

Position Description

Employment Agreement:	Allied, Public Health and Technical MECA
Position Title:	Occupational Therapist
Service & Directorate:	Child Development Service, Women's and Children's Directorate
Location:	Dunedin
Reports to:	Allied Health Clinical Co-ordinator Children's Health, Dunedin (Operational), Professional Leader Occupational Therapy (Professional)
Number of direct reports:	Nil
Date:	Dec 2019

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing

We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population

Promote the integration of health services across primary and secondary care services

Seek the optimum arrangement for the most effective and efficient delivery of health services

Promote effective care or support for those in need of personal health or disability support services

Promote the inclusion and participation in society and the independence of people with disabilities

Reduce health disparities by improving health outcomes for Māori and other population groups

Foster community participation in health improvement and in planning for the provision of and

changes to the provision of services

Uphold the ethical and quality standards expected of use and to exhibit a sense of social and

environmental responsibility

PURPOSE OF ROLE
<p>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.</p> <p>This role will work collaboratively with all health professionals as well as the wider multi-disciplinary team throughout the SDHB in a way that is consistent with the Organisations; vision and values. This way of working will ultimately benefit all our patients and communities.</p>

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Role Specific Competencies	
Managing Diversity	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities irrespective of age and gender; supports equal and fair treatment and opportunity for all.
Priority Setting	Spends own time and the time of others on what is important; can quickly sense what will help or hinder when seeking to accomplish goals; eliminates roadblocks; creates focus
Problem solving	Uses logic and established processes to solve difficult problems and achieve effective solutions; can see hidden problems; Is excellent at honest analysis; looks beyond the obvious; doesn't stop at the first answers.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> • AHS&T Professional Leaders (PLS) 	<ul style="list-style-type: none"> • Clients, patients, families, whanau and caregivers
<ul style="list-style-type: none"> • Multi-disciplinary colleagues 	<ul style="list-style-type: none"> • Services from the community, funding bodies, student or intern clinical liaison staff
<ul style="list-style-type: none"> • Operational manager 	<ul style="list-style-type: none"> • Primary care-GPs, other medical staff
<ul style="list-style-type: none"> • AHST Professional Development Facilitator 	<ul style="list-style-type: none"> • Relevant professional organisations
<ul style="list-style-type: none"> • Administration Staff 	<ul style="list-style-type: none"> • Other service providers

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> • Must be registered with the Occupational Therapy Board of New Zealand in accordance with the HPCA Act 2004 and possess a current practising Certificate • Must be eligible to work in NZ or have a work visa/permit 	<ul style="list-style-type: none"> • (desirable) Working towards higher level education in any associated field.
Experience	<ul style="list-style-type: none"> • At least 2 years occupational therapy experience 	<ul style="list-style-type: none"> • Experience working in paediatrics and/or neurological rehabilitation setting is preferable for this position. • MOH Wheelchair and Seating level 1 accreditation • MOH Housing modifications (basic) accreditation
Knowledge and Skills	<p>This position involves working with children and their families/Whanau who meet the DSS criteria for Child Development Services. This includes children from 0-16 years of age who present with a range of developmental disabilities which are likely to last longer than 6 months. We also have a developmental surveillance programme for babies who meet the criteria for this NICU follow up programme and there is the opportunity to be part of the assessing team.</p> <p>We are a family and child focused service and as such we have a high emphasis on interpersonal communication with all our interactions. The candidate needs to be able to interact with a wide range of children and their carers, treating all people fairly and with empathy.</p> <p>The candidate will be able to perform appropriate occupational therapy assessment and management of children within the family and community settings.</p> <p>Support and mentoring for this position will be available as required.</p> <ul style="list-style-type: none"> • Excellent communication skills, verbal and written • Excellent documentation skills, meeting all legal and SDHB requirements, during assessment, goal setting, liaison with MDT and discharge. • Must possess a full and current NZ Drivers licence • Work actively and co-operatively in an Allied Health MDT team and liaise appropriately with relevant health care professionals • Work actively and co-operatively with other agencies such as Ministry of Education Learning Support Teams and CCS Disability Action etc when they are involved with the management of the same population. • If candidate not an accredited assessor for Wheelchair and Seating then there may be an opportunity to work towards this qualification • Assist in the support and mentoring of students 	

	<ul style="list-style-type: none"> • Perform other duties relevant to the position as required. • Have appropriate presentation and standards of personal care and grooming. • Have an appropriate level of fitness and an ability to undertake physically demanding tasks safely. • Be a team player
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KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
Clinical Practice	
Legislative requirements	
<ul style="list-style-type: none"> • Practise in accordance with relevant legislation, codes, policies etc and upholds consumer rights • Upholds professional code of ethics 	<ul style="list-style-type: none"> • You adhere to professional and legislative standards of practice • You work according to the scope of your Annual Practising Certificate
Assessments and interventions	
<ul style="list-style-type: none"> • Undertake accurate and comprehensive assessments and interventions • Plan and implement appropriate interventions • Provide relevant education-including any relevant alternative options-in a format that can be clearly understood • Collaborate with patients to set realistic, patient centre outcomes 	<ul style="list-style-type: none"> • Your interventions are realistic and based on best practice • You use standard measurements tools and equipment as set down by departmental or professional protocols
Documentation	
<ul style="list-style-type: none"> • Maintain confidentiality of patient information and documentation • Adhere to SDHB's documentation and standards 	<ul style="list-style-type: none"> • Your documentation is timely, clear, concise and accurate
Culturally Sensitive Practice	
<ul style="list-style-type: none"> • Practices in a culturally safe manner 	<ul style="list-style-type: none"> • You assist patients to gain appropriate support and representation which reflects their cultural needs and preferences.
Professional Responsibilities	
Working in a collegial manner	
<ul style="list-style-type: none"> • Contribute to the support and education of colleagues and students to enhance development of the profession • Participate in and contribute to the functioning of the team • Establish and maintain an effective working relationship and other staff 	<ul style="list-style-type: none"> • 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

Evidence based practice and research	
<ul style="list-style-type: none"> 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 <p>Time Management</p> <ul style="list-style-type: none"> Manage own time adopting a disciplined approach to establishing and following identified role-related priorities <p>Professional Development</p> <ul style="list-style-type: none"> Develop and maintain professional competency Appraisal, peer review, observed practice or other professional audits as applicable Develop both personally and professionally to meet the changing needs of your career and profession 	<ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Your tasks are scheduled and completed in a timely manner <ul style="list-style-type: none"> You hold current registration You maintain an up to date professional development plan
Other Duties	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<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 SDHB processes and reflects best practice. Research undertaken is robust and well considered. Live and support the DHB values in everything you do.
Living Southern DHB Values	
<p>Proactively demonstrating Southern DHB values in all aspects of the role.</p>	<ul style="list-style-type: none"> Demonstrates behaviours that we want to see from each other, at our best. Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up. Contributes positively to team and other initiatives that seek to improve patient and whanau experiences and/or staffs experience of working.
Professional Development – self	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> Training and development goals are identified/agreed with your manager. Performance objectives reviewed annually with your manager. You actively seek feedback and accept constructive criticism.
Health, Safety and Wellbeing	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures.

	<ul style="list-style-type: none"> You actively encourage and challenge your peers to work in a safe manner. Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other. <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education. <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

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.

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.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date