

August 2020

**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:** | **Rural Health Occupational Therapist - Rotational** | |
| **Reports to:** | Allied Health Team Manager (Operationally)  Clinical Lead Occupational Therapy (Professionally) | |
| **Key Relationships:** | Internal:   * Occupational Therapy team, West Coast * Allied Health team, including non-regulated staff, West Coast * Ward and Community multi and interdisciplinary teams * All other relevant primary, secondary and community Health Professionals (NASC – CCCN / Lifelinks; Homebased Support Workers) * All administrative support staff | External:   * Consumers, Family / Whānau, Caregivers, Guardians * Community Health Professionals (GPs, PHO, NGOs) * All relevant outside agencies (e.g. ACC, Plunkett, Arthritis NZ etc.) * ENABLE New Zealand * Aged Residential Care facilities (ARC) * Tertiary Education Providers and students * Community groups |
| **Role Purpose:** | The rural health occupational therapist is responsible for the provision of quality occupational therapy within the Allied Health service ensuring the promotion of good health and independence by assessment, treatment, education and co-ordination of care for a wide range of appropriate consumers.  The position is based in the Central Locality at Te Nikau Hospital and includes a rotation in the Northern locality, travel throughout the West Coast (satellite clinics & community) may be necessary to fulfil the position criteria.  The key deliverables are:   * Provision of assessment, education and treatment using a patient centred model of care for patients (all ages) who are referred to the West Coast DHB occupational therapy service. * Provision of a level of service that supports patients to attain a maximum level of independence in their own environment (home, work, school) considering the medical, physical, social and emotional elements of health care. * Effective liaison with all relevant health professionals and outside agencies as well as participation in multi / inter-disciplinary meetings contributing to comprehensive individual patient care plans including discharge planning. * Provision of education for families, whānau, guardians and carers of these patients as necessary, including the safe and correct use of equipment. * Provision of an equitable occupational therapy service throughout the region. * Participation in supervision, mentoring and education. * Provision of 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 geographic area * Regular workload adjustments to meet service demands. * Wide range of referral types (both adult & children). * Innovative thinking on working within a geographically challenging region. * Effective communication across a diverse population including different social standards, cultures and abilities. | |

**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
* Tika - Fairness
* Korero 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**

Associate Director Allied Health Scientific and Technical

Team Leader Allied Health

Central Locality

Clinical Lead

Occupational Therapy

Rural Health

Occupational Therapist Rotational

**KEY ACCOUNTABILITIES:**

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| **The rotational rural health occupational therapist is responsible for:** | **The ‘role title’ will be successful when:** |
| 1. **Clinical Practice**   Providing a quality, safe and ethical occupational therapy service to referred consumers. | * Occupational therapy professional standards are met as a minimum expectation. * Practice reflects current, evidence based best practice. * Complies with supervision requirements as per Occupational Therapy Board regulations. * Consumers’ rights are maintained and demonstrated in accordance with legislation. * Consumers are taught and motivated to undertake self-management appropriate to their condition. * Ethical reasoning is used to support clinical decisions (with support from the clinical supervisor). * Time is utilised and managed effectively. * Relevant data is accurately collected as required by West Coast DHB (and others as necessary). |
| 1. **Communication**   Ensuring effective communication at all levels. | * Good communication is established with consumers (and relevant others) once referred to service and remain so over the period of occupational therapy intervention. * Effective communication with other Health Professionals and relevant others is maintained at all times. * All clinical documentation (assessments, clinical notes, progress reports, discharge letters) are completed in a timely manner. |
| 1. **Quality (Service Delivery)**   Ensuring a quality service is provided by taking an active role in auditing, monitoring, identifying areas of improvement and participating in quality activities. | * Provides excellent customer service being responsive to consumers’ requests including any complaints. * Is familiar with Safety1st process. * Participation and documentation of quality initiatives is evident. |
| 1. **Health and Safety**   Maintaining a high quality, safe and secure work environment by following relevant West Coast DHB and divisional policies, protocols and standards. | * Work practice is safe for self and others. * Participates in Health and Safety issues. * Is able to identify and follow control plans for any hazards. |
| 1. **Team member**   Contributing to and enhance the success of the area worked in. | * Has built and maintained productive working relationships. * Participates as a member of designated committee(s) / groups. * Contributes to the review and development of Occupational Therapy policies and procedure at an appropriate level. * Additional, relevant other duties are performed in an efficient manner, to the required standard and within the negotiated time frame. |
| 1. **Personal & Professional Development**   Assuming responsibility for personal & professional continual education & development. | * Knowledge and skill base is maintained and extended. * Attends supervision as required by the Occupational Therapy Board. * Has identified own learning needs. * Has completed annual peer review. * Has completed annual performance review. * Participates in activities that will enhance personal and professional development / growth. |
| 1. **Resources**   Ensuring the safe, effective & appropriate use of available resources. | * Is familiar with relevant resources. * Has contributed knowledge to service resources / equipment to enhance consumer treatment interventions. * Provides appropriate education to both consumers and staff on safe, appropriate use of these resources. |

**PERSON SPECIFICATION:**

An appropriate level of both physical & mental fitness is required to provide this role plus an ability to undertake some safe physically demanding tasks.

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| **Qualifications & Experience** | |
| **Essential**   * NZ registration and current APC. * Eligibility / work visa to work in NZ. * Excellent communication – listening, verbal and written. * Proven ability to work autonomously as well as being a good team player. * Proven commitment to CPD – self and service. * Excellent organisational and time management skills. * Current full drivers licence. * Proven ability to maintain confidentiality and discretion. | **Desirable**  Enable Accredited Assessor:   * Household management * Personal cares * Housing modifications (basic)   Knowledge of all relevant legislation and standards including:   * Code of Health & Disability * Physiotherapy New Zealand Standards of Practice * Physiotherapy New Zealand Code of Ethics * ENABLE New Zealand * ACC procedures & legislation |

Occupational Therapy Scope of Practice is as defined by the Occupational Therapy Board Board of New Zealand.

Current scope is confirmed by the original Annual Practising Certificate (APC) being sighted at commencement of role

and annually thereafter with a copy being held in the People & Capability file.

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.

Signed on behalf of West Coast DHB I accept the terms & conditions as outlined in this

position description

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