

## **POSITION DESCRIPTION**

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 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 Clinical Lead, SMHS, Clinical Occupational Therapy Specialist and other professional colleagues in SMHS
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

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**KEY PERFORMANCE OBJECTIVES:**

Task	<b>Applies occupational therapy knowledge, skills and values</b>
Expected Result	<ul style="list-style-type: none"><li>• Accepts responsibility for ensuring that his/her occupational therapy practice and conduct meet the standards of the professional, ethical and relevant legislated requirements</li><li>• Demonstrates knowledge and use of occupational therapy assessments and interventions, utilising current evidence based practice</li><li>• Considers volition, habituation and performance within the clients environment</li><li>• Demonstrates knowledge and understanding of performance components and the relationship between the client's functioning and their mental health.</li><li>• Explores role development with the client including vocational needs</li><li>• Respects each individual as unique, and empower them to improve their own occupational performance</li><li>• Practices using a trauma informed approach, including the use of sensory strategies</li><li>• Utilises graded activity and activity analysis/ synthesis to promote occupational functioning</li><li>• Assesses occupational physical health needs eg equipment provision, fall prevention</li><li>• Establishes, maintains and concludes therapeutic interpersonal relationships with client</li><li>• Communicates effectively with patients and members of the health care team</li><li>• Maintains privacy and confidentiality at all times.</li><li>• Represents the organisation and the occupational therapy profession in a committed manner, projecting a professional image of occupational therapy</li><li>• Assesses and manages risk of resources and the occupational therapy environment</li><li>• Assesses client's risk in conjunction with the MDT</li></ul>

Task	<b>Practises appropriately for bi-cultural Aotearoa/ New Zealand</b>
Expected Result	<ul style="list-style-type: none"> <li>• Demonstrates the ability to apply the principles of the Treaty of Waitangi to occupational therapy practice</li> </ul> <p>Acknowledges own limitations of knowledge and refers to Pukenga Atawhai for cultural intervention and support</p> <p>Explores cultural issues in clinical practice and utilises activities and resources appropriately</p> <p>Develops knowledge and understanding of client's culture and beliefs</p>

Task	<b>Builds partnerships and collaborates with others</b>
Expected Result	<ul style="list-style-type: none"> <li>• Actively contributes to the MDT, and represents occupational therapy</li> <li>• Develops positive relationships with clinicians from other disciplines</li> <li>• Shares specialist knowledge and networks with occupational therapy colleagues within and external to DHB</li> </ul>

Task	<b>Practises in a safe, legal, ethical and culturally competent way</b>
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Expected Result

- Demonstrates competence in emergency procedures, e.g. fire, and CPR
- Maintains currency with mandatory training
- Identifies, takes appropriate action and promptly reports clinical, Occupational Safety & Health and security incidents
- Collaborates and participates with colleagues and members of the health care team to facilitate and co-ordinate care
- Recognises and values the roles and skills of all members of the health care team in the delivery of care
- Participates in multi-disciplinary team meetings and family conferences, representing the occupational therapy perspective of patient needs, and enacting outcomes appropriately
- Participates in activities which monitor/audit delivery of quality patient care e.g. certification processes
- Demonstrates knowledge of legislation relevant to mental health eg privacy act, MHAct

Task

**Engages with and takes responsibility for your profession**

Expected Result

- Prioritises own workload
- Uses resources in a cost-effective manner within budget constraints
- Participates in team meetings
- Use appropriate channels of communication
- Acts as a preceptor in the orientation of new staff
- Acts as a student supervisor
- Assists in compiling resource material for educational purposes at unit, cluster and organisational level
- Makes case study presentations to his/her peers at team and cluster level
- Participates in in-service education and post-registration education as approved/requested by manager/ clinical specialist
- Has a knowledge of ethical principles and assists others in resolution of potential dilemmas, utilising appropriate resource people where necessary
- Maintains professional development
- Actively participates in own supervision

**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 the DHB, 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
- Hold NZAOT practising certificate
- MRSA clearance if not a current CDHB employee

**Desirable**

- Post graduate qualification

**PERSONAL ATTRIBUTES:**

Mandatory

**Key Behaviours:**

- Ability to 'work together' in a collaborative manner
- Ability to 'work smarter' by being innovative and proactive
- Accepts responsibility for actions
- Ability to provide inspirational and motivational leadership

**Person Specification****The person must:**

- Demonstrate professional accountability within scope of practice
- Have a commitment to ongoing development of occupational therapy skills and in-service education.
- Have appropriate communication skills.
- Have the ability to work as part of a team.
- Adhere to the DHB's policies and procedures.

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.