

Allied Health Role Description

Position:	Occupational Therapist (new entry level)
Responsible to:	Professional Leader Occupational Therapy
Professional accountability to:	Professional Leader Occupational Therapy

Hutt Valley DHB Vision:	Whanau Ora ki te Awakairangi Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.
Hutt Valley DHB Mission:	Working together for health and wellbeing Our mission demonstrates the Hutt Valley DHB's commitment to a cooperative way of working. This includes staff working cooperatively, working in collaboration with the people and organisations we fund, working with organisations from other sectors and working within our community.
Hutt Valley DHB Values:	'Can do' – leading, innovating and acting courageously; Working together with passion, energy and commitment; Trust through openness, honesty respect and integrity; Striving for excellence.

Context

Hutt Valley DHB

The Hutt Valley District Health Board (DHB) is a hospital and health provider in the Hutt Valley, located 20 minutes from Wellington.

Hutt Valley DHB provides secondary and tertiary, medical and surgical hospital services along-side community based health care. The main facility is Hutt Hospital in Lower Hutt, which has 260 beds. Hutt Valley DHB funds local health providers and works collaboratively with the community to create and support multiple health education initiatives and projects within the region.

Role Perspective

Service description

The Occupational Therapy service will see patients/clients within the hospital or based in the community. Services are based in MAPU/ED, the acute wards, the rehabilitation wards, community occupational therapy and other specialist teams.

The Occupational Therapist works as a member of a multi or interdisciplinary team providing assessment, treatment, goal setting, rehabilitation and discharge planning for clients.

The inpatient Occupational Therapy positions are responsible for implementing Occupational Therapy input while the patient/client is on the ward and also for 6 weeks post discharge (as required).

Clinical specialty/area

The rotational positions vary to meet the needs of the service. The clinical areas include; Orthopaedics/General Surgery, Acute Medical & Stroke, Inpatient Rehabilitation and Community. The rotational changes occur approximately every 8 months. There are core competencies and specific learning opportunities in each clinical area.

Working as part of a team of occupational therapists, in a multidisciplinary team the roles may include; providing occupational therapy assessment and treatment, key worker, rehabilitation, complex discharge planning and service development.

The position requires collaborative working relationships with all Allied Health and medical staff in the hospital and community setting to ensure seamless transition of patients/clients between acute, rehabilitation and community services. This may take the form of assessment, intervention, advice or teaching to less experienced colleagues or Allied Health Assistants.

Clinical skills

- Make and communicate, prompt clinical decisions to enable safe discharge from hospital
- Occupation based and performance component assessment on the ward, in the clients homes and wider community
- Demonstrate ability to generate a treatment plan based on sound rationale
- Demonstrate ability to implement appropriate intervention and review outcomes
- Education of clients, their families and carers
- Complex discharge planning

Purpose of the role

An **occupational Therapist - new entry level** (within first two years of practice), provides safe and clinically effective patient/client assessment and intervention, with a focus on developing clinical capability with support from more experienced practitioners and leaders.

Key Accountabilities

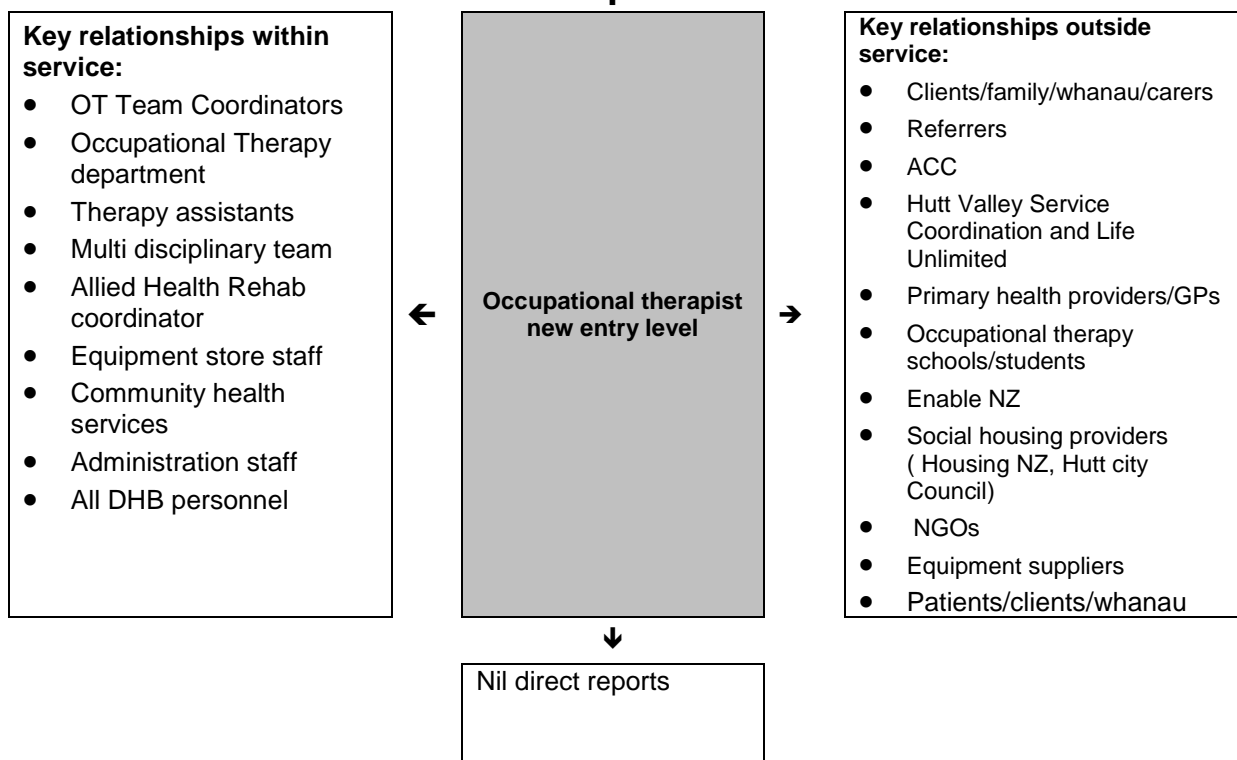
Key Accountability	Deliverables / Outcomes
Clinical Practice	<p>Takes legal and professional responsibility for managing own caseload of patients / clients, with support from a more experienced therapist.</p> <p>Carries out comprehensive assessment with patients (and whānau where appropriate). This may include use of standardised assessments to assist in assessment and intervention planning.</p> <p>Formulates and delivers individualised occupational therapy intervention using appropriate clinical assessment, reasoning skills and knowledge of treatment approaches. This should take into account the patient's own goals and those of the wider multidisciplinary team (MDT).</p> <p>Demonstrates effective communication to establish a therapeutic relationship and set expectations with the patient, whānau and the MDT team, inclusive of the wider health team and external agencies as appropriate.</p> <p>Assesses the patient's understanding of assessment, interventions and goals and gain informed consent for intervention, taking into account those who lack capacity (e.g. those with cognitive difficulties).</p> <p>Regularly reassesses and evaluates the patient / client's progress against identified goals and adjust intervention as situations change.</p> <p>Refers on to other services to work with the patient/client towards achievement of longer term goals.</p> <p>Develops comprehensive discharge / transfer plans as appropriate.</p> <p>Carries out regular clinical risk assessments for patients/ clients on own caseload and takes action to effectively manage identified risks, seeking support where appropriate.</p> <p>Demonstrates provision of culturally safe and bicultural practice with patients and their whānau.</p> <p>Actively contributes at clinical meetings and case conferences to ensure the delivery of a coordinated multidisciplinary service and to ensure that occupational therapy is integrated into the overall intervention including</p>

Key Accountability	Deliverables / Outcomes
	<p>discharge planning.</p> <p>Completes documentation consistent with legal and organisational requirements.</p> <p>Adheres to any applicable recognised best practice for occupational therapy and any relevant clinical policies and practice guidelines.</p> <p>Responsible for assessment and prescription of short term equipment, longer term equipment funded by Enable NZ and minor structural adaptations to the patient's home.</p> <p>Provides advice, teaching and instructions to patients, carers, relatives and other professionals to promote consistency of support being delivered.</p> <p>Demonstrates an understanding of the roles of the multidisciplinary team.</p>
Teaching & Learning	<p>Maintains competency to practice through identification of learning needs and Continuing Professional Development (CPD) activities. This should comply with professional registration requirements.</p> <p>Contributes to the education of occupational therapy students as directed and delegated by student supervisors.</p> <p>Maintains an awareness of current developments in the clinical areas being worked in.</p> <p>Be involved in the induction and training of newly appointed staff as required.</p> <p>Completes mandatory training as applicable for the role.</p> <p>Participates in an annual performance review and associated clinical assurance activities.</p> <p>Participates in regular professional supervision in line with the organisations requirements and/or professional body.</p>
Leadership & Management	<p>Attends and contributes to relevant department, clinical and team meetings</p> <p>Directs and delegates work to allied health assistants and support staff as required in the role, ensuring that delegated tasks, documentation and communication is carried out.</p>

Key Accountability	Deliverables / Outcomes
Service Improvement and Research	<p>Undertakes as directed, the collection of data for use in service audit and research projects.</p> <p>Participates in quality improvement activities when requested.</p> <p>Contributes to annual planning process, including identifying gaps in service and participating in work / projects that may result from the planning process.</p> <p>Practises in a way that utilises resources (including staffing) in the most cost effective manner.</p> <p>Awareness of and complies with all legislative and contractual requirements as applicable to the role (e.g. Health and safety in Employment Act 1992, Privacy Act 1993, Vulnerable Children's Act 2014, Privacy Act, ACC service specifications etc.).</p>
<p>Works in other areas as identified or following a reasonable request in order to support the organisation in managing safe patient care and maintaining service delivery.</p>	

Key Relationships & Authorities

		Reports to: <ul style="list-style-type: none"> • Occupational Therapy Professional Leader 	
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Capability Profile

Competencies

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Problem Solving	<ul style="list-style-type: none">• Uses rigorous logic and methods to solve difficult problems with effective solutions• Probes all fruitful sources for answers• Can see hidden problems• Is excellent at honest analysis• Looks beyond the obvious and doesn't stop at first answers
Interpersonal Savvy	<ul style="list-style-type: none">• Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation• Builds appropriate rapport• Builds constructive and effective relationships• Uses diplomacy and tact
Communication	<ul style="list-style-type: none">• Practises active and attentive listening.• Explains information and gives instructions in clear and simple terms.• Willingly answers questions and concerns raised by others.• Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged.• Is confident and appropriately assertive in dealing with others.• Deals effectively with conflict.
Teamwork	<ul style="list-style-type: none">• Develops constructive working relationships with other team members.• Has a friendly manner and a positive sense of humour.• Works cooperatively - willingly sharing knowledge and expertise with colleagues.• Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments.• Supports in word and action decisions that have been made by the team
Time Management	<ul style="list-style-type: none">• Uses time effectively and efficiently – values time, concentrates efforts on the more important priorities.
Self Development	<ul style="list-style-type: none">• Personally committed to and actively works to continuously improve.• Understands that different situations and levels may call for different skills and approaches.• Works to deploy strengths.• Works on compensating for weakness and limits.

Other aspects of capability not covered by the above competencies

Knowledge and Experience:

- Clinical placements and or clinical experience applicable to rotational position.

Essential Professional Qualifications / Accreditations / Registrations:

- NZ Registered Occupational Therapist with current annual practicing certificate.
- Member of Occupational Therapy New Zealand - Professional Association (desirable).
- Enable NZ accredited assessor for personal care and household management, and basic housing (desirable, training can be provided).

Someone well-suited to the role will place a high value on the following:

- Focus on delivering high quality care for the patient/client/whānau.
- Self motivated in developing clinical and professional practice.

Other:

- A commitment and understanding of the Treaty of Waitangi (and application to health) and a willingness to work positively in improving health outcomes for Maori.
- Current full NZ driver's licence with ability to drive a manual and automatic car
- Proficiency in Microsoft Office, Word, Outlook, PowerPoint, Internet resources and e-mail.
- A high standard of written and spoken English.

Wairarapa, Hutt Valley and Capital and Coast District Health Boards are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

The DHBs are committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

This role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.

Date effective: _____

Manager's signature: _____

Employee's signature: _____