responsibility for actions

**DESIRABLE**

- Previous hospital, health experience in an acute, Older Person’s Health or rehabilitation setting.

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 \_\_\_\_\_