

Job Description

Occupational Therapist

Occupational & Speech Language Therapy Department

Position Title:	Occupational Therapist
Organisation Unit:	Occupational Therapy, Directorate of Medical and Elder services
Location:	Whangarei Hospital, Te Whatu Ora Te Tai Tokerau
Responsible to:	Team Leader, Occupational and Speech Language Therapy, Te Whatu Ora Te Tai Tokerau
Primary Functions of the Position:	To provide a quality Occupational Therapy service to designated inpatients or outpatients attending Whangarei Hospital

Functional Relationships

The Occupational Therapist will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> • Client / carer / Whanau / Significant others • Occupational Therapy staff, Whangarei and regions • Ward staff • Occupational Therapy Professional Advisor • Other health care teams e.g., CARS, Equipment services, Wheelchair services etc. 	<ul style="list-style-type: none"> • Suppliers and funders of equipment • Community agencies, e.g., MS society, Arthritis foundation, Age concern • ACC case managers and ACC providers

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
Tāngata i te tuatahi 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
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki 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
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
Te Hiranga 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
- Clinical Practice
- Professional Practice
- Contribution to Clinical and Occupational Therapy Teams
- Professional development
- Health and Safety
- Privacy & Confidentiality

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

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • 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 Te Whatu Ora management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend Te Whatu Ora Te Tiriti o Waitangi Training
Clinical Practice	<ul style="list-style-type: none"> • Practice follows Te Whatu Ora Occupational Therapy clinical guidelines, standards and priorities • Practice takes into consideration the individuals physical, environmental, Occupational, cognitive, emotional, family and cultural needs • Practice follows Occupational Therapy process • Practice reflects active partnership with clients / Whanau • Clinical notes reflect therapeutic process and meets documentation standards • Patient / whanau / carer is provided with adequate, appropriate information to make informed decisions, understand Occupational Therapy input and criteria related to provision/ non provision of service. • Maintain effective communication with patients, families and team members • Assists with other therapist's caseloads as necessary to continue provision of occupational therapy services during staff absences or vacancies • Maintain current knowledge of best practice including appropriate use of equipment and treatment resources
Professional practice	<ul style="list-style-type: none"> • Adhere to professional ethics and standards and legislative requirements • Adhere to Te Whatu Ora department and ward policies, protocols and values • Prioritise and manage time effectively, achieving balance of clinical, administrative, service and professional elements • Collect and submit accurate data as required • Work with other occupational therapists to develop, maintain and review professional guidelines, standards, policies and resources • Provide supervised fieldwork opportunities for Occupational Therapy students as agreed with the department manager and Occupational Therapy Professional advisor • Maintain professional registration and Annual Practicing Certificate

Key Responsibility Area	Expected Outcomes
Contribute to Clinical and Occupational Therapy Teams	<ul style="list-style-type: none"> • Foster effective workplace interpersonal relationships within the department, wards and community teams. • Communicate effectively with manager and colleagues • Undertake administrative and other tasks as required to facilitate the smooth running of the department • Participate in designated projects to improve service delivery and the patient experience • Provide coaching and advice to other therapists in area of own clinical expertise.
Professional development	<ul style="list-style-type: none"> • Take responsibility for knowledge and skill development to achieve best practice relevant to current employment • Attend training opportunities as agreed with Manager and share learning with colleagues • Complete Te Whatu Ora required training and compliance activities • Undertake regular reflection on own practice through supervision, peer review, discussion, performance appraisals and audits • Participate in peer review and required audits.
Health & Safety	<ul style="list-style-type: none"> • Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management • Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> • Practicing and observing safe work methods; • The use of safety equipment; • Reporting unsafe conditions or equipment; and • Reporting and documenting all accidents or incidents
Privacy and Confidentiality	<ul style="list-style-type: none"> • 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 • Complete mandatory induction training on Privacy responsibilities

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">NZ registered Occupational TherapistCurrent practicing certificateCurrent Drivers Licence	<ul style="list-style-type: none">Membership of OTNZ- WNAEnable accredited assessor

Experience

Essential	Desirable
	<ul style="list-style-type: none">Experience in an acute ward or physical health settingAssessment and prescription of adaptive equipment, environmental and lifestyle modifications

Awareness and Understanding of

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

Skills & Personal Attributes

Skills
<ul style="list-style-type: none">• Ability to empathise and communicate with patients and their families.• Ability to work autonomously and in a team, managing own workload within time frames• Sound knowledge of Occupational Therapy theory and principles of practice• Ability to establish and maintain effective working relationships• Physically able to meet the requirements of the job, which includes lifting and manual handling e.g., equipment patient transfers etc.

Personal Attributes
<ul style="list-style-type: none">• Flexible and willing to assist colleagues• Positive attitude to Health care• Commitment to professional development

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: Occupational Therapist

Signature of employee: _____

Date: _____