

DATE: May 2019

**The West Coast District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.**

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| **Position Title:** | Occupational Therapist | |
| **Reports to:** | Clinical Manager Occupational Therapy West Coast | |
| **Key Relationships:** | Internal:   * Client and their family/whanau * OT Team West Coast * Allied Health team West Coast * Health Centres and WCDHB Rural Health Clinics * Other Health Professionals, Primary and Secondary Services * Ward and Community Multi and Interdisciplinary teams * Associate Director of Allied Health * NASC - CCCN/Lifelinks * Homebased Support Service | External:   * General Practitioners * Referral Agencies * Non Government Organisations * Community Groups * Statutory Agencies |
| **Role Purpose:** | The ‘role title’ is responsible for the provision of effective quality Occupational Therapy assessment, treatment and education to patients in the West Coast DHB area.  The key deliverables are –   * To work as part of the WCDHB Occupational Therapy Services team across the West Coast. * To communicate effectively with patients, whanau, family, caregivers and other Health Professionals and outside agencies. * To demonstrate accountability to the public, to the profession and to personal continuing professional development. | |
| **Complexity:** | Most challenging duties typically undertaken or most complex problems solved:   * Working in an isolated rural geographical area * Taking a lead role in the development of community services within a changing service delivery model * Effective communication with all involved in the treatment and support of the individual in the community and hospital setting. * Have well developed interpersonal skills including the ability to be comfortable with people of all social standards, cultures and abilities. * Be able to work under pressure and meet deadlines. | |

**KEY ACCOUNTABILITIES:**

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| **The ‘role title’ is responsible for:** | **The ‘role title’ will be successful when** |
| 1. **Provision of effective quality occupational therapy assessment and treatment in accordance with DHB policy and procedure and national Service Specifications** | * Clients will be assessed and treated in an appropriate and safe environment using best practice principles. * Clients will be treated equally within the   Policies of the West Coast DHB and the principles of the Treaty of Waitangi.   * Clients, family, whanau and caregivers will be provided with appropriate and understandable information. Education is delivered appropriately according to the needs and ability of the client. * Ensure safe and correct use of Occupational Therapy equipment at all times. * Accredited Equipment Assessor status is at a level of completing complex housing, household management and/or personal care assessments and recognising and accessing complex wheelchair and seating requirements. * Ensure an initial baseline Occupational   Therapy assessment is completed with all clients referred to Occupational Therapy from the ward, to identify a goal orientated treatment plan.   * Clinical notes will be documented in a legible and concise way to include all relevant information, education and correspondence. Notes will by signed, dated and named legibly * Accurately monitor and evaluate client’s progress in response to treatment / rehabilitation. * Client treatment plans are time framed to enable safe discharge planning. * Referrer is updated on client’s progress and informed of discharge from the Occupational Therapy service. * Referrals are attended to in accordance with Occupational Therapy Department procedure and prioritisation. |
| 1. **Effective communication** | * Liaise with other health professionals, community organisations and service providers involved with the clients’ care. * Ensure that all progress reports/discharge letters are sent to referral source at timely intervals and a copy is held in the clinical notes. * Ensure that all referrals for further occupational therapy / other agency treatment following discharge are sent to the appropriate agency as necessary. * Provide health promotion/education to community groups. * Integrates established community networks into practice. * Uses ethical reasoning to support clinical decisions and to assist other occupational therapists to resolve ethical problems. |
| 1. **Provision of education and supervision** | * Provide education, coaching and/or monitoring for other occupational therapy staff and health professionals including maintaining Professional Standards Monitor (PSM) status. * Seeks and accepts formal or informal evaluation from another senior occupational therapist. * Supervise and advise Occupational Therapy Assistants in appropriate techniques as part of client care. * Provide supervision and assistance to develop / consolidate clinical skills, to other occupational therapists working in the Occupational Therapy Service |
| 1. **Working as part of the Occupational Therapy team** | * Co-operates and co-ordinates with occupational therapy team and external agencies to ensure best delivery of occupational therapy services to clients of the WCDHB. * Participate in other specialist/external committees as appropriate. * Contributes to the development and review of Occupational Therapy Service Policies and Procedures. * Identifies opportunities to contribute to occupational therapy quality improvement projects. * Respond to requests to perform professional tasks other than those listed if requested by the Manager of Occupational Therapy services. * Occupational Therapy statistical data is entered into the iSoft system within the specified timeframes. |
| 1. **Continuing professional development** | * Attend department meetings, in-services and study days and will participate at an appropriate level. * Attend all West Coast DHB mandatory training sessions. * Participate in activities that will enhance professional and personal development/growth within the context of the position. * Maintain knowledge of current/best practice of occupational therapy developments nationally and internationally. * Obtain regular and ongoing professional and clinical supervision. |
| 1. **Safe ethical and legal practice** | * Maintain a high professional appearance at all times. * An in depth level of knowledge of relevant legislative acts, guidelines and service specifications is reflected in clinical practice. * Maintain excellent standard of ethical practice at all times. * Effectively organises resources to contribute to the overall running of the Occupational Therapy service. * Discuss suitable and appropriate equipment purchases with the Clinical Manager Occupational Therapy * Adherence to the Health Practitioners Competence Assurance Act recommendation/guidelines at all times. * Maintaining a high quality, safe and secure work environment by following relevant West Coast DHB and divisional policies, protocols and standards. * Ensure a quality service is provided in your area of expertise by taking an active role in quality activities, identifying areas of improvement. |

**PERSON SPECIFICATION:**

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| **Qualifications & Experience** *(indicate years of experience required and level of learning)* | |
| **Essential**   * NZ Registered Occupational Therapist with current Annual Practicing Certificate * At least 5 years experience in Occupational Therapy, some in Community * Current NZ Drivers License * Enable Accredited Assessor: Household management, Personal Care, Housing modification * Be able to maintain confidentiality and use discretion. * Be able to work unsupervised and prioritise workloads. * Be able to work co-operatively and efficiently. * Be able to relate well to professional and managerial staff. * Have a high level of initiative. * Be able to work as part of a team. * Be accountable. * Be flexible * Be able to produce well written correspondence. * Have commitment to ongoing self-development and that of the Occupational Therapy Service. | **Desirable**   * Wheelchair prescription and seating levels 1&2 * Experience working in rural community * Experience working in an Interdisciplinary team * Experience in change management and service development |

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.