

## Allied Health, Scientific & Technical Position Description

Employment Agreement:	Allied, Public Health and Technical MECA
Position Title:	Occupational Therapist
Service & Directorate:	Operationally: Unit Manager, Rehabilitation Services Professionally: Professional Leader, Occupational Therapy
Location:	Dunedin
Reports to:	Primary Strategy and Community Directorate
Number of direct reports:	N/A
Date:	Nil

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

### 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, Public Health, Scientific and Technical professionals work in teams providing a range of diagnostic, technical, therapeutic, direct patient care and support services that are critical to the other health professionals they work with and the communities they serve. This includes health professionals working to improve, promote and protect the wellbeing of the population.</p> <p>This role will work collaboratively with all health professionals as well as the wider multi-disciplinary team throughout the Southern DHB in a way that is consistent with the organisation’s vision and values. This includes interprofessional practice where multiple health workers from different professional backgrounds work together with patients, families, caregivers and communities to deliver the highest quality of care. This way of working will ultimately benefit all our patients and communities.</p> <p>This 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.</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	
<b>Customer Focus</b>	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
<b>Integrity and Trust</b>	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.
<b>Drive For Results</b>	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	
<b>Managing diversity</b>	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
<b>Priority Setting</b>	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
<b>Problem Solving</b>	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

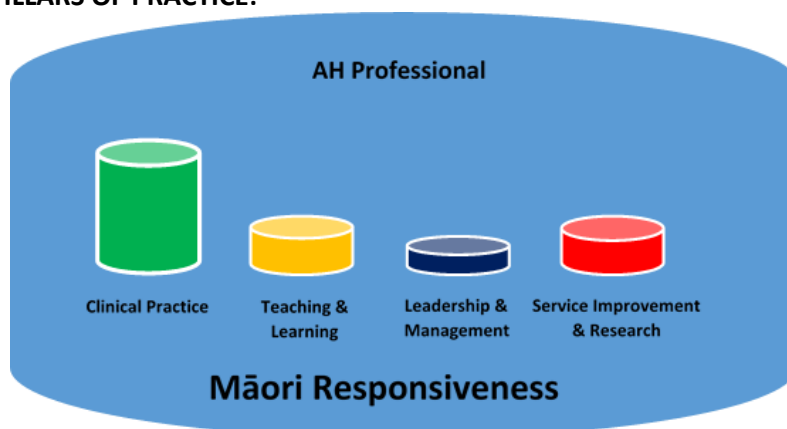
KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> <li>• AHS&amp;T Professional Leaders (PLs)</li> </ul>	<ul style="list-style-type: none"> <li>• Clients, patients, families, whanau and caregivers</li> </ul>
<ul style="list-style-type: none"> <li>• Multidisciplinary colleagues working in interprofessional ways</li> </ul>	<ul style="list-style-type: none"> <li>• Services from the community, funding bodies, student or intern clinical liaison staff</li> </ul>
<ul style="list-style-type: none"> <li>• Operational manager</li> </ul>	<ul style="list-style-type: none"> <li>• Primary care - GPs, other medical staff</li> </ul>
<ul style="list-style-type: none"> <li>• AHST Professional Development Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant professional organisations</li> </ul>
<ul style="list-style-type: none"> <li>• Administration staff</li> </ul>	<ul style="list-style-type: none"> <li>• Other service providers</li> </ul>
<ul style="list-style-type: none"> <li>• Relevant external services/organisations/stakeholders</li> </ul>	

**PERSON SPECIFICATION:**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>• Must be registered with the Occupational Therapy Board of New Zealand in accordance with the HPCA Act 2004 and possess a current Practising Certificate</li> <li>• Must actively participate in the Occupational Therapy Board of New Zealand's re-certification programme</li> <li>• Must be eligible to work in New Zealand or have a work visa/permit</li> <li>• Be prepared to work towards accreditation as an Assessor for the Equipment Management Service</li> </ul>	<ul style="list-style-type: none"> <li>• Be an Accredited Assessor for the Equipment Management Service as appropriate</li> <li>• WMPML1 accreditation</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years clinical experience</li> <li>• Experience of providing supervision, mentoring and/or coaching</li> <li>• Organisational, time management and clinical priority-setting skills</li> <li>• Computer literacy: Word, Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Experience providing adult teaching and knowledge of appropriate educating skills</li> </ul>
<b>Knowledge and Skills:</b>	<ul style="list-style-type: none"> <li>• Facilitate appropriate and high quality occupational therapy management of inpatients, outpatients and community patients where designated</li> <li>• Good interpersonal and communication skills</li> <li>• Work actively and co-operatively in an inter-professional team and liaise appropriately with relevant health care professionals</li> <li>• Prescribe mobility aids and equipment (including wheelchairs) within the parameters of departmental provision guidelines, and complete Equipment Management Service processes in a timely manner.</li> <li>• Prepare progress and discharge reports to meet service and ACC requirements</li> <li>• Assist in the support and mentoring of students and Allied Health Assistants as required</li> <li>• Assist with cover for workload in other areas as directed</li> <li>• Perform other duties relevant to the position as required</li> <li>• Must possess a full and current NZ Driver's licence</li> <li>• Base knowledge of first-aid and willingness to participate in annual CPR training.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Willingness to hold colleagues accountable for high standards of clinical practice</li> <li>• Resourceful and resilient; able to apply critical thinking to solve complex problems</li> <li>• Ability to work constructively with others in order to resolve conflict</li> <li>• Strengths based, outcome and solution focused</li> <li>• Team player, reliable and responsive</li> <li>• Flexible and adaptable, able to help lead change</li> <li>• Honest and trustworthy</li> </ul>	
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**KEY RESULT AREAS/PILLARS OF PRACTICE:**



<b>Clinical Practice/ Te Mahi Haumanu</b>	
<p><b>Legislative requirements</b></p> <ul style="list-style-type: none"> <li>• Practise in accordance with relevant legislation, codes, policies etc. and upholds consumer rights</li> <li>• Uphold professional code of ethics</li> </ul> <p><b>Assessments and interventions (if appropriate to profession)</b></p> <ul style="list-style-type: none"> <li>• Undertake accurate and comprehensive assessments and evaluations</li> <li>• Plan and implement appropriate interventions</li> <li>• Provide relevant education - including any relevant alternative options - in a format that can be clearly understood</li> <li>• Collaborate with patients-populations to set realistic, person-centred outcomes</li> </ul> <p><b>Evidence-based practice and research</b></p> <ul style="list-style-type: none"> <li>• Consistently refer to and relate practice to literature and research</li> <li>• Critique, discuss and disseminate evidence based best practice</li> <li>• Reflect on and evaluate the effectiveness of own practice</li> </ul> <p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• Maintain confidentiality of patient information and documentation</li> <li>• Adhere to Southern DHB's documentation standards</li> </ul> <p><b>Culturally Sensitive Practice</b></p> <ul style="list-style-type: none"> <li>• Practices in a culturally safe manner</li> </ul>	<ul style="list-style-type: none"> <li>• You adhere to professional and legislative standards of practice</li> <li>• You work according to the scope of your Annual Practising Certificate</li> <li>• Your interventions are realistic and based on best practice</li> <li>• You use standard measurement tools and equipment as set down by departmental or professional protocols</li> <li>• Your documentation is timely, clear, concise and accurate</li> <li>• You assist others to gain appropriate support and representation which reflects their cultural needs and preferences.</li> <li>• You implement evidence-based best practice procedures and guidelines</li> <li>• You update your knowledge related to best practice guidelines and area of practice</li> <li>• You maintain a professional portfolio or participate in an approved CPD programme (as per professional requirements)</li> </ul>
<b>Leadership and Management/ Te Ārahi me te Whakahaere</b>	
<ul style="list-style-type: none"> <li>• Participate in and contribute to the functioning of the interprofessional team</li> <li>• Attends and contributes to relevant department, clinical and team meetings, leading and facilitating such meetings as requested</li> <li>• Establish and maintain an effective working relationship with other staff</li> </ul> <p><b>Time management</b></p> <ul style="list-style-type: none"> <li>• Manage own time adopting a disciplined approach to establishing and following identified role-related priorities</li> </ul> <p><b>Skill Sharing</b></p> <ul style="list-style-type: none"> <li>• Share skills (as appropriate) with other health professionals and unregulated (assistant) workforces to enhance person centred outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• You have formal and informal systems in place for supporting colleagues</li> <li>• You maintain supervision records for students</li> <li>• You participate as a team member to ensure the best outcomes for patients/ people</li> <li>• Your tasks are scheduled and completed in a timely manner</li> <li>• You use recognised skill sharing processes such as the Calderdale framework to delegate parts of your practice to other team members</li> </ul>
<b>Teaching &amp; Learning // Ako Atu, Ako Mai</b>	
<p><b>Of Self</b></p> <ul style="list-style-type: none"> <li>• Develop both personally and professionally to meet the changing needs of your career and profession</li> </ul>	<ul style="list-style-type: none"> <li>• You have formal and informal systems in place for supporting colleagues</li> <li>• You maintain supervision records for students</li> </ul>

<ul style="list-style-type: none"> <li>• Reflect on and evaluate the effectiveness of own practice</li> <li>• Develop and maintain professional competency</li> <li>• Appraisal, peer review, observed practice or other professional audits as applicable</li> </ul> <p><b>Of Others</b> Contribute to the support and education of colleagues and students to enhance development of the profession</p> <ul style="list-style-type: none"> <li>• Consistently refer to and relate practice to literature and research</li> <li>• Critique, discuss and disseminate evidence based best practice</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>• You implement evidence-based best practice procedures and guidelines</li> <li>• You update your knowledge related to best practice guidelines and area of practice</li> <li>• You maintain a professional portfolio or participate in an approved CPD programme (as per professional requirements)</li> <li>• You hold current registration where applicable or as required</li> <li>• You maintain an up-to-date professional development plan</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 AH 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 workforce redesign programmes e.g. Calderdale Framework</li> </ul>
<b>Other Duties</b>	
<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"> <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 SDHB processes and reflects best practice.</li> <li>• Research undertaken is robust and well considered.</li> <li>• Live and support the DHB values in everything you do.</li> </ul>
<b>Professional Development – self</b>	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> <li>• Training and development goals are identified/agreed with your manager.</li> <li>• Performance objectives reviewed annually with your manager.</li> </ul>

	<ul style="list-style-type: none"> <li>You actively seek feedback and accept constructive criticism.</li> </ul>
<b>Health, Safety and Wellbeing</b>	
<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"> <li>You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures.</li> <li>You actively encourage and challenge your peers to work in a safe manner.</li> <li>Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>
<b>Treaty of Waitangi</b>	
<p>The principles of Te Tiriti, as articulated by the courts and the Waitangi Tribunal, underpin the Ministry's commitment to Te Tiriti. Tino rangatiratanga, Equity, Active protection, Options and Partnership will guide your interaction with others on a day to day basis.</p>	<ul style="list-style-type: none"> <li>Tino rangatiratanga - Providing for Māori self-determination and mana motuhake in the design, delivery and monitoring of health and disability services.</li> <li>Equity - Being committed to achieving equitable health outcomes for Māori.</li> <li>Active protection - Acting to the fullest extent practicable to achieve equitable health outcomes for Māori. This includes ensuring that the Crown, its agents and its Treaty partner under Te Tiriti are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity.</li> <li>Options - Providing for and properly resourcing kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care.</li> <li>Partnership - Working in partnership with Māori in the governance, design, delivery and monitoring of health and disability services – Māori must be co-designers, with the Crown, of the primary health system for Māori.</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.

## 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

.....  
Date

.....  
Manager

.....  
Date