



*“Mehemea ka moemoeā ahau
Ko au anake
Mehemea ka moemoeā e tātou, Ka taea e tātou”*

Waikato District Health Board

Position Description

*“If I am to dream
I dream alone
If we all dream together
Then we will achieve.”
Te Puea Herangi*

Job Title:	Occupational Therapist
Reports to:	Manager – Occupational Therapy
Professional links to:	Nil
Delegation:	9
Responsible for: (Total number of staff)	Nil
Budget:	Nil
Job Purpose:	To provide efficient, effective high quality occupational therapy within an inter-professional framework.
Direct Reports:	Nil
Date:	01-05-2017

Vision






Healthy People. Excellent care

Mission

Enable us all to manage our health and wellbeing.
Provide excellent care through smarter, innovative delivery

Values

“People at Heart” – Te iwi Ngakaunui

-  Give and earn respect - Whakamana
-  Listen to me; talk to me – Whakarongo
-  Fair play – Mauri Pai
-  Growing the good – Whakapakari
-  Stronger together – Kotahitanga

Code of Conduct

The Waikato DHBs [code of conduct](#) incorporates the State Services standards of integrity and conduct and sets expectations relating to behaviour in the workplace.

INDIVIDUAL ACCOUNTABILITIES

Authorised to deliver the accountabilities required of the Occupational Therapist including meeting the key performance indicators (KPIs) established annually with the line manager. Responsible and accountable for

- providing consistent, good quality occupational therapy. Meets professional and service requirements
- providing efficient, effective occupational therapy interventions within an inter-professional framework, in community and/or hospital settings
- completing the annual Continuing Competence and Recertification Framework (OTBNZ) and annual practicing certificate process
- maintaining standards of professional practice, theory and process standards (OTBNZ)
- using the theory of occupation to improve, maintain and restore health and wellbeing to participate in meaningful activities of everyday life
- carrying out the practice step descriptor relevant to the position's salary step (Waikato DHB Occupational Therapy Career Framework/Career path)
- working to service plans, policies, procedures, guidelines to meet service user/tāngata whai ora, specialty, service need and contractual arrangements
- working in partnership relationships, in the organisations clinical governance framework
- advising management on issues and trends relating to occupational therapy best practice and the impact of risk to the organisation
- working to improve the quality of systems, processes and practices to enhance the effectiveness and efficiency of service delivery and smooth transition for service users/tāngata whai ora through the continuum of care
- engaging in supervision (guided reflective practice and relevant 'on the job' supervision)
- actively contribute to quality improvement
- work in partnership with family, whānau, occupational therapy and multidisciplinary team colleagues, agencies and other key shareholders to ensure best outcomes for service user/tāngata whai ora, within available resources.

TEAM RESPONSIBILITIES

Quality and Patient Safety collective responsibilities

- Be responsible for treating service users/tāngata whai ora with respect, dignity and compassion.
- Be responsible to the line manager for the provision of quality services; quality improvement is part of this and a fundamental duty of all staff, whatever their grade, role, service or base.
- Comply with DHB policies and procedures to ensure delivery of good quality care reporting risks to quality and safety to their line manager.
- Identify areas for improvement in their day to day work and to act upon these when appropriate and/or bring these to the attention of their line manager, in order that appropriate action may be taken.
- Participate in ongoing quality improvement activities throughout the year within their team, service, site or department.
- Raise concerns with their line manager, if there are quality or service user/tāngata whai ora service safety issues in their area.

ORGANISATIONAL RESPONSIBILITIES

- Aligns with the Waikato DHB strategy.
- Being accountable for own work and provide a high quality service, and contributes to quality improvement and risk minimisation activities.
- Read and understand the organisations policies and procedures that have an impact on the role and maintaining understanding is based on the most current version. This includes but is not limited to Corporate Records Management policy, privacy, and information security policies.
- Follows established Health and Safety and other policies and procedures to ensure the safety of oneself and others.
- Using the principles of partnership and participation work with Māori people to provide culturally responsive and appropriate care. Contribute to a culture of innovation that supports ways to see 'radical improvement' in Māori health outcomes by eliminating health inequities for Māori people.
- Work in partnership and contribute to a culture of innovation to actively seek ways to eliminate health inequities for people in rural communities, and remove barriers for people experiencing disability.
- Knows department emergency response plan and participates in response as applicable to the role.

PROFESSIONAL ACCOUNTABILITIES

Responsible and accountable for meeting the 5 core competencies (OTBNZ)

Applying Occupational Therapy Knowledge, Skills and Values

You apply what you know. You engage with people and communities to enable occupations based on rights, needs, preferences and capabilities. You work within the context of each client's environment to optimise their participation and well-being. (*competency 1: implementation of occupational therapy*).

Practising appropriate for Bi-Cultural Aotearoa New Zealand

You treat people of all cultures appropriately. You acknowledge and respond to the history, cultures, and social structures influencing health and occupation in Aotearoa New Zealand. You take into account Te Tiriti o Waitangi (The Treaty of Waitangi) and work towards equal outcomes for all your clients. (*competency 2; safe, ethical, legal practice*).

Building Partnerships and Collaborating

You collaborate. You work well with other individuals, groups, communities and organisations. You use your own and others' resources, environment and skills to benefit your clients. (*competency 3; culturally safe practice*).

Practising in a safe, legal, ethical and culturally competent way

You act with integrity. You include safety, legal, ethical, and cultural requirements and expectations in your professional practice, and apply them to your work. (*competency 4; communication*).

Engaging with and being responsible for your profession

You engage with your profession. You ensure your practice is professional, current, responsive, collaborative, and evidence-based. (*competency 5; management of self and people*).

Responsible and accountable for meeting scopes of practice

- adhering to the national scope of practice (OTBNZ)
- adhering to the local scope of practice; ie the relevant practice level descriptor for the position's salary step (Waikato DHB Occupational Therapy Career Framework/Career path; new graduate → new graduate-junior → junior → junior-senior → senior → experienced senior → advanced practitioner).

Responsible and accountable for

- using philosophical and therapeutic approaches relevant to the service/specialty
- completing the annual performance, development (and credentialing) review
- adhering to any conditions on scope of practice

QUALIFICATIONS AND EXPERIENCE

Qualifications

- Is registered with the Occupational Therapy Board of New Zealand; and has a current annual practicing certificate.
- Acts with integrity; is honest, trustworthy and reliable.
- Has attained and meets criteria to attain the practice level descriptor (Waikato DHB Occupational Therapy Career Framework/career path) relevant to the position's salary step. See attached.

Desirable

- Post graduate studies preferably an advanced certificate, diploma or masters in occupational therapy or related field.
- Ability to work both autonomously and in teams.
- Experience relevant to the position, service, specialty and/or site.
- Experience working in both hospital and community settings.
- Experience in supervision.

Other requirements

- Full class 1 New Zealand driver license

HEALTH LEADERSHIP CAPABILITIES AND COMPETENCIES – STAFF, NO DELEGATION.

Maximising contribution (national leadership framework be a values leader)

- Models and adheres to the DHBs values, vision, and code of conduct (22) DHB Values
- Provides safe and quality service delivery for patients/clients/customers (15)
- Completes work within required timeframes (62)

Developing self and others (national leadership framework engage others).

- Seeks opportunities to continuously improve, and works to learn and grow (54)

Building relationships (national leadership framework develop coalitions)

- Maintains effective relationships patients/ clients/ consumers/customers, and with peers and the employer, and encourages collaboration and effective group interactions (42)

Achieving results (national leadership framework leading care)

- Is open to learning new things and picks up technical skills in a reasonable timeframe (61)
- Is action oriented and undertakes duties with professionalism and enthusiasm (1)

Leading change (national leadership framework mobilise system improvements)

- Looks for opportunities to improve processes and uses logic and analysis to review information in order to make sound decisions (14)

*The numbers in brackets are only applicable to current staff who have a career and development plan.

SCOPE OF POSITION

Relationships

Internal

- Service users/tāngata whai ora, families/whānau, care givers.
- Managers eg occupational therapy managers.
- Teams eg multidisciplinary/inter-professional teams, occupational therapy teams.
- Quality and Patient Safety, Human Resources, Health and Safety.
- Other Waikato DHB personnel.
- Disability Support Link.

External

- Service users/tāngata whai ora, families/whānau, care givers.
- Community agencies, funding agencies and suppliers of rehabilitative equipment.
- Vendors and suppliers.
- General practitioners and multidisciplinary health professionals.
- Tertiary and other education providers.
- Others as relevant eg justice system, education system.

WORK ENVIRONMENT AND WORK FUNCTION/ACTIVITY

Work environment

- Works indoors in hospitals, private clinics and nursing homes, patients' homes and workplaces, schools, prisons, long-term care institutes, and rehabilitation centres. Employees may also work at marae and in community mental health teams.
- Employees may work outdoors when undertaking assessments of workplaces, homes and/or schools.

Work function/activity

- Sedentary to light physical demand.
- Sits during assessments and consultations, when writing reports and designing programmes to facilitate rehabilitation.
- Stands and walks frequently when assessing a person's ability to function within their normal environments.
- Lifting, stretching and reaching is unlikely to be a significant aspect of this job.
- Repetitive hand and finger movements are likely to be required when using computers, writing and other office equipment.
- Frequently uses general office equipment including computers, copiers, writing instruments, printers and faxes and assessment and rehabilitation equipment.
- Mental activities necessary include a high level of cognitive functioning with medical knowledge, diagnostic, communication, interpersonal, organisational, problem solving and decision-making capabilities.

Source: www.acc.co.nz

DECLARATION

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me.
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

Position holder's name:

Position holder's signature:

Manager's name:

Manager's signature:

Date of signing:

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