

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
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| **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.
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| **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.
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**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.
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| 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.
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| 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
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| 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.
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| 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.
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| 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.
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**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
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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.