

**POSITION DESCRIPTION**

**POSITION:** Occupational Therapist – Community Adult Mental Health Services

**RESPONSIBLE TO:** Operational Support Manager Mental Health

**Health New Zealand | Te Whatu Ora (Nelson Marlborough)**

**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:** We care about, and will be responsive to, the needs of our diverse people, communities and staff.

**Innovation:** We will provide an environment where people can challenge current processes and generate new ways of working and learning.

**Teamwork:** We create an environment where teams flourish and connect across the organisation for the best possible outcome.

**Integrity:** We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times.

**PURPOSE OF THE POSITION**

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*

To provide a comprehensive occupational therapy service to the multi-disciplinary team (MDT) and clients of the Marlborough Adult Mental Health Team.

To provide comprehensive occupation focussed client assessments in order to develop an agreed plan of care ensuring occupational therapy interventions are in line with contemporary research and evidence base to deliver safe, high-quality care to clients.

To consolidate a respected role for occupational therapy within the MDT, educating and informing colleagues on the unique contribution offered by an occupational therapist working within the Model of Human Occupation or another occupation focussed, evidence-based approach.

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-wide priorities, as listed below.

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.

### 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

RESPONSIBILITIES	EXPECTED OUTCOMES
<p><b>Service Provision</b></p> <ul style="list-style-type: none"> <li>• To contribute to MDT discussions and planning for community clients, from an occupational therapy perspective.</li> <li>• To conduct occupational therapy assessments and interventions for clients as appropriate and required using a MOHO framework, e.g. ADL assessments, functional assessments, Needs Assessments, etc.</li> <li>• To present, record and report information in line with Health NZ policies and procedures, and professional standards.</li> <li>• Contributes actively as part of the multi-disciplinary team.</li> <li>• Acts as an occupational therapy resource to other team members.</li> <li>• Offers support and supervision to students and colleagues as required.</li> <li>• Participates in shared team duties as required.</li> <li>• Takes responsibility for assessment and treatment of occupational dysfunction utilising recognised assessment tools and procedures based on MOHO or other occupational focussed, evidence-based approaches.</li> <li>• Forge close working relationships with other agencies with a focus on clients achieving occupation related goals.</li> <li>• Assessments and interventions may be conducted on an individual or group basis.</li> <li>• Participation in organisational projects that support mental health access, ease of care delivery and discharge planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Participates actively in meeting as a member of the MDT.</li> <li>• Assessments are conducted in a timely and professional manner. Documentation is completed within an acceptable time frame.</li> <li>• Individual plans are documented appropriately and shared with the team as per Health NZ and professional standards.</li> </ul> <ul style="list-style-type: none"> <li>• Contributes in team meetings.</li> <li>• Is available to other team members to conduct assessments and assist with rehabilitation planning for the clients with whom they work.</li> <li>• Is an active participant in a variety of other shared duties.</li> </ul> <ul style="list-style-type: none"> <li>• Undertakes assessment and treatment of occupational dysfunction utilising recognised assessment tools and procedures based on MOHO or other occupation focussed, evidence-based approaches.</li> <li>• Forms supportive relationships with clients and works towards identified occupational goals.</li> <li>• Fosters positive relationships and partnerships with a variety of services and agencies who assist clients achieve occupation related goals.</li> </ul>

<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Shares general administrative duties with other team members, e.g. Statistics, Quality Assurance activities, Health and Safety, etc.</li> <li>• Participates in occupational therapy meetings and in-service programmes as required.</li> <li>• Documents clinical information statistics, written reports to a high stand and timely manner.</li> <li>• Performs administrative tasks as delegated by the service manager.</li> </ul>	<ul style="list-style-type: none"> <li>• All documentation is of a demonstrably high standard, including clinical notes, group plans, health promotion materials, letters etc.</li> <li>• All statistical information to be collected within the required timeframes, contact and outcome information.</li> <li>• All documentation will adhere to the Health NZ Mental Health client pathway standards.</li> </ul>
<p><b>Quality Improvement</b></p>	<ul style="list-style-type: none"> <li>• Pro-actively participate in quality improvement processes in your area of work.</li> <li>• Support our teams to, at all times, provide a high quality, customer oriented and focused service, which follows evidence-based practice.</li> </ul>
<p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Sound clinical knowledge combined with field experience and ongoing learning.</li> <li>• Participation in clinical supervision in line with organisational policies.</li> <li>• Meet core competency training and expectations.</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in annual performance review process including review of performance goals and identification of areas for professional development.</li> <li>• Attains and maintains required level for core skills of mental health services</li> <li>• Attends in-service training sessions and actively pursues other relevant training opportunities both in and mental health and own time.</li> <li>• Exhibits knowledge of Mental Health Standards and their application in the workplace.</li> <li>• Proven working knowledge of the Ministry of Health guidelines relevant to Mental Health practice, including SPEC training, management of suicidal clients, clinical risk assessment and management, reducing violence in mental health and the National Mental Health standards.</li> </ul>
<p><b>Internal and External Networks</b></p> <ul style="list-style-type: none"> <li>• Develop effective working relationships with team members, case managers and administration staff and with other parts of the mental health service.</li> <li>• Develop effective working relationships with other Health NZ services, with other providers, GP's, and community agencies relative to the client's needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Development of partnerships with other health professionals that are maintained and enhance client care.</li> <li>• Performance review indicates excellent knowledge and utilisation of community resources, organisations and agencies that enhance outcomes to clients.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Other duties as negotiated with your Manager.</li> <li>• Meets obligations detailed in appendices 1 &amp; 2.</li> </ul>

## PERSON SPECIFICATION

### **QUALIFICATIONS**

- NZ Registered Occupational Therapist
- Current Annual Practicing Certificate
- Current drivers licence

### **EXPERIENCE**

- Two years post graduate experience working in mental health with strong assessment skills and risk assessment skills is desirable, but not essential
- Experience working with a range of assessment tools and therapeutic interventions with people experiencing mental illness
- Able to apply clinical skills flexibly and innovatively, creatively, adaptively and autonomously
- Able to educate others informally - e.g. families, and formally - e.g. students
- Experience of intra-agency co-operation and collaboration and awareness of agency boundaries.

### **KNOWLEDGE AND SKILLS**

- Current knowledge and experience of Mental Illness and related issues
- Knowledge of and commitment to biculturalism and the Treaty of Waitangi
- Up to date with the current research findings about major mental illness
- Knowledge of community resources
- Beginner/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 ATTRIBUTES**

- Is committed to working with people with Mental Illness
- Excellent time management skills
- Able to work unsupervised, prioritise workloads, commitment to client orientated care.
- Able to convey clinical information verbally and in writing to professional colleagues, and other groups
- Uses personality, presentation and approach, which would engender confidence, trust harmony and rapport with clients and immediate family and social network
- Demonstrates a willingness to consult colleagues and other professionals when necessary
- Ability to work closely and harmoniously with others to achieve professional and service goals
- Demonstrated ability to work proactively in providing an equitable, accessible appropriate and timely service and work co-operatively and in collaboration with Family/Whanau/Carer organisations
- Ability to work under pressure, constantly prioritising as deadlines change.
- Person of integrity, who is able to maintain confidentiality, is tactful and sensitive in dealing with people
- Demonstrates qualities of courtesy, respect, openness, empathy and a non-judgmental manner
- Promotes and models teamwork, supports other team members during absence. Shows flexibility in meeting team goals.
- Contributes to team meetings and follows lines of communication when dealing with work issues

## **APPENDIX 1**

### **General Responsibilities of an Employee of Health NZ Nelson Marlborough**

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

As an employee of Health NZ 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 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 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 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’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 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 is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ 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 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.

<b>Condition</b>	<b>Information to include in Position Description</b>
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ
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 <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.