## Position Description

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| position title | Occupational Therapist |
| Department | TWOSC – Occupational Therapy Department |
| Location | Timaru, South Canterbury |
| FTE | As per offer letter |
| Hours of work |  |
| Professional link | Occupational Therapy Board of New Zealand |
| Professional report | Professional Leader Occupational Therapy (Operation & Professional) |
| Service and Directorate | Allied Health |
| Operational report | Clnical Nurse Manager iCATT/NASC/Rapid Response (Operational) |
| Number of direct reports | Nil |
| DHB Delegation Level | NA |

POSITION DESCRIPTION Agreement

Please sign below to confirm that you have read, understood and agree to the responsibilities and expectations outlined in this position description.

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

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| Employee Name |  | | |
| Employee Signature |  | Date |  |

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| Employer Name | Diana Jordan | | |
| Employer Signature |  | Date |  |

## About Us

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| Vision | Every moment matters |
| Mission | Enhancing the health and independence of the people of South Canterbury |
| Values | ICARE |
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|  | INTEGRITY | pono  Honest and strong moral principles |
| COLLABORATION | Mahi Tahi  Working together to make every moment matter |
| Accountability | Whaiwhakaaro  Acknowledgement and assumption of responsibility |
| Respect | Whakaute  Fostering inclusion and embracing diversity |
| Excellence | hiraka  Aim high to deliver exceptional results |
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| Te Whatu Ora South Canterbury (TWOSC) is responsible for the effective delivery of health and disability services to people of South Canterbury. This includes hospital-based services, community-based services and referrals to and from appropriate tertiary centres.  TWOSC values diversity and is proactively striving to enable this across our workforce, in order to better reflect the makeup of the local community that we serve, in order to help us to provide health care which acknowledges and respects cultural values and beliefs.  TWOSC has embarked on a path to becoming a Learning Organisation, whereby staff are supported and challenged to grow professionally and to question processes and methodology in an effort to improve the what and how we do things.  Allied Health, Scientific and Technical professionals work in health care teams providing a range of diagnostic, technical, therapeutic and direct patient care and support services that are critical to the other health professionals they work with and the communities they serve.  This role will work collaboratively with all health professionals as well as the wider multi-disciplinary team throughout the TWOSC in a way that is consistent with the Organisation’s vision and values. | |

## About the role

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| Role Perspective | The Occupational therapist will work within the rapid response team which is made up of Nursing, Health Care Assistants, Physiotherapists and the clients primary care provider.  The purpose of this team is to deliver packages of care that allow people who would otherwise need an ED visit and possible hospital admission to be treated in their own homes or community which we term hospital avoidance.  The second function of this service is to work alongside the inpatient services to facilitate early supportive discharge for people who are at high risk of readmission or who are eligible for a comprehensive rehabilitation package in the community under the ACC Non Acute Rehabilitation Contract.  This service also has access to Geriatrician, Clinical Nurse Specialists Service, Allied Health and District Nursing. The service can include: practice support; access to a mobile nursing service; rehabilitation in the home, home IV therapy; logistical support; extended care management; urgent tests/investigations, doctor visits; and home support.  The Allied Health services include Dietetics, Occupational Therapy, Orthotics Physiotherapy, Pharmacy, Radiology, Speech and Language Therapy, Social Work, Orthotics, Clinical Psychology and Audiology.  Service is supported by a Professional Leader who reports to the Director Allied Health, Scientific and Technical. The day to day operational management is led by the Clinical Nurse Manager for iCATT/NASC/Rapid Response  The position is closely linked to the Occupational therapy Department. |
| Role  Purpose | Provide safe and clinically effective assessment and intervention, either within a specific area or across a broad range of areas, with a focus on the development of more in-depth knowledge and skills following the one to two years of practice onwards. |

Functional Relationships

## Pillars of practice

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| Leadership and Management | Te Ārahi me te Whakahaere |

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| **Key accountabilities:**   * Participate in and contribute to the functioning of the interprofessional team * Attend and contribute to relevant department, clinical and team meetings, leading and facilitating such meetings as requested * Establish and maintain an effective working relationship with other staff * Contributes to the development of team goals and service delivery. * Directs and delegates work to allied health assistants and support staff as required in the role, ensuring that delegated tasks, documentation and communication is carried out.   **Time management**   * Manage own time adopting a disciplined approach to establishing and following identified role-related priorities   **Skill Sharing**   * Share skills (as appropriate) with other health professionals and unregulated (assistant) workforces to enhance person centred outcomes | **Examples of successful delivery of duties and responsibilities:**   * You have formal and informal systems in place for supporting colleagues * You maintain supervision records for students * You participate as a team member to ensure the best outcomes for patients/ people * Your tasks are scheduled and completed in a timely manner * You produce work that complies with TWOSC processes and reflects best practice. * You live and support the TWOSC values in everything you do. * You use recognised skill sharing processes such as the Calderdale Framework to delegate parts of your practice to other team members * You maintain timely and accurate statistics as required by Department |

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| Clinical Practice | Te Mahi Haumanu | |
| **Key accountabilities:**  **Legislative requirements**   * Practise in accordance with relevant legislation, codes, policies etc. and uphold consumer rights * Uphold professional code of ethics   **Assessments and interventions**   * Utilise information available to prioritise patients/clients to enable appropriate allocation of referrals and workload with staff in the team. * Undertake accurate and comprehensive assessments and evaluations * Formulate and deliver individualised occupational therapy intervention using comprehensive clinical reasoning skills and in-depth knowledge of treatment approaches. This should take into account the patient’s / client’s own goals and those of the wider -interdisciplinary team (IDT). * Provide relevant education - including any relevant alternative options - in a format that can be clearly understood * Assess the patient’s / client’s understanding of assessment, interventions and goals and gain informed consent for intervention, taking into account those who lack capacity (e.g. those with cognitive difficulties). * Collaborate with patients-populations to set realistic, person-centred outcomes * Demonstrates an awareness of health inequalities, with evidence of implementing actions within clinical practice and identifying solutions for wider service delivery that contribute towards reducing inequalities for patients/clients and/or whānau. * Represents the service and / or individual patients/clients at clinical meetings and case conferences to ensure the delivery of a coordinated multidisciplinary service and to ensure occupational therapy is integrated into the overall intervention/treatment programme (where appropriate) including discharge planning.   **Evidence-based practice and research**   * Consistently refer to and relate practice to literature and research * Critique, discuss and disseminate evidence based best practice * Reflect on and evaluate the effectiveness of own practice   **Documentation**   * Maintain confidentiality of patient information and documentation * Demonstrate effective communication, to establish a therapeutic relationship and set expectations with patients / clients, whānau and the IDT, inclusive of the wider health team and external agencies as appropriate. This includes relaying complex, sensitive and contentious information. * Refer on to other services to work with the patient/client towards achievement of longer-term goals. * Adhere to TWOSC’s documentation standards   **Culturally Sensitive Practice**   * Practice in a culturally safe manner * Demonstrate an awareness of health inequalities, with evidence of implementing actions within own clinical practice towards reducing these for the patient/client and/or whānau. * Demonstrates recognition that the patient/client's knowledge, experiences and culture are integral to effectively addressing the presenting health issue and/or restoring function. | **Examples of successful delivery of duties and responsibilities:**   * You adhere to professional and legislative standards of practice * You work according to the scope of your Annual Practising Certificate * Your interventions are realistic and based on best practice * You use standard measurement tools and equipment as set down by departmental or professional protocols * Your documentation is timely, clear, concise and accurate * You assist others to gain appropriate support and representation which reflects their cultural needs and preferences. * You demonstrate awareness of local, sub-regional and regional context in relation to provision of health and social support and the impact on service provision. * You demonstrate an understanding of the roles of the interdisciplinary and transdisciplinary team * You Participate in multidisciplinary team meetings as required by the role. * You ensure linkages to the wider allied health services * You implement evidence-based best practice procedures and guidelines * You update your knowledge related to best practice guidelines and area of practice * You maintain a professional portfolio or participate in an approved CPD programme (as per professional requirements) * You participate in peer review * You ensure linkages to the wider allied health services |

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| Teaching and Learning | Ako Atu, Ako Mai | |
| **Key accountabilities:**  **Of Self**   * Develop both personally and professionally to meet the changing needs of your career and profession * Reflect on and evaluate the effectiveness of own practice * Develop and maintain professional competency * Appraisal, peer review, observed practice or other professional audits as applicable   **Of Others**  Contribute to the support and education of colleagues and students to enhance development of the profession   * Consistently refer to and relate practice to literature and research * Critique, discuss and disseminate evidence based best practice * Supervises, educates and assesses the performance of occupational therapy students * Provide interdisciplinary education in direct clinical area, or discipline specific teaching across teams. * Maintain an awareness of current developments in the clinical areas being worked in and make recommendations to changes in practice. * Be involved in the induction and training of newly appointed staff as required. * Provide mentoring and clinical support and / or professional supervision where required. | **Examples of successful delivery of duties and responsibilities:**   * You have formal and informal systems in place for supporting colleagues * You maintain supervision records for students * You implement evidence-based best practice procedures and guidelines * You update your knowledge related to best practice guidelines and area of practice * You maintain a professional portfolio or participate in an approved CPD programme (as per professional requirements) * You complete mandatory training as applicable for the role. * You participate in an annual performance review and associated clinical assurance activities * You hold current registration where applicable or as required * You maintain an up-to-date professional development plan * You actively seek feedback and accept constructive criticism. |

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| Service Improvement and Research | Te Whakapai Ratonga me te Rangahau | |
| **Key accountabilities:**   * Broaden research and development skills through participation in local audit and research projects as identified by team leaders, professional leaders or other AH professionals. * Participate in quality improvement activities to develop and improve service delivery, clinical practice or professional standards. This may include care pathways / treatment protocols, standards of practice etc. * Develop and /or participate in regional / sub regional professional networks as appropriate to area of work. * Contribute to annual planning process, including identifying gaps in service and participating in work / projects that may result from the planning process. * Practise in a way that utilises resources in the most cost-effective manner, including inter-disciplinary and transdisciplinary practice | **Examples of successful delivery of duties and responsibilities:**   * You demonstrate active participation in department quality and service developments. * You establish working partnerships with external organisations to promote integrated working * You participate in workfare redesign programmes e.g. Calderdale Framework, Acute interRai. |

Person specification

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| Education, Qualification or equivalent level of learning) | **ESSENTIAL**   * A New Zealand registered occupational therapist with a current practising certificate * Current full drivers licence   **DESIRABLE**   * Evidence of ongoing personal educational development e.g. undertaking further tertiary level education * Member of Professional Association |
| Experience | **ESSENTIAL**   * The degree of post qualification experience and knowledge is variable dependent on the area of responsibility and requirements of the role. For instance, this could range from a new graduate to an experienced clinician with at least 5 years of post-graduate experience. * Clinical experience in a variety of clinical / disability areas within the hospital and / or community environment as commensurate to the role |
| Knowledge and Skills | **ESSENTIAL**   * Broad understanding of practice areas * Experience of working with other professions i.e. experience of multidisciplinary- inter-professional settings * Committed to the ideals of research and evidence-based best practice * Have a sound knowledge of IT systems and applications |
| Personal Qualities | **ESSENTIAL**   * Outstanding interpersonal and communication skills. * Ability to network, development key relationships and partnership * Influencing skills, ability to get others on board and motivate them to reach their potential * Possesses the ability to think outside the square as well as to communicate and influence at all levels * Innovative, proactive, enthusiastic, flexible and creative with a positive approach to all situations including problem solving * Ability to motivate * Ability to work in a supportive and honest manner * Demonstrable peer credibility and respect * Accepts responsibility for own actions |

**APPENDIX 1** | General Responsibilities of an Employee of South Canterbury District Health Board (TWOSC)

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| treaty of waitangi | TWOSC is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection. |
| Professional responsibilities | As an employee of TWOSC you are required to:   * Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice. * Keep yourself up to date on knowledge, best practices and legislation relating to your work. * Make a personal contribution towards effective and efficient working relationships within your team and with other TWOSC departments. * Ensure that you carry out your work in a way that is both customer-focused, while meeting culturally competent professional standards. * In conjunction with your manager, identify your own training needs and plan to meet these needs. * Manage your own time and prioritise your work effectively. |
| health, safety and wellbeing | * Compliance with all health and safety legislative requirements. * Compliance with the ACC Partnership Programme requirements. * Compliance with all organisation-wide health and safety policies and procedures. * Compliance with the Health and Safety Manual, any relevant hazardous substances information and the emergency plan. * Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way. * Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early. * Knowledge of identified hazards is kept up to date. * Reportable event form is completed (via Safety First) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours. * Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace. * As part of our duty of care towards our patients, it is crucial that all patient-facing staff be fully immunized. All clinical roles will be expected to provide evidence of immunity to certain illnesses and screened for TB as appropriate at the pre-employment stage. |
| raise concerns | * All employees of TWOSC are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised (e.g. Safety 1st and Speaking Up for Safety). * All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time (e.g. Promoting Professional Accountability). |
| child wellbeing and protection | TWOSC is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:   * Contribute to and support the organisation’s strong commitment to a child centred approach to protect children across the region. * Act at all times in the best interest of the children and young people, putting their interests first. * Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion. |
| legislation, regulations and board policies | You are required to be familiar with and adhere to the provisions of:   * All relevant acts and regulations * All Board, hospital and department policies * All relevant procedure manuals * The TWOSC’s Disciplinary Policy and Code of Behaviour. |
| confidentiality | You are required to:   * Adhere to the Privacy Act 2020, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information. * Maintain strict confidentiality of patient, applicant and employee information at all times. |
| risk management | You are required to:   * Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced. * Be especially aware of those risks which have high cost or safety implications. * Complete an accident/incident report for any accident, incident or near miss which has taken place at work. * Respond to complaints according to appropriate policies. |
| security | You are required to:   * Wear your identification badge at all times when on site or when carrying out official duties. * Notify Human Resources of any changes required for your ID badge. * Report any suspicious or unusual occurrence to an orderly or telephone operator. * Complete an incident report for any incident which has or might have compromised the safety of staff, consumers and visitors. |
| smokefree | TWOSC is a Smokefree Organisation. This applies to all staff and contractors working within TWOSC buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, consumer sand others are informed of the policy. This also applies to TWOSC staff employed on Board business in the community. |