

Health New Zealand

Te Whatu Ora

Nelson Marlborough

Position Description			
Position Title:	Occupational Therapist		
Department	Wāhi Oranga (Inpatient Mental Health Unit)		
Service & Directorate:	Mental Health & Addictions		
Location:	Nelson Hospital (Health NZ Te Whatu Ora Nelson Marlborough)		
Reports to:	Charge Nurse Manager – Wāhi Oranga		
Delegation Level:	NA		
Number of direct reports:	Nil		
Date:	July 2024		
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 / Whakarāmeme	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 Health NZ. kia whakarāmeme i ngā kaipupuni hauora katoa	Openness and honesty in all our dealings. kia taea i te ngākau tapatahi i runga i te tika me te pono i ngā mahi katoa
Purpose of the Role			

This role is a pivotal role for mental health and addictions services to support our integration programme. The vision for our programme is:

Working with people of our community to promote, encourage and enable their health, wellbeing and independence by providing flexible responsive integrated mental health and addictions services

This role has been designed for an experienced clinician who has excellent skills in relationship development and networking, to provide a comprehensive Occupational Therapy service to the Multi-Disciplinary Team (MDT) and clients of the Wāhi Oranga.

The successful candidate will have proven clinical expertise, to support our system to be better integrated to improve our ability to be responsive, holistic, person centred and recovery focussed. They must demonstrate an awareness of the wider social determinants of health. They will ensure their contributions support the strengthening our system.

They will 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. Third year of practice onwards.

MH&A system-wide integration priorities



Achieve **Equity** and strengthen the **Equally Well** commitment by supporting district-wide access to safe and effective person centred care to reduce inequity and maximise wellbeing.



People and whānau are essential members of the care team.



We take a **whole of person** approach by ensuring strong intra and inter sectoral relationships to ensure people access the range of support available to achieve recovery and optimal outcomes.



We work as **one team** with person centred plans, assisted by appropriate sharing of information and innovative technology solutions.



We support a diverse workforce that is recovery focussed, fosters independence, and is well connected, to ensure we **build trust**, respect and confidence.



Supporting and monitoring our services to be integrated, flexible and responsive and a **high performing** network of people and agencies.

This position may be required to work across primary, community and secondary services as part of the delivery of an integrated Mental Health and Addictions model of care for Nelson Marlborough. Including working across agencies with our cross sector partners.

KEY RELATIONSHIPS AND AUTHORITIES	
Key Relationships within Health New Zealand (Nelson Marlborough)	Key relationships external Health New Zealand (Nelson Marlborough)
<ul style="list-style-type: none"> Other Occupational Therapy staff 	

Key Accountabilities	Examples of successful delivery of duties and responsibilities
Leadership & Management	
<ul style="list-style-type: none"> Contributes actively as part of the multi-disciplinary team. Acts as an occupational therapy resource to other team members. Offers support and supervision to students. Participates in shared team duties. Delegates appropriate tasks to Allied Health Assistants (as required). Shares general administrative duties with other team members, e.g. statistics, Quality Assurance activities, Health and Safety etc. Administrative duties are conducted in line with unit and QHNHS accreditation standards. 	<ul style="list-style-type: none"> Utilises resources (time, equipment,) efficiently and effectively. Contributes in team meetings. Is available to other team members to conduct assessments and assist with rehabilitation planning for the clients with whom they work. Is an active participant in a variety of other shared duties <p>Participates in regular meetings with peers and assists in the orientation and support of new occupational therapy staff as required.</p>
Clinical Practice	
<ul style="list-style-type: none"> To contribute to MDT discussions and planning for Wāhi Oranga clients from an occupational therapy perspective. To conduct occupational therapy assessments and interventions for consumers as appropriate and required. Assessments may include ADL, environmental, community, cognitive, sensory and functional assessments, using valid and reliable tools such as AMPS, ACLS, MOHOST etc. Interventions may include staff and caregiver education, skill building, basic equipment provision, sensory modulation, creative and talking therapies. To present, record, and report information in line with Unit policies and procedures. To assist with generic tasks that Registered Health Care Professionals share whilst working within scope of practice. <p>Meaningful Occupation</p> <p>Facilitates/oversees a programme of evidence based and person centred meaningful occupation for Wāhi Oranga clients; which may include group and one to one therapeutic interventions, psycho-education, sensory strategies etc.</p>	<ul style="list-style-type: none"> Participates actively in meeting as a member of the MDT. Assessments are conducted in a timely and professional manner. Documentation is completed within an acceptable time frame. Individual plans are documented appropriately and shared with the team as per unit standards. Actively supports rehabilitation plans for service users. Leads and support a sensory modulation framework across the inpatient service. May assist with taking a client load, 1-1 observations or other cares as negotiated with the line manager. A variety of groups and activities are offered. Ideas are creative, flexible and allow for fluctuating levels of motivation and ability

Teaching & Learning	
<ul style="list-style-type: none"> • Maintains competency to practice through identification of learning needs and Continuing Competency (CPD) activities. This should comply with professional registration requirements. • Contributes to training within the team/service. • Supervises, educates and assesses the performance of occupational therapy students. • Provides interdisciplinary education in direct clinical area, or discipline specific teaching across teams. • Maintains 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. • Provides mentoring and clinical support and/or professional supervision where required. 	<ul style="list-style-type: none"> • Demonstrates the ability to critically evaluate research and apply to practice • Completes mandatory training as applicable for the role. • Participates in an annual performance review and associated clinical assurance activities. • Participates in regular professional supervision in line with the organisations requirements and/or professional body. • Attends department in-service training programme.
Service Improvement and Research	
<ul style="list-style-type: none"> • 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. • Practises in a way that utilises resources in the most cost effective manner, including inter-disciplinary and transdisciplinary practice. 	<ul style="list-style-type: none"> • Pro-actively participate in quality improvement processes in your area of work. • Support our teams to, at all times, provide a high quality, customer oriented and focused service, which follows evidence based practice.
Professional Competencies	
<ul style="list-style-type: none"> • Maintain own professional registration requirements as directed by the legislation relevant to the incumbent's profession. 	<ul style="list-style-type: none"> • You have an up-to-date professional development plan. • Core competencies are maintained in line with in-service education standards.
Other Duties	
<ul style="list-style-type: none"> • Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience. 	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with Health NZ processes and reflects best practice. • Live and support the Health NZ values in everything you do.
Professional Development – self	
<ul style="list-style-type: none"> • Participates in in-service education programmes. • Participates in Occupational Therapy meetings and in-service programmes as required • Identifying areas for personal and professional development. • Participates in professional supervision in line with the organisation's requirements and/or professional body. • Participates in the organisation performance development process. 	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with line manager / professional leader. • Performance objectives reviewed annually with the line manager / professional leader. • You actively seek feedback and accept constructive criticism.

General Responsibilities of an Employee of Health NZ Nelson Marlborough – Appendix 1

PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> • A New Zealand registered Occupational therapist with a current practising certificate • Current full drivers licence 	<ul style="list-style-type: none"> • Member of professional association
Experience	<ul style="list-style-type: none"> • Past experience in continuing care, rehabilitation focused, mental health desirable 	
Knowledge and Skills	<ul style="list-style-type: none"> • Sound organisation and time management skills • Ability to communicate effectively and develop positive interpersonal relationships • Ability to work well in a multi-disciplinary team • Sound occupational therapy skills in the areas of assessment, planned interventions, recording and reporting • Intermediate knowledge of Microsoft Office applications i.e. Word, Excel, PowerPoint and Outlook • Keeps up to date with available information technology relevant to position • Understands and complies with Health NZ Information Technology policies 	
Personal Qualities	<ul style="list-style-type: none"> • Commitment to client orientated care and quality standards • The ability to be flexible and adaptable to the congaing needs and ability of the client group 	

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 Health NZ | Te Whatu Ora Nelson Marlborough

1. Professional Responsibilities

As an employee of Health NZ Nelson Marlborough, 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 Health NZ Nelson Marlborough 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 Health NZ Nelson Marlborough 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

- Health NZ Nelson Marlborough 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 Health NZ Nelson Marlborough’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, patients and visitors.

9. Treaty of Waitangi

Health NZ Nelson Marlborough 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. Smokefree

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health NZ Nelson Marlborough staff employed on Board business in the community.

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 Health NZ Nelson Marlborough
TB Latent	Staff who expect to have contact with patients 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 patients 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 ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none">• a chronic skin condition• been working in an overseas healthcare facility in the last year• been MRSA-positive in the last year
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 ²

¹Clinical 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.)

²Exposure-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.