Allied Health Role Description

<table>
<thead>
<tr>
<th>Position:</th>
<th>Occupational Therapist</th>
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<tbody>
<tr>
<td>Responsible to:</td>
<td>Professional Leader Occupational Therapy</td>
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<td>Professional accountability to:</td>
<td>Professional Leader Occupational Therapy</td>
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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 provides assessment and intervention for patients/clients within the hospital or based in the community. Services are based in ED/MAPU, the acute wards, the rehabilitation wards, outpatient services, community rehabilitation, community occupational therapy and specialist teams.

The inpatient Occupational Therapy roles will be responsible for implementing Occupational Therapy input while the patient is on the ward and also for 6 weeks post discharge (as required). The inpatient occupational therapy roles will work collaboratively across other areas of the inpatient service to meet the needs of patients as required.

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

Clinical specialty/area

The role is based within the Acute Medical Ward and Coronary Care Unit.

The caseload requires knowledge of common medical, surgical, orthopaedic, disability and age related conditions. The role requires specialist knowledge of Occupational Therapy assessment and intervention for frail elderly, patients presenting with cognitive or neurological deficits, long term conditions and patients recovering after illness or surgery.

Working as part of a team of occupational therapists in a multidisciplinary team the key roles may include; key worker, rehabilitation, complex discharge planning and service development. This includes working within ACC contracts and meeting their requirements.

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.
Clinical skills

- Sound clinical skill base in occupation based and performance component assessment and intervention with a range of client groups including; common medical, surgical, neurological, disability and age related conditions
- Able to apply an occupational therapy process and frames of reference when working with patients presenting with multiple complex health needs including: frail elderly and long term conditions
- Able to apply an occupational therapy process and frames of reference when working with patients presenting with multiple complex health needs including: frail elderly and long term conditions
- Knowledge and experience in working with geriatric patients, frail elderly and dementia
- Knowledge and experience in assessment and treatment for patients presenting with cognitive deficits, including standardised and occupation based assessment and intervention
- Knowledge and experience in assessment and treatment of patients presenting with neurological deficits, including standardised and occupation based assessment and intervention
- Proficiency in completing standardised and occupation based cognitive assessment and intervention. Able to interpret results and communicate recommendations to patient/family/colleagues and external agencies as required
- Proficiency in providing pressure care assessment and intervention
- Provide education for patients, their families/whanau and carers
- Demonstrated skills in working with MDT to identify and manage risk as part of discharge planning process.
- Understanding and ability to apply to clinical practice concepts of patient autonomy, capacity and risk management
- Make and communicate sound and timely clinical decisions to enable safe discharge from hospital or transfer to another ward or service
- Assessment and prescription of adaptive equipment including accredited assessor for personal care & household management with Enable NZ
- Relationship building with hospital and community providers
- Provide recommendations and referrals to other community services
- Knowledge and experience in basic housing modifications (rails)
- Provide assessment and intervention on the inpatient wards, in outpatient settings, in the clients homes and in the wider community
- Knowledge and experience in delegating tasks to students or therapy assistants and monitoring progress
- Experience in teaching/mentoring students/staff
Purpose of the role

An occupational therapist (third year of practice onwards) provides safe and clinically effective patient/client assessment and intervention, within a specific clinical area with a development of more in depth knowledge and skills.

Key Accountabilities

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<tr>
<th>Key Accountability</th>
<th>Deliverables / Outcomes</th>
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<tr>
<td>Clinical Practice</td>
<td>Takes legal and professional responsibility for managing own caseload of patients / clients with increasing complexity and be able to independently adapt and make decisions regarding occupational therapy intervention.</td>
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<td>Utilises information available to prioritise patients/clients to enable appropriate allocation of referrals and workload with staff in the team.</td>
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<td>Carries out comprehensive assessment with patients (and whānau where appropriate) This may include use of standardised assessments to assist in assessment and intervention planning.</td>
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<td>Formulates and delivers individualised occupational therapy intervention using comprehensive clinical reasoning skills and in depth knowledge of treatment approaches. This should, take into account the patient’s own goals and those of the wider multidisciplinary team (MDT).</td>
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<td>Demonstrates effective communication, to establish a therapeutic relationship and set expectations with patients / clients, whānau and the MDT, inclusive of the wider health team and external agencies as appropriate. This includes relaying complex, sensitive and contentious information.</td>
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<td>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).</td>
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<td>Regularly reassesses and evaluates the patient / client’s progress against identified goals and adjust intervention as situations change.</td>
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<td>Refers on to other services to work with the patient/client towards achievement of longer term goals.</td>
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<td>Develop comprehensive discharge / transfer plans as appropriate.</td>
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<td>Carries out regular clinical risk assessments for patients/ clients on own caseload and takes action to effectively manage identified risks, seeking support where appropriate.</td>
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<td>Demonstrates provision of culturally safe and bicultural practice with patients and their whānau.</td>
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<td>Demonstrates an awareness of health inequalities, with evidence of</td>
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<td></td>
<td>implementing actions within own clinical practice towards reducing these for the patient/client and/or whānau.</td>
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<td>Represents the service and / or individual patients/clients at clinical meetings and case conferences to ensure the delivery of a coordinated multidisciplinary service and to ensure occupational therapy is integrated into the overall intervention (where appropriate) including discharge planning.</td>
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<td>Completes documentation consistent with legal and organisational requirements.</td>
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<td>Adheres to any applicable recognised best practice for occupational therapy and any relevant clinical policies and practice guidelines.</td>
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<td>Provides advice, teaching and instructions to patients, carers, relatives and other professionals to promote consistency of support being delivered.</td>
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<td>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.</td>
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<td>Demonstrates awareness of local, sub-regional and regional context in relation to provision of health and social support and the impact on service provision.</td>
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<td>Identifies unmet needs of patients and identifies potential solutions to address these needs.</td>
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<td>Demonstrates an understanding of the roles of the multidisciplinary team.</td>
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<td>Teaching &amp; Learning</td>
<td>Maintains competency to practice through identification of learning needs and Continuing Competency (CPD) activities. This should comply with professional registration requirements.</td>
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<td>Contributes to training within the team/service.</td>
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<td>Supervises, educates and assesses the performance of occupational therapy students.</td>
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<td>Provides interdisciplinary education in direct clinical area, or discipline specific teaching across teams.</td>
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<td>Demonstrates the ability to critically evaluate research and apply to practice.</td>
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<td>Maintains an awareness of current developments in the clinical areas being worked in and make recommendations to changes in practice.</td>
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<td>Be involved in the induction and training of newly appointed staff as required.</td>
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<td>Completes mandatory training as applicable for the role.</td>
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<td>Participates in an annual performance review and associated clinical assurance activities.</td>
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<td>Participates in regular professional supervision in line with the organisations requirements and/or professional body.</td>
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<td>Provides mentoring and clinical support and / or professional supervision where required.</td>
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<td>Leadership &amp; Management</td>
<td>Attends and contributes to relevant department, clinical and team meetings, leading and facilitating such meetings as requested.</td>
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<td>Assists team leaders and professional leaders in clinical assurance activities of occupational therapy staff as requested.</td>
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<td>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.</td>
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<td>Service Improvement and Research</td>
<td>Broadens research and development skills through participation in local audit and research projects as identified by team leaders, professional leaders or Advanced or Expert AH professionals.</td>
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<td>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.</td>
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<td>Develops and/or participates in regional / sub regional professional networks as appropriate to area of work.</td>
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<td>Establishes working partnerships with external organisations to promote integrated working.</td>
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<td>Contributes to annual planning process, including identifying gaps in service and participating in work / projects that may result from the planning process.</td>
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<td>Practises in a way that utilises resources (including staffing) in the most cost effective manner.</td>
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<td>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.).</td>
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<td>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.</td>
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**Key Relationships & Authorities**
Reports to:
• Professional Leader
  Occupational Therapy

Key relationships within service:
• Team co-ordinator - in patient occupational therapy
• OT department
• Therapy assistants
• MDT
• AH rehab coordinator
• Administration staff
• Equipment store staff
• Technical staff

Key relationships outside service:
• Patients/clients
• Referrers
• ACC
• District nursing services
• GP’s
• NASC agency
• Enable NZ
• Students
• NGO’s
• Field officers from disability organisations
• Housing NZ

Nil direct reports

Capability Profile

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

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<tr>
<th>Competency</th>
<th>Behaviours</th>
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| Problem Solving   | • 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 |
| Priority Setting   | • Spends his/her time and the time of others on what’s important  
  • Quickly zeroes in on the critical few and puts the trivial many aside  
  • Can quickly sense what will help or hinder in accomplishing a goal  
  • Eliminates roadblocks  
  • Creates focus |
| Interpersonal Savvy| • 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  
  • Can diffuse even high-tension situations comfortably |
Competency | Behaviours
--- | ---
**Communication** | • 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.

**Team Work** | • 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.

**Self Development** | • 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:**
- Minimum of 3 years clinical practice.
- Demonstrated clinical experience applicable to role description (E)
- 

**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 (desirable)
- Evidence of participation in relevant post graduate training (desirable).

**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.
- Collaborative working with a multidisciplinary team within the hospital setting and wider community networks
- A commitment to safe practice working within teams or autonomously
- A focus on continuous improvement in clinical practice and service area
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 (essential)
- 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: ____________________________