

POSITION DESCRIPTION

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Allied Health Clinical Leader Occupational Therapy

August 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.

Position Title:	Allied Health Clinical Leader – Occupational Therapy	
Reports to:	Director of Allied Health, Scientific and Technical	
Key Relationships:	<p>Internal:</p> <ul style="list-style-type: none"> • Associate Director of Allied Health • Executive Director of Allied Health, Scientific & Technical • AHST Clinical Leaders WCDHB & CDHB • AHST Professional Development Facilitator • AHST Team Managers WCDHB & CDHB • Allied Health Scientific and Technical Workforce • Service and Clinical Managers • Quality Team • AHST Administrators 	<p>External:</p> <ul style="list-style-type: none"> • Consumers/Service Users and their families • Occupational Therapy Registration Authority • Occupational Therapy Professional Association • Occupational Therapy Education Providers • Peers across other DHBs & PHOs • Other relevant stakeholders
Role Purpose:	<p>The Clinical Leader of Occupational Therapy is accountable for the provision of clinical leadership to Occupational Therapy staff across the West Coast DHB.</p> <p>The Clinical Leader ensures the delivery of a high quality Occupational Therapy service across the DHB within inter-disciplinary team environments.</p> <p>The Clinical Leader maintains a designated clinical case load as agreed with the Director of Allied Health, Scientific and Technical.</p> <p>The Clinical Leader is responsible for assisting the Director of Allied Health, Scientific and Technical with the development, provision and monitoring of high quality, cost-effective clinical services that are consumer centred, family inclusive and which meet the overall strategic direction of the West Coast DHB.</p>	
Scope and Complexity:	<p>Most challenging duties typically undertaken or most complex problems solved:</p> <ul style="list-style-type: none"> • Ensuring high quality, timely services are delivered to meet current and future demands • Dealing with and solving ethical, professional and performance issues <p>Limitations on Authority: Refer to Director of Allied Health, Scientific & Technical</p> <p>Security breaches and quality standards failures</p> <ul style="list-style-type: none"> • Any actions that may lead to any discontinuity of the service. • Any matters which do not comply with WCDHB policies and procedures 	

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ORGANISATIONAL VISION & VALUES:

Our vision is for an integrated West Coast health system that is clinically sustainable and fiscally viable; a health system that wraps care around a person and helps them to stay well in their community.

All activities of the WCDHB reflect the values of:

- Manaakitanga – caring for others
- Whakapapa – identity
- Integrity
- Respect
- Accountability
- Valuing people
- Fairness
- Whanaungatanga – family and relationships
- Pono - truth

He mihi

E ngā mana

E ngā reo

E ngā iwi o te motu

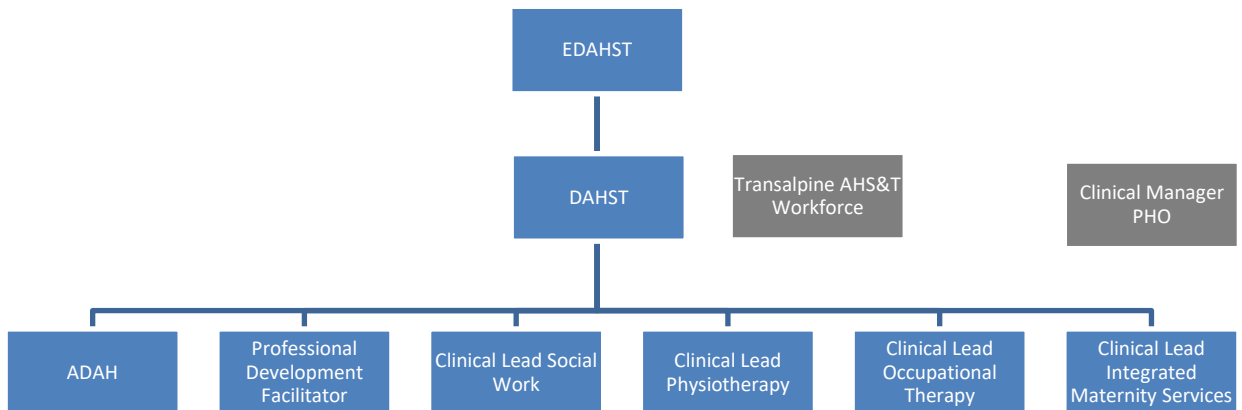
Tēnei te mihi ki a koutou katoa

He whakatauki

Ko tau rourou, ko taku rourou, ka ora ai te iwi

With your contribution and my contribution, we will be better able to serve the people.

PLACE IN THE ORGANISATION:



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KEY ACCOUNTABILITIES:

The 'role title' is responsible for:	The 'role title' will be successful when
<p>1. Leadership & Management</p>	<ul style="list-style-type: none"> • Provides clinical leadership to Occupational Therapy staff. • In partnership with the Director of Allied Health, Scientific & Technical and Occupational Therapy staff establishes the shared vision and operational strategy for Occupational Therapy profession across the West Coast DHB that is aligned with the WCDHB strategy and goals and delivers a consumer centred, family inclusive and service that optimises health outcomes. • Builds and maintains a culture of excellence in professional conduct, personal responsibility and accountability, leading by example. • Ensures effective and professional communication mechanisms are in place for communication with Occupational Therapy staff. • Fosters Occupational Therapy staff participation within team environments which encourage and support team approaches to achieve a high level of productivity, efficiency and clinical effectiveness, allows respect and sensitivity to be demonstrated towards the rights, beliefs and choices of consumers and their families and to other members of the multi-disciplinary teams. • Fosters an environment and culture that supports innovation and creativity in practice, continuous quality improvement, research, teaching, supervision and training and development of staff • Ensures that Occupational Therapy staff meet their clinical and cultural competency requirements, mandatory training requirements and supervision requirements, and that professional credentialing is completed and that staff maintain the requirement to hold a current annual practicing certificate from the relevant regulatory authority. • Demonstrates in practice the principles of the Treaty of Waitangi, partnership, protection and participation and leads culturally responsive clinical practice within Occupational Therapy staff. • Provides accurate advice to the Director of Allied Health, Scientific & Technical on professional, strategic and operational issues relevant to scope of professional responsibilities. • Maintains and develops professional networks with stakeholders e.g. relevant regulatory and professional bodies, tertiary education providers and builds collaborative partnerships with Occupational Therapy professional leaders and staff across WCDHB and NGO partners • Leads and co-ordinates any specified projects/portfolios as delegated by the Director of Allied Health, Scientific & Technical within the Occupational Therapy profession and/or Allied Health across the WCDHB.

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2. Service Planning and Delivery	<ul style="list-style-type: none">• Ensures the provision of high quality inpatient and community clinical Occupational Therapy services, aligned with professional standards, evidence based practice and contemporary models of care across WCDHB.• Ensures constructive professional leadership in organisational change management processes.• Maintains clinical and statistical reporting required by WCDHB and ensures Occupational Therapy staff understand and comply with reporting requirements against agreed measures.• Provides accurate, timely and appropriate advice to Director of Allied Health on service provision and clinical matters e.g. clinical risk and patient safety, changes in clinical practice relevant to clinical responsibilities of Occupational Therapy staff.• Works collaboratively to promote effective use of relevant resources and be fiscally responsible.• Proactively enables training, support and development of the Occupational Therapy staff in partnership with the AHST Professional Development Facilitator to ensure there are appropriate competencies and skill mix across the professional group to deliver service requirements.• Ensures the Director of Allied Health is aware of staff and patient related incidents, staff performance issues and complaints. Assists in undertaking corrective action, as appropriate within WCDHB processes, ensuring the Director of Allied Health is updated regularly.
3. Workforce	<ul style="list-style-type: none">• Works in partnership with the Director of Allied Health and other Clinical Leaders to ensure the appropriate skill mix and numbers of staff to meet current and future service demands are in the various service areas.• Ensures Occupational Therapy staff are informed and are aware of their obligations to comply with relevant current and new and / or revised WCDHB and transalpine policies and procedures• Assists Allied Health Team Managers / Clinical Managers with the recruitment, selection, induction, training and development, performance management, annual performance appraisals of the Occupational Therapy workforce, in a timely manner.• Ensures professional supervision of Occupational Therapy staff is undertaken as required by the profession and WCDHB Supervision Policy
4. Professionalism	<ul style="list-style-type: none">• Conducts self with a high level of professionalism at all times• Professional networks are developed and maintained throughout the West Coast health sector (DHB, PHO, CPH, WC GP's)
5. Professional Development & Research	<ul style="list-style-type: none">• Develops personal professional growth through participation in professional development activities

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6. Communication	<ul style="list-style-type: none">• Communicates information in a health literate manner.• Advocates clearly, prepares and presents an opinion well.• Communicates effectively with members of staff, the public and external organisations.• Contributes to effective organisational communication.• Provides or contributes to accurate and timely reports on service outcomes and activities
7. Customer Service	<ul style="list-style-type: none">• Respects and maintains client confidentiality, rights and dignities at all times.• Selects and uses the appropriate communication medium for information transfer.• Responds in a timely and positive manner when dealing with all patients and their whanau, stakeholders and colleagues, both in person and on the phone.• Models a commitment to customer service and patient advocacy.• Thinks quickly and responds appropriately in unexpected or confrontational situations.• Understanding and commitment to adherence with the Code or Patient Rights and Responsibilities.• Demonstrates responsibility for creating a customer service environment.
8. Honouring Cultural Diversity	<ul style="list-style-type: none">• Demonstrates commitment to Treaty of Waitangi principles when working with tangata whaiora and whānau.• Consistently demonstrates awareness and sensitivity of cultural differences when working with patients and their families/whānau, and when working with clinical and non-clinical colleagues across the WCDHB.• Consistently utilises Tikanga Best Practice guidelines in all aspects of practice• Demonstrates personal commitment to addressing inequity for Māori and Pacific peoples accessing WCDHB services• Works in collaboration with the WCDHB Māori Health Team, local iwi, Māori Mental Health Team, etc. to develop strategies aimed at addressing inequities• Consistently respects the spiritual beliefs and cultural practises of others, including colleagues• Demonstrates care and respect for diversity in the workplace, including care and respect for internationally trained colleagues

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9. Health & Safety	<ul style="list-style-type: none">• Maintaining a high quality, safe and secure work environment by following relevant West Coast DHB and divisional policies, protocols and standards.
10. Quality	<ul style="list-style-type: none">• Assists the Director of Allied Health with the development and maintenance of quality management systems to optimise the quality of patient care.• Support the development of quality initiatives that align with the WCDHB strategic priorities, and support growth and development in the workforce• Contributes to the specification of service quality measures in line with levels of funding, generally accepted standards and consumer and family expectations• Develops and recommends initiatives to address differential access to healthcare services for Māori and high and/or complex needs populations• Ensures that Occupational Therapy staff are supported to participate and contribute to quality improvement activity, clinical audit, research, accreditation within Occupational Therapy if appropriate, peer review within and across multi-disciplinary teams and that learnings are shared and applied.
11. Other duties	<ul style="list-style-type: none">• The Clinical Leader Occupational Therapy will undertake other duties as reasonably requested by the Director of Allied Health Scientific and Technical from time to time

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PERSON SPECIFICATION:

Qualifications & Experience <i>(indicate years of experience required and level of learning)</i>	
Essential <ul style="list-style-type: none">• Registered Allied Health, Scientific or Technical professional with an Annual Practising Certificate• Current full New Zealand Drivers Licence• Demonstrated knowledge of the New Zealand Health Sector• Excellent administrative, organisational, and time management skills• Facilitation skills• Ability to build and sustain relationships• Effective team player• Ability to use initiative and work independently• Ability to contribute to and accommodate change• Excellent written and oral communication• Ability to communicate across all disciplines and occupational groups• Competence in a variety of administration and health record applications• Commitment to Te Tiriti o Waitangi	Desirable <ul style="list-style-type: none">• Broad base of health experience• Coaching and leadership skills• Formal and informal presentation skills and experience• Project management experience and training

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.

The West Coast District Health Board has non-smoking policies which are expected to be adhered to by all staff.