

POSITION DESCRIPTION  
**Occupational Therapist**  
**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.**

<p><b>Our Culture</b></p>	<p>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.</p>	
<p><b>Position Title:</b></p>	<p>Occupational Therapist</p>	
<p><b>Role</b></p>	<p>Providing Occupational therapy interventions to patients admitted to the <b>Burwood Day clinic</b> . The Burwood Day Clinic ( BDC ) provides assessment and rehabilitation to people living in the community with chronic mental health conditions. In this role you will :</p> <ul style="list-style-type: none"> <li>• Working with patients to provide comprehensive Inter-disciplinary and specific occupational therapy-based assessments, patient centred goal setting, therapeutic interventions, and education to whānau and friends and IDT colleagues</li> <li>• Working with patients from diverse social and cultural backgrounds and working collaboratively with whanau, the wider multidisciplinary team to ensure the best outcomes</li> <li>• Delegation of clinical tasks to Allied Health Assistants</li> <li>• Identifying and contributing towards quality improvement initiatives.</li> <li>• Mentoring and supervision of other colleagues within the wider Occupational Therapy service</li> </ul>	
<p><b>Reports to:</b></p>	<p>Clinical Manager – Occupational Therapy OPH&amp;R</p>	
<p><b>Professional reports to:</b></p>	<p>Clinical Manager – Occupational Therapy OPH&amp;R</p>	
<p><b>Location:</b></p>	<p>Based at Burwood Hospital</p>	
<p><b>Key Relationships:</b></p>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Allied Health staff</li> </ul>	<p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Tertiary training providers</li> <li>• Support services/ NGOs</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Executive Director of Allied Health, Scientific &amp; Technical (CDHB and WCDHB)</li> <li>▪ Director of Allied Health OPH&amp;R</li> <li>▪ Nurse Educators/Specialists/Charge Nurse Managers</li> <li>▪ People &amp; Capability Team</li> </ul>	<ul style="list-style-type: none"> <li>▪ Professional &amp; regulatory bodies</li> <li>▪ Government Agencies</li> <li>▪ AH professional colleagues from other DHBs/organisations</li> <li>▪ Unions</li> <li>▪ Peers across other DHBs &amp; PHO</li> </ul>
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**OCCUPATIONAL THERAPIST: PERFORMANCE OBJECTIVES and TASKS**

<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 approach to plan treatment programmes to meet client needs.</p>	<p>Formulates treatment plans</p>	<p>Written evidence of assessment.</p>
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<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>	<p>Implements appropriate treatment plans.</p> <p>Modifies treatment plans as required.</p>	<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>	<p>Assesses client function in relation to goals set</p> <p>Makes recommendations about further treatment</p>	<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>	<p>Implements discharge /transfer recommendations from evaluation process</p> <p>Follows Unit discharge procedures</p>	<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>	<p>Contributes to risk management plans</p> <p>Actively minimise risk.</p>	<p>Risk management plans are implemented.</p> <p>Risk factors are reported.</p>
<p><b>Professionalism</b></p>		
<p>Demonstrates knowledge of legislation and Ministry of Health Guidelines and Standards that impact on occupational therapy practice in specific clinical areas</p>	<p>Applies knowledge of medico-legal Acts and Ministry of Health Guidelines and Standards to clinical practice</p>	<p>Current Annual Practising Certificate.</p>

	Maintains 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><i>Clinical Practice Management</i></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.  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	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	Orientation duties completed.

	<p>that can be performed by occupational therapy support staff</p> <p>Supervises support staff in clinical support role</p> <p>Accepts student for clinical placements</p>	<p>Task allocation to occupational therapy support staff.</p> <p>Support staff understand boundaries of their role.</p>
Identifies specific occupational therapy resources required for work area.	Uses resources in a cost-effective manner.	<p>Maintains adequate supplies for clinical practice.</p> <p>Budget / expenditure information documented accurately.</p>
<b>Professional Development</b>		
Translates knowledge and skills into viable practice within a clinical supervision framework.	<p>Actively contributes to professional development programmes</p> <p>Updates and reviews knowledge of occupational therapy theories, techniques and technologies</p> <p>Begins to develop a specialty focus and participates in a special interest group</p>	<p>Documentation of professional development in professional portfolio.</p> <p>Membership of special interest group.</p> <p>Can identify theory underpinning practice.</p>

<b>ORGANISATIONAL TASKS</b>	
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> </ul>

	<ul style="list-style-type: none"> <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 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>

<p>To recognise Individual Responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992</p>	<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>
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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> </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> </ul>

	<ul style="list-style-type: none"> <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	