

## Job Description

### Occupational Therapist

### Dargaville Hospital

<b>Position Title:</b>	Occupational Therapist
<b>Organisation Unit:</b>	Dargaville Hospital
<b>Location:</b>	Dargaville Hospital Te Whatu Ora Te Tai Tokerau
<b>Responsible to:</b>	Operations Manager , Dargaville Hospital, Te Whatu Ora Te Tai Tokerau
<b>Primary Functions of the Position:</b>	To provide Community, Adult Rehab and mental health/recovery Occupational Therapy service to inpatients and outpatients which best meets their needs, promoting independence, safety, self-determination, individual and family wellbeing.

### Functional Relationships

The Occupational Therapist will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> <li>Acute Ward Staff</li> <li>Detoxification service staff</li> <li>Allied Health Professionals e.g. Physiotherapists, Social Workers</li> <li>Other Health Service Teams e.g. Assessment and Rehabilitation Teams, Medical Outreach, Wheelchair Services</li> <li>Multi-disciplinary team</li> <li>Occupational Therapy Professional Advisor</li> </ul>	<ul style="list-style-type: none"> <li>Client / Carer / Whanau / significant others</li> <li>Suppliers and funders of equipment for independence and daily living</li> <li>Community Agencies e.g. M.S. Society, Arthritis Foundation, Age Concern, Home Support, Hospice, community MH/AOD services</li> <li>GPs</li> <li>NGOs</li> </ul>

## Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

Values	Supporting Statement
<b>Tāngata i te tuatahi</b> People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
<b>Whakaute (tuku mana)</b> Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
<b>Manaaki</b> Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
<b>Whakawhitiwhiti Kōrero</b> Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
<b>Te Hiranga</b> Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Occupational Therapist encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Provides Occupational Therapy services to clients that enables occupational performance and promotes health/well-being
- Provides advocacy for the client, community health and occupational therapy services.
- Promotes a high standard of professional occupational therapy practise.
- Contributes to the effective functioning of the Occupational Therapy Service
- Takes responsibility for own performance and professional development
- Health and Safety
- Privacy & Confidentiality

<b>Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>• Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within District Health Board management processes and procedures</li> <li>• Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner</li> <li>• Attend the Te Whatu Ora Te Tai Tokerau Te Tiriti o Waitangi Training</li> </ul>
<p><b><i>Provides Occupational Therapy services to clients that enables occupational performance and promotes health/well-being</i></b></p>	<ul style="list-style-type: none"> <li>• Provides occupational therapy input to inpatient and referred individuals with actual or potential occupational function needs.</li> <li>• Practice - takes into consideration the individual environment, <ul style="list-style-type: none"> <li>- occupations, cognitive / physical / social / emotional / mental health</li> <li>- functioning and spirituality</li> <li>- is culturally appropriate</li> <li>- reflects active partnership with the client to achieve goals and</li> <li>- provide timely, acceptable service</li> <li>- follows occupational therapy process</li> </ul> </li> <li>• Clinical notes reflect functional assessment findings, client involvement, goals, plan(s), action taken, outcomes and meet documentation standards.</li> <li>• Client / Whanau / Carer is provided with adequate, appropriate information to make informed decisions and understand the criteria related to provision /non-provision of equipment and funding.</li> <li>• Maintains current knowledge of and refers to / works with other services / agencies to address health needs of clients.</li> <li>• Undertakes duties necessary to continue provision of community services in the absence of other occupational therapy staff.</li> <li>• Maintains current knowledge of equipment resources and their appropriate application.</li> <li>• Facilitate safe discharge</li> </ul>
<p><b><i>Provides advocacy for the client, community health and occupational therapy services.</i></b></p>	<ul style="list-style-type: none"> <li>• Attends and contributes to clinical and professional meetings as necessary to ensure the needs and views of client / whanau are known / presented and effective delivery of community and occupational therapy services is achieved.</li> <li>• Liaises with other health professionals / services and community agencies as needed to enable clients needs / goals to be addressed with clients knowledge and permission.</li> </ul>

<p><b><i>Promotes a high standard of professional occupational therapy practise.</i></b></p>	<ul style="list-style-type: none"> <li>• Maintains own practise in accordance with professional ethics and standards, current practise and legislative requirements.</li> <li>• Prioritises and manages time effectively achieving balance of clinical, administrative, service and professional elements.</li> <li>• Promotes and maintains occupational therapy's professional image. Works with other occupational therapists to develop/maintain/review professional guidelines, standards, policies and protocols, participating in relevant occupational therapy forums.</li> <li>• Provides supervised fieldwork opportunities for occupational therapy students as agreed in conjunction with Professional Advisor and Operations Manager.</li> </ul>
<p><b><i>Contributes to the effective functioning of the Occupational Therapy Service</i></b></p>	<ul style="list-style-type: none"> <li>• Fosters effective interpersonal relationships and promotes team spirit within the Occupational Therapy service.</li> <li>• Applies Quality Initiatives and Health and Safety principles, policies and protocols in all aspects of employment, meeting documentation and occupational safety requirements.</li> </ul>
<p><b><i>Takes responsibility for own performance and professional development</i></b></p>	<ul style="list-style-type: none"> <li>• Seeks out knowledge and skill development opportunities to achieve best practise relevant to current employment.</li> <li>• Undertakes regular reflection on own practise through professional supervision, peer discussion/feedback and performance appraisal.</li> <li>• Sets realistic, measurable goals for own performance and assumes responsibility for acquiring knowledge and experience to meet goals/standards.</li> </ul>
<p><b><i>Health &amp; Safety</i></b></p>	<ul style="list-style-type: none"> <li>• Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management</li> <li>• Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> <li>• Practicing and observing safe work methods;</li> <li>• The use of safety equipment;</li> <li>• Reporting unsafe conditions or equipment; and</li> <li>• Reporting and documenting all accidents or incidents</li> </ul> </li> </ul>
<p><b><i>Privacy and Confidentiality</i></b></p>	<ul style="list-style-type: none"> <li>• Undertake all duties and responsibilities in accordance with the Privacy Act 1993, Health Information Privacy Code 1994, and Te Whatu Ora Te Tai Tokerau Privacy Policies and Procedures</li> <li>• Complete mandatory induction training on Privacy responsibilities</li> </ul>

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Privacy and Confidentiality	<ul style="list-style-type: none"> <li>Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau</li> <li>Complete mandatory induction training on Privacy responsibilities</li> </ul>

### Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

### Person Specification

#### Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>NZ Registered Occupational Therapist</li> <li>Current Practising Certificate</li> <li>Driver's License</li> <li>Equipment Assessors Accreditation - Personal Care, Household Management, Seating 1</li> </ul>	<ul style="list-style-type: none"> <li>Seating 2</li> <li>Member of NZAOT</li> <li>MH/AOD education/knowledge</li> </ul>

#### Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>Has worked in multi-disciplinary team.</li> <li>Assessment and prescription of adaptive equipment, environmental and lifestyle modification.</li> <li>Sound working knowledge of community support services, daily living equipment and funding systems.</li> <li>Good working knowledge of emotional and social issues as they relate to individuals, their families and the wider community.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in rural setting</li> <li>2 years post grad experience</li> <li>MH/AOD working experience</li> </ul>

## Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none"><li>• Te Tiriti o Waitangi and its application to the health setting</li><li>• Privacy Act (2020) and Health Information Privacy Code (2020)</li><li>• Health and Safety at Work Act 2015</li></ul>	<ul style="list-style-type: none"><li>• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)</li><li>• New Zealand Council of Healthcare Standards</li></ul>

## Skills & Personal Attributes

Skills
<ul style="list-style-type: none"><li>• Able to work autonomously and harmoniously with other health professionals.</li><li>• Clear, concise recording and reporting which reflects the occupational therapy process.</li><li>• Sound knowledge of occupational therapy theory and principles of practise, able to assess clients' needs and take appropriate action.</li><li>• Demonstrated awareness of cultural, social and ability differences and their implications for practise.</li><li>• Demonstrated client-centred practise.</li><li>• Commitment to maintaining up to date relevant clinical and technical knowledge.</li><li>• Able to clearly identify the specific occupational therapist role within the team/service.</li><li>• Knows own limitations and takes appropriate action when limits are reached.</li></ul>

Personal Attributes
<ul style="list-style-type: none"><li>• Proven ability to communicate with and relate to a wide range of people and age groups</li><li>• Proven time management/priority setting skills, and problem solving ability.</li><li>• Physically able to meet requirements of the job, which includes lifting equipment, client transfers and assisted lifting.</li></ul>

### Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: \_\_\_\_\_

Signature of  
employee: \_\_\_\_\_

Date: \_\_\_\_\_