

Position Description	
Position Title:	Occupational Therapist / Kaiwhakaora Ngangahau
Responsible to:	Team Leader - Occupational Therapy (Operational)
Professionally Accountable to:	Professional Leader – Occupational Therapy
DHB Delegation Level:	Nil
Number of direct reports:	Nil
Date:	November 2020

Our Vision
All people live well, get well, stay well. Kaiao te tini, ka ora te mano, ka noho ora te nuinga.

Our Mission
Working with the people of our community to promote, encourage and enable their health, wellbeing and independence

**Our Values - Ā Mātou Uara:**

Respect / Manaakitanga	Innovation / Auaha	Team Work / Whakarāmemene	Integrity / Ngākau Tapatahi
We care about, and will be responsive to, the needs of our diverse people, communities and staff.  kia horahia te manaakitanga ki ngā iwi katoa me nga hāpori, kaimahi hoki	We will provide an environment that generates new ways of working and learning.  kia auaha me whakahoutia i ngā pūkenga ākongā, me ngā mahi ki tēnei hāpori	We create an environment where teams flourish and connect across NMH.  kia whakarāmemene i ngā kaipupuni hauora katoa	Openness and honesty in all our dealings.  kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa

**CONTEXT THIS POSITION OPERATES WITHIN**

Nelson Marlborough Health (NMH) is responsible for the effective delivery of health and disability services to people of Nelson, Tasman and Marlborough. This includes hospital-based services, community-based services and referrals to and from appropriate tertiary centres.

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 NMH in a way that is consistent with the Organisation's vision and values.

ROLE PERSPECTIVE
The position is central to the Occupational Therapy service, working collaboratively with Occupational Therapy colleagues, other allied health staff, services, and reporting to the Team Leader.
PURPOSE OF ROLE
Provides safe and clinically/public health 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. Third year of practice onwards.

Key Accountabilities	Examples of successful delivery of duties and responsibilities
<b>Leadership &amp; Management / Te Ārahi me te Whakahaere</b>	
<ul style="list-style-type: none"> <li>• Contributes to the development of team goals and service delivery.</li> <li>• Attends and contributes to relevant department, clinical and team meetings, leading and facilitating such meetings as requested.</li> <li>• Assists team leaders and professional leaders in clinical assurance activities as requested.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Utilises resources (time, equipment,) efficiently and effectively.</li> <li>• Maintains timely and accurate statistics as required by department.</li> </ul>
<b>Clinical Practice / Te Mahi Haumanu</b>	
<ul style="list-style-type: none"> <li>• Takes legal and professional responsibility for managing own caseload of patients / clients with increasing complexity and be able to independently adapt and make decisions regarding occupational therapy intervention.</li> <li>• Utilises information available to prioritise patients/clients to enable appropriate allocation of referrals and workload with staff in the team.</li> <li>• Carries out comprehensive assessment with patients/clients (and whānau where appropriate) this may include use of standardised assessments to assist in assessment and intervention planning.</li> <li>• Formulates and delivers individualised occupational therapy intervention using comprehensive clinical reasoning skills and in-depth knowledge of treatment approaches. This should, take into account the patient's own goals and those of the wider inter-interdisciplinary team (IDT).</li> <li>• Demonstrates 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.</li> <li>• Assesses the patient'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).</li> <li>• Regularly reassesses and evaluates the patient / client's progress against identified goals and adjust intervention as situations change.</li> <li>• Refers on to other services to work with the patient/client towards achievement of longer-term goals.</li> <li>• Develop comprehensive discharge / transfer plans as appropriate.</li> <li>• Carries out regular clinical risk assessments for patients/clients on own caseload and takes action to effectively manage identified risks, seeking support where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Undertakes assessments in an organised and systematic way.</li> <li>• Completes documentation consistent with legal and organisational requirements.</li> <li>• Demonstrates awareness of local, sub-regional and regional context in relation to provision of health and social support and the impact on service provision.</li> <li>• Demonstrates provision of culturally safe and bicultural practice with patients and their whānau.</li> <li>• Demonstrates an understanding of the roles of the interdisciplinary and transdisciplinary team.</li> <li>• Applies evidence-based practice.</li> <li>• Participation in peer review.</li> <li>• Participation in multidisciplinary team meetings as required by the role.</li> <li>• Ensures linkages to the wider allied health services.</li> </ul>

<ul style="list-style-type: none"> <li>• Demonstrates an awareness of health inequalities, with evidence of implementing actions within own clinical practice towards reducing these for the patient/client and/or whānau.</li> <li>• 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 (where appropriate) including discharge planning.</li> <li>• Adheres to any applicable recognised best practice for occupational therapy and any relevant clinical policies and practice guidelines.</li> <li>• Provides advice, teaching and instructions to patients, carers, relatives and other professionals to promote consistency of support being delivered.</li> <li>• Responsible for assessment and prescription of short-term equipment, longer term equipment funded by Enable NZ and minor structural adaptations to the patient's home.</li> <li>• Identifies unmet needs of patients and identifies potential solutions to address these needs.</li> </ul>	
<b>Teaching &amp; Learning / Ako Atu, Ako Mai</b>	
<ul style="list-style-type: none"> <li>• Maintains competency to practice through identification of learning needs and Continuing Competency (CPD) activities. This should comply with professional registration requirements.</li> <li>• Contributes to training within the team/service.</li> <li>• Supervises, educates and assesses the performance of occupational therapy students.</li> <li>• Provides interdisciplinary education in direct clinical area, or discipline specific teaching across teams.</li> <li>• Maintains an awareness of current developments in the clinical areas being worked in and make recommendations to changes in practice.</li> <li>• Be involved in the induction and training of newly appointed staff as required.</li> <li>• Provides mentoring and clinical support and/or professional supervision where required.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates the ability to critically evaluate research and apply to practice</li> <li>• Completes mandatory training as applicable for the role.</li> <li>• Participates in an annual performance review and associated clinical assurance activities.</li> <li>• Participates in regular professional supervision in line with the organisation's requirements and/or professional body.</li> <li>• Attends department in-service training programme.</li> </ul>
<b>Service Improvement and Research / Te Whakapai Ratonga me te Rangahau</b>	
<ul style="list-style-type: none"> <li>• Broadens research and development skills through participation in local audit and research projects as identified by team leaders, professional leaders, or other allied health professionals.</li> <li>• Participates 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.</li> <li>• Develops and /or participates in regional/sub regional professional networks as appropriate to area of work.</li> <li>• Contributes to annual planning process, including identifying gaps in service and participating in work/projects that may result from the planning process.</li> <li>• Practises in a way that utilises resources in the most cost-effective manner, including inter-disciplinary and transdisciplinary practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Active participation in department quality and service developments.</li> <li>• Establishes working partnerships with external organisations to promote integrated working.</li> <li>• Participate in workfare redesign programmes.</li> </ul>

Professional Competencies		
<ul style="list-style-type: none"> <li>Maintain own professional registration requirements as directed by the legislation relevant to the incumbent's profession.</li> </ul>	<ul style="list-style-type: none"> <li>You have an up-to-date professional development plan.</li> </ul>	
Other Duties		
<ul style="list-style-type: none"> <li>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</li> </ul>	<ul style="list-style-type: none"> <li>You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>You produce work that complies with NMH processes and reflects best practice.</li> <li>You live and support the NMH values in everything you do.</li> </ul>	
Professional Development – self		
<ul style="list-style-type: none"> <li>Identifying areas for personal and professional development.</li> <li>Participates in professional supervision in line with the organisation's requirements and/or professional body.</li> <li>Participates in the organisation performance development process.</li> </ul>	<ul style="list-style-type: none"> <li>Training and development goals are identified/agreed with line manager / professional leader.</li> <li>Performance objectives reviewed annually with the line manager / professional leader.</li> <li>Participate in the NMH management and Leadership programmes.</li> <li>You actively seek feedback and accept constructive criticism.</li> </ul>	
General Responsibilities of an Employee of Nelson Marlborough Health – Appendix 1		
KEY RELATIONSHIPS AND AUTHORITIES		
Key Relationships within the DHB:	Key relationships external DHB	
<ul style="list-style-type: none"> <li>Other Occupational Therapy staff</li> <li>Patients, relatives</li> <li>Families and whanau</li> <li>Te Waka Hauora</li> <li>Mental Health &amp; Addiction &amp; Disability Services</li> <li>Other Allied Health Staff</li> <li>Public Health Services</li> <li>Clinical Staff</li> <li>Needs Assessment &amp; Service Coordination</li> </ul>	<ul style="list-style-type: none"> <li>Registration Authority</li> <li>Professional Association</li> <li>NGO Maori Providers</li> <li>NGO - Community</li> <li>GP's and Primary care</li> <li>ACC</li> <li>Enable</li> <li>Academic Institutions</li> <li>Peers in other DHB's</li> </ul>	
PERSON SPECIFICATIONS		
	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>A New Zealand registered Occupational therapist with a current practising certificate.</li> <li>Current full drivers' licence.</li> </ul>	<ul style="list-style-type: none"> <li>Member of Professional Association.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>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 third year of practice to an experienced clinician with at least 5 years of post-graduate experience.</li> <li>Clinical experience in a variety of clinical / disability areas within the hospital and / or community environment as commensurate to the role.</li> </ul>	

<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Broad understanding of practice areas</li> <li>• Experience of working with other professions i.e., experience of multidisciplinary- inter-professional settings.</li> <li>• Committed to the ideals of research and evidence-based best practice.</li> <li>• Have a sound knowledge of IT systems and applications.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Outstanding interpersonal and communication skills.</li> <li>• Ability to network, development key relationships and partnership.</li> <li>• Influencing skills, ability to get others on board and motivate them to reach their potential.</li> <li>• Possesses the ability to think outside the square as well as to communicate and influence at all levels.</li> <li>• Innovative, proactive, enthusiastic, flexible, and creative with a positive approach to all situations including problem solving.</li> <li>• Ability to motivate.</li> <li>• Ability to work in a supportive and honest manner.</li> <li>• Demonstrable peer credibility and respect.</li> <li>• Accepts responsibility for own actions.</li> </ul>	

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

## **APPENDIX 1**

### **General Responsibilities of an Employee of Nelson Marlborough Health (NMH)**

#### **1. Professional Responsibilities**

As an employee of NMH 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 NMH departments.
- Ensure you carry out your work in a way that is customer-focused and meets 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.

#### **2. 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 chemical 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.

#### **3. Right to Raise Concerns**

- All employees of NMH 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.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

#### **4. Child Wellbeing and Protection**

NMH 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.

## **5. 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 “Employee Obligations” within NMH’s Disciplinary Policy.

## **6. Confidentiality**

You are required to:

- Adhere to the Privacy Act 1993, 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.

## **7. 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.

## **8. 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 the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, consumers and visitors.

## **9. Treaty of Waitangi**

NMH 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.

## **10. Smoke free**

NMH is a Smoke free Organisation. This applies to all staff and contractors working within NMH 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 NMH staff employed on Board business in the community.

## **CHANGES TO 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.

## APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in NMH
TB Latent	Staff who expect to have contact with consumers or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with consumers or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas <sup>1</sup> New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"><li>• a chronic skin condition</li><li>• been working in an overseas healthcare facility in the last year</li><li>• been MRSA-positive in the last year</li></ul>
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures <sup>2</sup>

<sup>1</sup>Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

<sup>2</sup>Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.