

POSITION DESCRIPTION  
**Occupational Therapist**  
**Vocational Rehabilitation Services**  
**OPH&R**  
**Waitaha/ Canterbury**



**Health New Zealand | Te Whatu Ora Waitaha is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.**

Our Culture	At Waitaha Canterbury and Te Tai O Poutini West Coast, we are committed to honouring Te Tiriti o Waitangi and its principles by ensuring our partnership with Māori are at the forefront of all our conversations. We are also committed to putting people at the heart of all we do, so that we are all supported to deliver world class healthcare to our communities. This means we all behave with honesty, integrity and courage; doing the right thing by each other and our communities. We demonstrate care and concern for our own and others wellbeing. We believe that diversity and inclusion is critical to ensure we deliver the best care for our diverse communities. Therefore, we always respect and value everyone's differences. When making decisions we consider and seek a diverse range of viewpoints especially those from minority groups.
Position Title:	Occupational Therapist
	<p>At Burwood Hospital, the Occupational Therapist in Vocational Rehabilitation work together with the client, their employer, GP, other treatment providers and whānau to make their recovery and return to work a safe and sustainable process. Vocational Rehabilitation meet the client and their employer at Burwood and onsite at their workplace and prepare a structured rehabilitation plan with an aim towards a clear return to work date. Vocational Rehabilitation provide a work-specific functional programme and monitor the client's rehabilitation journey to achieve the best outcomes for our clients and their employers.</p> <p>In this role, you will:</p> <ul style="list-style-type: none"> <li>• Provide comprehensive assessments, evaluations and treatments in accordance with policies, procedures and standards of practice for Occupational Therapy.</li> <li>• Educate and provide resources to clients and their employers around the return to work and recovery process</li> <li>• Ensure appropriate documentation and patient records are updated and maintained;</li> <li>• Contribute to quality service provision within the Vocational Rehabilitation service, the Occupational Therapy service and the wider Burwood site.</li> </ul>

	<ul style="list-style-type: none"> <li>• Have excellent interpersonal skills and be able to work effectively with clients and employers</li> <li>• Preferably have experience in working with people with who have had a neurological events</li> </ul>	
<b>Reports to:</b>	Clinical Manager – Occupational Therapy OPH&R	
<b>Professional reports to:</b>	Clinical Manager – Occupational Therapy OPH&R	
<b>Location:</b>	Based at Burwood Hospital	
<b>Key Relationships:</b>	<b>Internal:</b> <ul style="list-style-type: none"> <li>▪ Allied Health staff</li> <li>▪ Chief of Allied Health, Scientific &amp; Technical</li> <li>▪ Director of Allied Health OPH&amp;R</li> <li>▪ Allied Health Clinical Managers</li> <li>▪ Allied Health Team Leaders</li> <li>▪ Nurse Educators/Specialists/Charge Nurse Managers</li> <li>▪ People &amp; Capability Team</li> </ul>	<b>External:</b> <ul style="list-style-type: none"> <li>▪ AHS&amp;T colleagues regionally, nationally and internationally</li> <li>▪ Nursing and medical colleagues</li> <li>▪ Other health service providers</li> <li>▪ Tertiary training providers</li> <li>▪ Support services/ NGOs</li> <li>▪ Professional &amp; regulatory bodies</li> <li>▪ Government Agencies</li> <li>▪ Patients and their families/whānau</li> <li>▪ AH professional colleagues from other districts/organisations</li> <li>▪ Unions</li> <li>▪ Peers across other regions &amp; PHOs</li> </ul>

#### OCCUPATIONAL THERAPIST PERFORMANCE OBJECTIVES and TASKS

**OCCUPATIONAL THERAPIST**  
**PERFORMANCE OBJECTIVES and TASKS**

**Te Whatu Ora**  
 Health New Zealand

<i>Clinical Practice</i>	<i>Key Tasks</i>	<i>Key Performance Measures</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>	<p>Applies relevant theories, techniques and technologies to clinical practice</p> <p>Encourages and promotes attitudes and practical approaches to health, that will enhance occupational performance, with client group</p>	
<p>identifies the role and function of occupational therapy in relation to the client, seeking guidance when required.</p>	<p>Accepts or declines referrals</p> <p>Makes appropriate referrals</p>	<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>Demonstrates knowledge and understanding of client physical, psychological, social, cognitive and developmental level in relation to 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>	<p>Modifies assessment tools and techniques for client / client group</p> <p>Completes assessment</p>	<p>Referral acknowledgements.</p> <p>Client notes.</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</p>	<p>Formulates treatment plans</p>	<p>Written evidence of assessment.</p>

approach to plan treatment programmes to meet client needs.		
---	--	--

Demonstrates the use of occupational therapy process in predictable situations with individuals and / or groups. Able to select, analyse, structure, synthesise, adapt and grade activities/treatment media in a specific area of clinical practice.	Implements appropriate treatment plans. Modifies treatment plans as required.	Client notes. Evidence of modifying treatments according to client need.
Able to evaluate the impact of treatment outcomes with the client / caregiver or significant others and modify treatment according to changing needs.	Assesses client function in relation to goals set Makes recommendations about further treatment	Client notes.
Able to identify the appropriate end point of intervention.  Able to assist client and family/whanau to identify and access appropriate resources.	Implements discharge /transfer recommendations from evaluation process Follows Unit discharge procedures	Recommendations from evaluation are followed through. Discharge procedures are followed.
Able to identify, assess and manage level of risk within role definition.	Contributes to risk management plans Actively minimise risk.	Risk management plans are implemented. Risk factors are reported.
<b>Professionalism</b>		
Demonstrates knowledge of legislation and Ministry of Health Guidelines and Standards that impact on occupational therapy practice in specific clinical areas	Applies knowledge of medico-legal Acts and Ministry of Health Guidelines and Standards to clinical practice Maintains current annual practising certificate	Current Annual Practising Certificate. Knowledge of relevant legislation, guidelines and standards.
Demonstrates understanding of New Zealand Occupational Therapy Board Code of Ethics in clinical practice.	Uses ethical reasoning to underpin all clinical decisions	Practice reflects knowledge of Code of Ethics.
Demonstrates ability to review of own professional practice.	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)	Participates in supervision  Current training plan

<b>Clinical Practice Management</b>		
Distinguishes between unique occupational therapy roles and functions and those which may be shared with other team members	Participates effectively as part of the team.  Shares roles and functions with other team members where appropriate.	Appropriate sharing of tasks with other team members.

	Maintains links with other teams	Active communication and information sharing with case managers and/or other designated health professionals.
Demonstrates ability meet agreed responsibilities within agreed timeframes	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.	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  Accepts student for clinical placements	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.	Uses resources in a cost-effective manner.	Maintains adequate supplies for clinical practice. Budget / expenditure information documented accurately.
<b>Professional Development</b>		
Translates knowledge and skills into viable practice within a clinical supervision framework.	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	Documentation of professional development in professional portfolio.  Membership of special interest group.  Can identify theory underpinning practice.

ORGANISATIONAL TASKS	
Administration	<ul style="list-style-type: none"> <li>• Time management will allow for ward meetings, in-services, business meetings, lectures, ongoing education and approved research.</li> <li>• Statistics will be collected as per organisation directive and will be completed according to expected timeframes.</li> <li>• Resources are to be used prudently, effectively and in a timely manner.</li> <li>• To liaise with Team Leaders and/or Professional Clinical Leaders with respect to planned leave</li> </ul>

Communication	<ul style="list-style-type: none"> <li>• To communicate effectively with colleagues thus facilitating optimum outcomes.</li> <li>• To network with other health professionals to ensure continuity and enhanced service for clients.</li> <li>• To ensure referrals for occupational therapy will comply with occupational therapy scope of practice and with Waitaha policy requirements.</li> <li>• To ensure that written documentation will comply with Heath New Zealand   Te Whatu Ora Waitaha- Canterbury clinical documentation policy and with current Occupational Therapy New Zealand Standards of Practice requirements.</li> </ul>
Quality assurance and professional development	<ul style="list-style-type: none"> <li>• Practices in accordance with legal, ethical, culturally safe and professional standards.</li> <li>• Maintains and develops own expertise and knowledge in Occupational Therapy practice through continuing professional development.</li> <li>• Pro-actively participates in own performance development</li> <li>• Develops and sustains productive working relationships with the multi-disciplinary team to facilitate best practice</li> <li>• Ensures alignment with Allied Health strategy and Organisational objectives</li> <li>• Supervision, both as supervisor and/ or supervisee, will occur regularly as per the Occupational Therapy Continuing Competency Framework (CCFR) requirements.</li> <li>• To participate in an annual performance review per Te Whatu Ora – Waitaha Canterbury and Allied Health guidelines, with the aim to complete objectives in the following year.</li> <li>• Health Practitioners Competency Assurance Act (HPCAA) (2003) requirements and occupational therapy professional standards are met with respect to OTBNZ policy where requirements for Annual Practice Certificate (APC) are kept current and APC is renewed on an annual basis.</li> <li>• Responsibility is taken for own learning by recognising personal training and skill needs and then by undertaking professional development activities on an ongoing basis.</li> <li>• Participation in peer review occurs</li> <li>• Education sessions and supports these as appropriate.</li> </ul>
Honoring cultural diversity	<ul style="list-style-type: none"> <li>• Ensures the professional and political integrity of Te Whatu Ora – Waitaha Canterbury by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive.</li> <li>• Shows sensitivity to cultural complexity in the workforce and patient population</li> <li>• Consistently utilises Tikanga Best Practice guidelines in all aspects of practice</li> <li>• Demonstrates personal commitment to addressing inequity for Māori and Pacific peoples accessing Canterbury services</li> <li>• Demonstrates an awareness of health inequalities, with evidence of implementing actions within own clinical practice and also identifying solutions for wider service delivery that will contribute towards reducing inequalities for patients/clients and/or whanau</li> <li>• Works in collaboration with Canterbury Māori Health Teams, local iwi, Māori Mental Health Teams, etc. to develop strategies aimed at addressing inequities</li> <li>• Consistently respects the spiritual beliefs and cultural practises of others, including colleagues</li> </ul> <p>Demonstrates care and respect for diversity in the workplace, including care and respect for internationally trained colleagues</p>
To recognise Individual Responsibility for Workplace Health and Safety under the Health	<ul style="list-style-type: none"> <li>• Organisational Health and safety policies are read and understood, and relevant procedures applied to their own work activities</li> <li>• Workplace hazards are identified and reported, including self-management of hazards where appropriate</li> <li>• Can identify health and safety representative for area</li> </ul>

and Safety in Employment Act 1992	
---	--

Person Specific	
<b>Decision making</b>	<ul style="list-style-type: none"> <li>• Makes good decisions based upon a mixture of analysis, experience, and judgement</li> <li>• Can make challenging decisions to support the best outcomes for the patient whilst operating 'within our means'</li> </ul>
<b>Team work</b>	<ul style="list-style-type: none"> <li>• Develops constructive working relationships with other team members</li> <li>• Has a friendly manner and a positive sense of humour</li> <li>• Is approachable and ensures times and spaces are created for conversations that matter</li> <li>• Works cooperatively - willingly sharing knowledge and expertise with colleagues</li> <li>• Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments</li> <li>• Supports in word and action decisions that have been made by the organisation</li> <li>• Shows an understanding of how one's own role directly or indirectly supports the health and independence of the community</li> </ul>
<b>Takes Responsibility</b>	<ul style="list-style-type: none"> <li>• Is results focussed and committed to making a difference</li> <li>• Plans and organises work, allocating time to priority issues, meeting deadlines and coping with the unexpected</li> <li>• Adjusts work style and approach to fit in with requirements</li> <li>• Perseveres with tasks and achieves objectives despite obstacles</li> <li>• Is reliable</li> <li>• Consistently performs tasks correctly - following set procedures and protocol</li> </ul>
<b>Quality and Innovation</b>	<ul style="list-style-type: none"> <li>• Provides quality service to those who rely on one's work.</li> <li>• Looks for ways to improve work processes - suggests new ideas and approaches</li> <li>• Shows commitment to continuous learning and performance development</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Practises active and attentive listening</li> <li>• Explains information and gives instructions in clear and simple terms</li> <li>• Willingly answers questions and concerns raised by others</li> <li>• Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged</li> <li>• Is confident and appropriately assertive in dealing with others</li> <li>• Deals effectively with conflict</li> </ul>
<b>Patient Focus</b>	<ul style="list-style-type: none"> <li>• Is dedicated to meeting the expectations and requirements of internal and external customers</li> <li>• Acts with patient outcomes in mind</li> </ul>
<b>Integrity and Trust</b>	<ul style="list-style-type: none"> <li>• Is widely trusted</li> <li>• Is seen as a direct, truthful individual</li> <li>• Can present the unvarnished truth in an appropriate and helpful manner</li> </ul>

## QUALIFICATIONS /EXPERIENCE

	MINIMUM	PREFERRED
<b>Qualification</b>	New Zealand Registered Occupational Therapist with a current annual practicing certificate	Accredited Environmental Management Services (Enable) assessor for equipment, housing , personal care and wheelchairs or is working towards this
<b>Experience</b>	Experience in rehabilitation settings/ environments would be an advantage	