

**Clutha Health First
Position Description**

Position Title: Occupational Therapist

Location: Clutha Community Health Company Limited *trading as* Clutha Health First.

Responsible to: Team Leader Allied Health

Prepared/Reviewed: March 2014

Organisational Relationship



Position Holder's Name : _____

Position Holder's Signature : _____

Team Leader's Name : _____

Team Leader's Signature : _____

Date : _____

Treaty of Waitangi

Clutha Health First recognises the special relationship between Maori and the Crown and has an understanding of the articles/principles of the Treaty of Waitangi. As an employee you will be required to develop an understanding of the cultural concepts, values and tikanga that might affect the well being of Maori patients.

Health and Safety

Clutha Health First is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organisation. As an employee Clutha Health First, the health and safety of clients, patients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in the health and safety programs. It is expected that you will report all accidents or potential hazards to your manager.

To participate in and comply with the requirements of the Health & Safety in Employment Act 1992 plus amendments and associated CHF procedures.

- Work practices ensure safety for self and others
- Advice or assistance is sought before commencing an unfamiliar work practice
- Hazards are identified, control plans documented, hazards eliminated, minimised or isolated.
- Comply with Clutha Health First incident reporting and Health & Safety policy
- Emergency management procedures and compulsory/compliance education and training completed.

Quality and Risk

Clutha Health First is committed to continuous quality improvement. Our focus is to improve our practice and the quality of care received by patients. Our goal is to embed continuous improvement in our daily activities, by focusing on improving systems and processes, enhancing our communication with other health providers and increasing consumer involvement.

Purpose of the Position

Provision of holistic and culturally safe Occupational Therapy service in either and, or: day patient, inpatient, outpatient, domiciliary patient and Assessment Treatment and Rehabilitation services, within professionally recognised clinical care objectives and standards; and Clutha Community Health Company Limited philosophy and priorities.

Note: This job description has been prepared to assist in appointment. All Clutha Health First job descriptions are subject to review from time to time and therefore may be revised after consultation with the employee to suit changing service requirements.

Nature of Scope and Responsibilities	
Accountabilities and Performance Measures	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> • To deliver effective Occupational Therapy services to all referred Patients; including fulfilling the contract requirements to neighbouring primary care organisations 	<ul style="list-style-type: none"> • Promote a team approach to the Occupational therapy department, hospital and community health care by effective ongoing communication and liaison with other personnel e.g. clerical, members of the interdisciplinary team; other occupational therapy staff, patients families; members of community organisations, ACC, Enable as necessary. • Accepting personal responsibility and accountability for professional practice. • Screening, evaluations, responsibility, accountability and delivery of a quality occupational therapy service are carried out in accordance with NZ Association of Occupational Therapist: OT process standards 2003. • Achieve agreed minimum treatment sessions per week. • Attend and contribute to all clinical meetings as appropriate to patient caseload ensuring effective liaison with team leaders. • Uphold patient dignity, self respect, confidentiality and individuality acting as a patient advocate in clinical management. • Activity participate in quality assurance activities. • Be familiar with legislation and funding systems available to persons with disability. • Be aware of community support systems, including voluntary, church, social and statutory agencies. • Be aware of appropriate legislation and work within the guidelines laid down i.e. Mental Health Act, Health and Safety in Employment legislation etc. • Contribute to the development of policy and service of Occupational Therapy. • Demonstration and utilisation of knowledge and providing the following concepts in Occupational Therapy care: Implementing care plans which include measures to increase the knowledge of the patient and caregiver about the patient's disability. Comprehensive, timely, documentation, in accordance with Occupational Therapy procedures e.g. patient medical records, reports, treatments, figures to adaptive equipment.
<ul style="list-style-type: none"> • Provide an Enable and ACC accredited equipment assessor service. 	<ul style="list-style-type: none"> • Be a specialised accredited assessor with Enable, for the provision of long term specialised equipment and /or housing modifications and/or wheelchair and seating. Working in accordance with guidelines established with CCHCL.

Accountabilities and Performance Measures	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> • Provide an Enable and ACC accredited equipment assessor service. - continued 	<ul style="list-style-type: none"> • Be an accredited assessor with ACC or working towards accreditation for conducting ACC standard generic assessments under the Social Rehabilitation contract. • Liaise with enable subcontractors in tracking and retrieval of short-term loan equipment. • Liaise with Enable for supply of short and long-term equipment.
<ul style="list-style-type: none"> • Identify and take responsibility for own learning. 	<ul style="list-style-type: none"> • Regularly peruse current Occupational Therapy journals and other appropriate sources of up to date practice material keeping abreast of current trends. • Maintains an awareness of current ACC and Enable policies and procedures that impact on OT service provision.
<ul style="list-style-type: none"> • Attendance at in-service education, courses, conferences and other (including compulsory). 	<ul style="list-style-type: none"> • As indicated by Senior OT, Team Leader and/or Manager or at performance appraisal.
<ul style="list-style-type: none"> • Occupational Therapy practice involves communication and collaboration with the client and other health professionals 	<ul style="list-style-type: none"> • Effective liaison between nursing, medical and other health professionals for the ultimate care of the patient. • Effective participation in decision making about healthcare planning , practices and evaluation with colleagues. • Occupational therapy perspective is promoted within the professional activities of the health-care team.
<ul style="list-style-type: none"> • Clinical record documentation requirements are completed; standards are met and comply with legislation. 	<ul style="list-style-type: none"> • Use standard forms in the documentation of assessment and intervention in patient's clinical records • All generated documentation to be entered into patient's notes on the day of intervention if possible, otherwise prior to the patient's discharge. • Records and reports are completed as required.
<ul style="list-style-type: none"> • The staff member will perform such other duties as reasonably required by the manger in accordance with the conditions of the position. 	<ul style="list-style-type: none"> • That all other additional duties are performed in an efficient manner, at the required time and within a negotiated timeframe.
<ul style="list-style-type: none"> • Maintain high standards of performance 	<ul style="list-style-type: none"> • Meet the performance expectations as identified in the Staff Performance appraisal and Clinical Performance Review process. • Undertake annual CPR, OOS, Fire Training and any other service requirement training as per Clutha Health First CQI plan and procedures. • Perform all duties in a responsible manner; with due care for the health and safety of self and other employees, patients and the general public, within the limit of his/her knowledge base.

Accountabilities and Performance Measures	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> • Ensure the provision of a safe and clean environment for patient, staff and visitors 	<ul style="list-style-type: none"> • Ensure maintenance and responsible use of consumables and equipment. • Ensure appropriate reporting of incidents, equipment faults and problems to the Manager. • Practice is safe and meets legal requirements. • Practice protects and enhances individual rights. • All records are maintained to meet policy and procedure requirements. • Maintain knowledge of fire and Civil Defence procedures
<ul style="list-style-type: none"> • Maintain good communication and interpersonal relationships within Clutha Health First 	<ul style="list-style-type: none"> • Act in a professional manner in relationships with all staff to enhance interdisciplinary harmony within the hospital.
<ul style="list-style-type: none"> • Adopt a philosophy which encourages flexibility, cooperation, collaboration and co-ordination of service delivery in an integrated patient orientated system 	<ul style="list-style-type: none"> • Ensure all policies, procedures and standards of practice of CCHCL, relevant Acts, Regulations, Employment contracts and statutory obligations are adhered to, in the interest of client safety, good employer requirements of the Health & Disability Services Act and within the principles of Equal Employment Opportunity, the Treaty of Waitangi and recognition of Tangata Whenua. • Actively participate in quality assurance activities. • Be flexible and prepared to work outside traditional boundaries to develop flexibility and achieve efficiency.
<ul style="list-style-type: none"> • Assumes responsibility for personal professional/work education and development 	<ul style="list-style-type: none"> • Maintains and/or extends knowledge and skill base required for effective performance. • Negotiates with management to attend appropriate education and training. • Participates in own clinical performance development review and performance appraisal annually.

Person Specification

Work Experience

- Have New Zealand registration as an Occupational Therapist and hold a current annual practicing certificate.
- Minimum of one year Occupational Therapy clinical experience.
- Be an accredited assessor for household alterations for Enable and ACC.
- Enable accredited assessor in household management, wheelchairs, persona care (excluding pain management), seating and positional Level 1.
- General knowledge of information technology.

Skills/Knowledge

- Have an understanding of current issues in Occupational Therapy practice.
- High standards of quality professional practice.
- Have a knowledge of the relevant legislation including but not limited to:
 - Health Practitioners Competency Assurance Act 2003
 - Health & Safety in Employment Act 1992
 - Accident Rehabilitation Compensation Insurance Act 1992
 - Privacy Act 1993
 - Health & Disability Commissioner Act 1994
 - Social Security Act 1964
- Commitment to informed choice principles.
- Conflict management skills.
- Able to work within Clutha Health First's aims, objectives and values.
- Able to maintain confidentiality and use discretion.
- Able to demonstrate a high level of ability to communicate with other health professionals, clients and family members/whanau.
- Able to maintain accurate and up-to-date records, in accordance with the Clutha Health First documentation standards.
- Ability to plan own workload so that priority tasks are carried out on time with a minimum of supervision.
- A commitment towards ongoing self development.
- Ability to work as an effective member of a team.
- Flexible attitude to work outside boundaries of the position when requested.
- Alert, reliable, thorough, mature, have integrity and initiative.
- Have an appropriate presentation and standard of personal care and grooming.
- Able to maintain a current New Zealand driver's licence.

Physical Task Requirements

The following denote the key physical requirements for the job:

- Standing
- Sitting
- Walking
- Light lifting/carrying
- Driving
- Bending
- Squatting
- Use of minor office equipment – photocopiers, printers, faxes.
- Use of specialised equipment including assessment tools.
- Mental activities are likely to require practical, educational, observational, report-writing, analytical, problem-solving, organisational and communication skills.
- Requires a light to medium physical demand, with a good level of fitness and health.
- Position enables a reasonable opportunity for flexibility of movement.

Relationships

Internal Relationships: Inter-disciplinary members of the health service team including independent contractors in other sectors.

External Relationships: Patients and their families/whanau/representatives
Primary Health Care professionals
Enable Subcontractor
Disability Service Providers
Voluntary Organisations
Accident Rehabilitation and Compensation Insurance Corporation
Enable Funding NZ
Access Ability Ltd

Performance Measures

- Set realistic measurable goals for own performance and assume responsibility for acquiring knowledge/experience to meet those goals.
- Plans for growth and undertakes change based on regular self-evaluation and the Staff Appraisal process.
- Participates in an annual Staff Appraisal with the Senior Occupational Therapist, Community Team Leader and Manager.