

Position Description	
Employment Agreement:	District Health Boards / PSA Allied, Public Health & Technical Multi-Employer Collective Agreement
Position Title:	Occupational Therapist - Community
Service & Directorate:	Community & Rehab Southland / Strategy, Primary & Community Directorate
Location:	Southland
Reports to:	Operational – Unit Manager Allied Health, Southland Professional – Professional Leader Occupational Therapy, District
DHB Delegation Level:	N/A
Number of direct reports:	N/A
Date:	April 2018

Our Vision			
Better Health, Better Lives, Whānau Ora			
<p>We work in partnership with people and communities to achieve their optimum health and wellbeing</p> <p>We seek excellence through a culture of learning, enquiry, service and caring</p>			
Our Shared Values and Behaviours			
Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
<p>Looking after our people:</p> <p>We respect and support each other. Our hospitality and kindness foster better care.</p>	<p>Being sincere:</p> <p>We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.</p>	<p>Best action:</p> <p>We are thoughtful, bring a positive attitude and are always looking to do things better.</p>	<p>As family:</p> <p>We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.</p>
Our statutory purpose			
<p>To improve, promote and protect the health of our population</p> <p>Promote the integration of health services across primary and secondary care services</p> <p>Seek the optimum arrangement for the most effective and efficient delivery of health services</p> <p>Promote effective care or support for those in need of personal health or disability support services</p> <p>Promote the inclusion and participation in society and the independence of people with disabilities</p> <p>Reduce health disparities by improving health outcomes for Māori and other population groups</p> <p>Foster community participation in health improvement and in planning for the provision of and changes to the provision of services</p> <p>Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility</p>			

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 Organisation’s 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"> Registered occupational therapist with a current practising certificate. 	<ul style="list-style-type: none"> Membership of Occupational Therapy New Zealand - Whakaora Ngangahau Aotearoa
Experience	<ul style="list-style-type: none"> Clinical experience in an acute medical environment either as a student or registered occupational therapist. 	<ul style="list-style-type: none"> Experience in paediatrics
Knowledge and Skills	<ul style="list-style-type: none"> Be computer literate with a broad based understanding of computer skills, including use of basic Microsoft programmes, e.g. word, excel, power point Hold a full NZ drivers licence 	<ul style="list-style-type: none"> Be an Accredited Assessor for Enable NZ/Accessible, Equipment Management Service
Personal Qualities	<ul style="list-style-type: none"> A high level of interpersonal and communication skills Able to work in a supportive and honest manner Able to motivate self and others Able to accept responsibility for own actions Commitment to ongoing professional development 	

Role specific requirements

Role Description:

- Facilitate an evidence based/best practice occupational therapy process for clients, including assessment (standardised/non standardised) and service user centred intervention/ goal planning.
- Knowledge of complex equipment and housing requirements for high needs/complex patients living in the community
- Ability to easily establish networks with patients, whanau, community organisations and stakeholders
- Up to date knowledge in appropriate clinical areas and experience in providing occupational therapy interventions, including 1:1 and group work (as appropriate).
- Be able to work actively and co-operatively in a multi-disciplinary clinical team and liaise appropriately with relevant health care professionals and others involved with the client, as well as service managers and organisations.
- Prescribe adaptive equipment or recommend environmental adaptations within the parameters of relevant funding

Clinical Expertise and Knowledge:

sources for clients

- Be an accredited Enable NZ Assessor (to level required by particular service)
- Be familiar with ACC requirements and processes
- Bright bubbly personality with a can do attitude
- Must have a full clean NZ current driver's licence
- Perform other duties relevant to the position as required.

Be computer literate with a broad based understanding of computer skills.

- Commitment to the development of bi-cultural processes in your work.
- Be able to work autonomously as well as within a multidisciplinary team.
- Be self-motivated, innovative and empathetic with patients and their families/whanua.
- Exhibit excellent interpersonal and communication skills (verbal and written)
- Maintain rapport with peers and staff within the Southern District Health Board that you have professional relationships with.

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
Clinical Practice	
<p>Legislative requirements</p> <ul style="list-style-type: none"> • Practise in accordance with relevant legislation, codes, policies etc. and upholds consumer rights • Uphold 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
<p>Assessments and interventions</p> <ul style="list-style-type: none"> • Undertake accurate and comprehensive assessments and evaluations • 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-centred outcomes 	<ul style="list-style-type: none"> • Your interventions are realistic and based on best practice • You use standard measurement tools and equipment as set down by departmental or professional protocols
<p>Documentation</p> <ul style="list-style-type: none"> • Maintain confidentiality of patient information and documentation • Adhere to SDHB's documentation standards 	<ul style="list-style-type: none"> • Your documentation is timely, clear, concise and accurate
<p>Culturally Sensitive Practice</p> <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	
<p>Working in a collegial manner</p> <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 with 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
<p>Evidence-based practice and research</p> <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 	<ul style="list-style-type: none"> • You implement evidence-based best practice procedures and guidelines • You updates 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)
<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 • Assist Junior and other staff with appropriate time management and work load management. 	<ul style="list-style-type: none"> • Your tasks are scheduled and completed in a timely manner
<p>Professional development</p>	<ul style="list-style-type: none"> • You hold current registration where applicable or as required

<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 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.
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. • 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	
<p>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.</p>	<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