

# Health New Zealand

## Te Whatu Ora

### Position Description

Employment Agreement:	Te Whatu Ora & PSA Allied, Public Health, Scientific & Technical
Position Title:	Occupational Therapist
Department:	Allied Health
Location:	Ōamaru Hospital
Reports to:	Allied Health - Service Manager
Date:	23/07/2024

### Our Vision

Better Health, Better Lives, Whānau Ora

### Our Shared Values and Behaviours

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.

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

### PURPOSE OF ROLE

The Occupational Therapist is employed to:

- Utilise Occupational Therapy knowledge and clinical judgement to assess Occupational Therapy needs, provide education and resources to clients, and advise and support inpatients and outpatients to work towards their rehabilitation goals.
- The Occupational Therapist practices independently and in collaboration with other health professionals such as Physiotherapists to provide advice and guidance for patients within the hospital or in the community.

This role works collaboratively with other Allied Health and nursing staff, unregulated healthcare workers and students. The Occupational Therapist may also use their expertise to plan and direct therapy treatment, including physical and social activities, carry out workplace or home safety assessments, provide advice on equipment or recommend changes to home or work environments.

### HOURS AND DAYS OF WORK

- The position is based at Ōamaru Hospital in Oamaru during normal business hours and involves travel using a work fleet car within the town of Oamaru and the Waitaki District.

## 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 to tailor treatments and advice, acts with clients in mind; establishes and maintains effective relationships with clients 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 strive to be one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
<b>Managing Diversity</b>	Works with all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and gender; promotes variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.
ROLE SPECIFIC COMPETENCIES	
Listening	<ul style="list-style-type: none"> <li>▪ Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>▪ 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</li> </ul>
Interpersonal Savvy	<ul style="list-style-type: none"> <li>▪ Relates well to all kinds of people – inside and outside the organisation. Builds appropriate rapport. Builds constructive and effective relationships. Uses diplomacy and tact. Can defuse even high-tension situations comfortably</li> </ul>
Personal Learning	<ul style="list-style-type: none"> <li>▪ Picks up the need to change personal, interpersonal behaviour quickly; watches others for their reactions to his/her attempts to influence and perform; and adjusts; seeks feedback; is sensitive to changing personal demands and requirements and changes accordingly</li> </ul>

KEY RELATIONSHIPS	
Within Southern	External to Southern
<ul style="list-style-type: none"> <li>• Allied Health Manager, Allied Health Director</li> </ul>	<ul style="list-style-type: none"> <li>• Clients and Families/Whanau</li> </ul>
<ul style="list-style-type: none"> <li>• Physiotherapists</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors</li> </ul>
<ul style="list-style-type: none"> <li>• Director of Allied Health, Director of Nursing, Clinical Director and Doctors</li> </ul>	<ul style="list-style-type: none"> <li>• External Healthcare Providers (referrals)</li> </ul>
<ul style="list-style-type: none"> <li>• Registered and Enrolled Nurses and Health Care Assistants</li> </ul>	
<ul style="list-style-type: none"> <li>• Clinical Education Trainer</li> </ul>	

## PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies include:

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>Registration with the Occupational Therapy Board of New Zealand.</li> <li>Current New Zealand Occupational Therapy Annual Practicing Certificate.</li> <li>Bachelor of Health Science (Occupational Therapy) or Bachelor of Occupational Therapy</li> </ul>	<ul style="list-style-type: none"> <li>Member of the Occupational Therapy Board of New Zealand.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>At least 2 years' clinical experience and up-to-date clinical knowledge, such as <i>Enable</i>.</li> <li>Relevant clinical experience and competency within a hospital or community setting.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in a variety of clinical areas e.g. community, inpatient and outpatient.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Be proficient in Occupational Therapy assessment techniques</li> <li>Have a working knowledge of Occupational Therapy treatment techniques, including Client-centred goal planning.</li> <li>Ability to apply clinical skills to a broad spectrum of areas to an acceptable standard</li> <li>Demonstrates continued professional development</li> <li>Have some experience in a variety of clinical areas</li> <li>Ability to prioritise your own caseload</li> <li>Demonstration of safe working practice</li> <li>Attendance at relevant post-graduate courses</li> <li>Participated in student education</li> <li>Experience of working in a general hospital and / or community setting</li> <li>Accredited <i>Enable</i> assessor</li> <li>Maintains professional development.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Commitment and personal accountability.</li> <li>Excellent interpersonal skills, including ability to work effectively with people at all levels of the organisation.</li> <li>Caring but professional manner.</li> <li>Acts with discretion, sensitivity and integrity at all times.</li> <li>Is adaptable and flexible – open to change (positive or negative).</li> <li>Maintains an exceptionally high level of confidentiality, discretion and diplomacy.</li> <li>Has initiative and self-motivation with excellent organisational and time management skills.</li> <li>Has motivation and willingness to improve knowledge and skills.</li> <li>Professional in approach</li> <li>Tidy presentation.</li> <li>Creates positive environment, challenging negativity.</li> </ul>	

## KEY TASKS

Occupational Therapy Assessment	<ul style="list-style-type: none"> <li>• Undertakes comprehensive and accurate assessments.</li> <li>• Follows current national standards in <i>InterRai</i> and <i>Enable</i> assessment.</li> <li>• Plans and implements an appropriate client treatment/intervention process to achieve agreed client centred goals.</li> <li>• Ensures documentation is accurate using the SOTAP (Subjective, Objective, Treatment, Analysis and Plan) format.</li> <li>• Maintains confidentiality of information.</li> <li>• Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment.</li> <li>• Evaluates client progress toward expected outcomes in partnership with them and other service providers.</li> <li>• Provides education appropriate to the needs of client.</li> <li>• Recognises, values and works with all members of the health care team in the delivery of care.</li> <li>• Is able to advocate for the clients' needs, negotiating for resources in a timely and appropriate manner.</li> <li>• Uses resources in cost effective manner.</li> <li>• Helps to introduce new initiatives to improve clinical care to all clients.</li> <li>• Has input into the development of policies and best practice statements.</li> <li>• Maintains up-to-date training and accreditation in relevant Occupational Therapy Assessment and Treatment planning methods such as <i>InterRai</i> and <i>Enable</i>.</li> <li>• Is involved in quality improvement and auditing activities.</li> <li>• Reflects and evaluates the effectiveness of own practice.</li> </ul>
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#### Other Duties

Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.

- You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness
- You produce work that complies with processes and reflects best practice
- Research undertaken is robust and well considered

#### Professional Development – self

Identifying areas for personal and professional development

- 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

#### Quality Improvement

Promoting and maintaining a quality improvement approach into all work

- Demonstrate a positive personal commitment to the culture of continuous quality improvement by ensuring quality values are integrated into personal daily practice

	<ul style="list-style-type: none"> <li>Actively contribute to the implementation and ongoing maintenance of continuous quality improvement processes in their area according to a planned annual programme</li> <li>Lead and support quality improvement activities in all departments/areas of Ōamaru Hospital</li> </ul>
<b>Legislation and Organisational Knowledge</b>	
Ensure knowledge and compliance of legislation and organisation rules	<ul style="list-style-type: none"> <li>Ensure compliance with New Zealand statutory laws</li> <li>Comply with organisation wide and service specific rules, code of conduct, policies and procedures</li> <li>Understand and demonstrate the ability to apply the legislation related to the Privacy Act, Health and Disability Commissioners Act, Health &amp; Safety at Work Act, Health Practitioners Competency Assurance Act and Ministry of Health regulations</li> </ul>
<b>Health, Safety and Wellbeing</b>	
Taking all reasonably practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> <li>You understand and consistently meet your obligations under Te Whatu Ora – Health NZ Health and Safety policy/procedures <ul style="list-style-type: none"> <li>You actively encourage and challenge your peers to work in a safe manner.</li> <li>Work towards creating an atmosphere where staff support each other, and workplace violence and bullying is not tolerated</li> </ul> </li> <li>Effort is made to always strive for best practice in Health and Safety</li> </ul>
<b>Treaty of Waitangi</b>	
Giving effect to the principles of the Treaty of Waitangi through your interaction with others on a day-to-day basis.	<ul style="list-style-type: none"> <li><b>Tino rangatiratanga:</b> The guarantee of tino rangatiratanga, which provides for Māori self-determination and mana motuhake in the design, delivery, and monitoring of health and disability services.</li> <li><b>Equity:</b> The principle of equity, which requires the Crown to commit to achieving equitable health outcomes for Māori.</li> <li><b>Active protection:</b> The principle of active protection, which requires the Crown to act, to the fullest extent practicable, to achieve equitable health outcomes for Māori. This includes ensuring that it, its agents, and its Treaty partner are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity.</li> <li><b>Options:</b> The principle of options, which requires the Crown to provide for and properly resource kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that</li> </ul>

all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care.

- **Partnership:** The principle of partnership, which requires the Crown and Māori to work in partnership 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.

## 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 name and signature

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Date

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Manager name and signature

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Date