

Position Description	
Employment Agreement:	District Health Boards / PSA Allied, Public Health & Technical Multi-Employer Collective Agreement
Position Title:	Occupational Therapist – Inpatient / Community
Service & Directorate:	Mental Health, Addiction and Intellectual Disability Services (MHAID)
Location:	District Wide
Reports to:	Operational – Line Manager Professional – Professional Leader Occupational Therapy, District
DHB Delegation Level:	N/A
Number of direct reports:	N/A
Date:	March 2020

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 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 high performers; very bottom line oriented; steadfastly pushes self and others for results.
Role Specific Competencies	
Managing diversity	Manages all people equitably; works 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 work 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"> Have an up to date knowledge of a variety of clinical areas with some mental health experience Experience of working actively and co-operatively in a multi-disciplinary clinical team 	<ul style="list-style-type: none"> At least two years clinical experience, preferably in the Mental Health field. Post Graduate Allied Health Certificate in Mental health
Knowledge and Skills	<ul style="list-style-type: none"> Be computer literate with a broad range of computer skills, including use of Microsoft programmes, e.g. word, excel, power point Hold a full NZ driver licence Demonstrate a readiness to consult with colleagues and be able to recognise limits of own competence and experience Have an up to date knowledge and understanding of the Mental Health (Compulsory Assessment and Treatment) Act 1992 Demonstrate a working knowledge of working from a strength's perspective and application of the recovery model An ability to accurately assess risk or risky behaviours and communicate these within the clinical team and with others as appropriate Knowledge and skills in relation to evidence based/best practice occupational therapy for clients, including assessment (standardised/non standardised), and service user centred goal planning. Up to date experience in providing occupational therapy interventions, including 1:1 and group work (as appropriate). All employees of the Southern DHB working with in mental health and addiction services are expected to demonstrate a commitment to "The Seven Real Skills" (Te Pou Workforce Development, www.tepou.co.nz/letsgetreal) All employees of the Southern DHB working within mental health are expected to demonstrate competencies to work with clients who have co-existing mental health and alcohol/drug problems at a capable or enhanced level, as outlined in Te Ariari o te Oranga: The Assessment and Management of People with Co-existing Mental Health and Drug Problems 	<ul style="list-style-type: none"> Training in assessments of occupational performance, performance components and environment relevant to this context. An ability to work as a Case Manager or Key Worker when required to co-ordinate the processes of care with consumers

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 • Commitment to the development of bi-cultural processes in your work. • Ability to make difficult decisions under pressure • Ability to be resilient under stress and have strategies for dealing effectively with stress.
---------------------------	--

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 • 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
Assessments and interventions <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 • Be proficient in Occupational Therapy assessment techniques • Have a working knowledge of Occupational Therapy intervention techniques, including patient centred goal planning 	<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
Documentation <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
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. • Ability to recognise and address cultural differences with sensitivity and a willingness to participate in ongoing activities directed at improving one's knowledge in the area of Maori and other cultures.
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 	<ul style="list-style-type: none"> • You have formal and informal systems in place for supporting colleagues • You maintain supervision records for students

<ul style="list-style-type: none"> • Participate in and contribute to the functioning of the team • Establish and maintain an effective working relationship with other staff • Be able to work actively and co-operatively in a multi-disciplinary clinical team, liaising appropriately with relevant health care professionals including Service Managers and others involved with the client, family whanau, organisations and agencies 	<ul style="list-style-type: none"> • 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 up dates 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"> • 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 • Have a demonstrated commitment to supervisory processes and audit. 	<ul style="list-style-type: none"> • You hold current registration where applicable or as required • 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	
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.	<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	
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:

.....
Employee

.....
Date

.....
Manager

.....
Date