

	POSITION TITLE	Occupational Therapist (New Entry) Kaiwhakaora Ngangahau		
	DIRECTORATE	Older Persons, NASC HB and Allied Health	DEPARTMENT	Te Whata Moanarua Allied Health Therapies
	REPORTING TO (operationally)	Allied Health Therapy Team Leader	REPORTING TO (professionally)	Occupational Therapy Professional Lead
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the Older Persons, NASC and Allied Health Therapy Services in the Hawke's Bay District Health Board (HBDHB).			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> • An occupational therapist provides safe and clinically effective assessment and intervention to patients/clients/tangata whaiora and their whanau. • Focus on developing clinical capability seeking support from more experienced practitioners. • To ensure safety and quality of care for patients/clients/tangata whaiora and their whanau. • Delivery of organisational KPI's including relevant MOH target, financial budgets and service plans. • To recognise and contribute to the delivery of the Hawkes Bay Health sector vision, values and behaviours. 			
KEY DELIVERABLES	<p>Clinical Practice- Te Mahi Haumanu</p> <ul style="list-style-type: none"> • Takes professional and organisational responsibility for managing a caseload of clients/patients/tangata whaiora and their whānau demonstrating understanding of when to seek support from a more experienced therapist. • Carries out comprehensive assessment with clients/patients/tangata whaiora and their whānau (when appropriate). This may include use of standardised, non-standardised assessments and clinical observations to assist in assessment and intervention planning. • Formulates and delivers individualised occupational therapy interventions using appropriate clinical assessments, clinical reasoning skills and knowledge of treatment approaches. This is in partnership with clients/patients/tangata whaiora and their whānau and with clinical advice of the wider inter-professional team. • Utilises relationship centred practice and demonstrates effective communication to establish a therapeutic relationship with the clients/patients/tangata whaiora, their whānau and the inter-professional team, including the wider health team and external agencies. • Assesses the patients' understanding of assessment, interventions and goals and gain informed consent for intervention, taking into account those who lack capacity (e.g. those with cognitive difficulties). • Regularly reassesses and evaluates the clients/patients/tangata whaiora progress against agreed goals and adjusts interventions as situations change. • Refers on to other services to work with the patient/tangata whaiora towards achievement of longer term goals. • Develops comprehensive discharge/transfer support plans with patient/tangata whaiora and their whānau as appropriate. • Completes clinical risk assessments for clients/patients/tangata whaiora and their whānau on their own caseload and takes action to effectively manage identified risks, seeking support where appropriate. • Demonstrates provision of culturally safe and bicultural practice to address health inequalities with clients/patients/tangata whaiora and their whānau. • Actively contributes at clinical meetings with inter-professional and/or multidisciplinary teams such as ward rounds, rapid rounds and clinical discussions to ensure the delivery of a coordinated service and to ensure that the occupational therapy contribution is well integrated into the overall intervention including discharge planning. • Adheres to any applicable recognised best practice for occupational therapy and any relevant clinical policies and practice guidelines. • Responsible for assessment and prescription of short term loan equipment, longer term equipment funded by Enable NZ and minor structural alterations to the patient/client's home. Achieves and maintains service accreditations as required. • Provides advice, teaching and instructions to clients/patients/tangata whaiora and their whānau, carers and other professionals to promote consistency of support being delivered. • Demonstrates an understanding of the roles and contributions of the members of inter- professional and/or multidisciplinary team. • Completes all health record entry requirements in line with legal, professional and organisational policy expectations 			

	<ul style="list-style-type: none"> Works in other areas as identified or following a reasonable request in order to support the organisation in managing safe patient/client care and maintaining service delivery. 	
KEY DELIVERABLES	Leadership & Management - Te Ārahi me te Whakahaere	
	<ul style="list-style-type: none"> Attends and contributes positively to relevant department, clinical and team meetings. Directs and delegates work to allied health assistants and support staff as required in the role, ensuring that delegated tasks, documentation and communication is carried out. 	
KEY DELIVERABLES	Teaching & Learning - Ako Atu, Ako Mai	
	<ul style="list-style-type: none"> Maintains competency to practice through identification of learning needs and Continuing Professional Development (CPD) activities. This should comply with professional registration requirements. Contributes to the education of occupational therapy students as directed and delegated by student supervisors Maintains an awareness of evidence based practice and current developments in the clinical areas being worked in. Be involved within the induction and training of newly appointed staff, Completes mandatory training as applicable for the role. Participates positively in an annual performance review and associated clinical assurance activities. Participates in regular professional supervision in line with the organisations requirements and/or professional body. 	
KEY DELIVERABLES	Service Improvement & Research - Te Whakapai Ratonga me te Rangahau	
	<ul style="list-style-type: none"> Undertakes as directed, the collection of data for use in service audit and research projects. Participates in quality improvement activities when requested. Practises in a way that utilises resources (including staffing) in the most cost effective manner. Awareness of and complies with all legislative and contractual requirements as applicable to the role (e.g. Health and safety in Employment Act 1992, Privacy Act 1993, Vulnerable Children's Act 2014, Privacy Act, ACC service specifications etc.). 	
HEALTH & SAFETY RESPONSIBILITIES	<p>HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> Not to do anything that puts your own H&S at risk Not to do anything that puts others H&S at risk To follow all health and safety policies and procedures To follow all reasonable health and safety instructions <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>	
KEY WORKING RELATIONSHIPS	<p>INTERNAL</p> <ul style="list-style-type: none"> Allied Health Professionals, Professional Leader & Director of Allied Health Te Wāhanga Hauora Māori HBDHB Other teams relevant to supporting the Tangata Whaiora and whānau journey 	<p>EXTERNAL</p> <ul style="list-style-type: none"> Client /patient/ tangata whaiora and their whānau Community Services and Agencies All other Health Providers, including PHO, GPs Enable equipment services ACC

DELEGATION AND DECISION	<ul style="list-style-type: none"> • Able to work autonomously with a high degree of independence • Delegates appropriately to non-registered health care professionals
HOURS OF WORK	80 per fortnight
EMPLOYMENT AGREEMENT & SALARY	In accordance with Public, Allied and Technical Health Employee's Multi Employer Collective Agreement (MECA) \$53,335 per annum according to qualifications and experience pro-rated for hours worked.
DATE	November 2019
EXPENDITURE & BUDGET ACCOUNTABILITY	N/A
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> • Able to solve routine problems and initiate seeking assistance to solve complex issues as they arise. • Working in a busy environment requiring robust organisation skills, time management and efficient communication skills. • Ensure smooth and effective pathway for tamariki/rangatahi/whānau/kaumatua/kuia referred to the service to ensure barriers to services are reduced. • Competent engaging and addressing cultural needs of the consumer and whānau. • A strong emphasis on improving services & reducing inequities for Māori whānau, hapū and iwi. • Active participation in service area decision making including initiatives to strengthen interventions and engagement practices with Māori, (whānau, hapū and iwi) and integrating Māori models of healthcare. • Supports a holistic approach within a progressive service to better enable collaborative relationships and integrated pathways.

Our shared values and behaviours



1 HE KAUANUANU RESPECT *Showing respect for each other, our staff, patients and consumers*

Welcoming	<ul style="list-style-type: none"> ✓ Is polite, welcoming, friendly, smiles, introduce self ✓ Acknowledges people, makes eye contact, smiles 	<ul style="list-style-type: none"> ✗ Is closed, cold, makes people feel a nuisance ✗ Ignore people, doesn't look up, rolls their eyes
Respectful	<ul style="list-style-type: none"> ✓ Values people as individuals; is culturally aware / safe ✓ Respects and protects privacy and dignity 	<ul style="list-style-type: none"> ✗ Lacks respect or discriminates against people ✗ Lacks privacy, gossips, talks behind other people's backs
Kind	<ul style="list-style-type: none"> ✓ Shows kindness, empathy and compassion for others ✓ Enhances peoples mana 	<ul style="list-style-type: none"> ✗ Is rude, aggressive, shouts, snaps, intimidates, bullies ✗ Is abrupt, belittling, or creates stress and anxiety
Helpful	<ul style="list-style-type: none"> ✓ Attentive to people's needs, will go the extra mile ✓ Reliable, keeps their promises; advocates for others 	<ul style="list-style-type: none"> ✗ Unhelpful, begrudging, lazy, 'not my job' attitude ✗ Doesn't keep promises, unresponsive

1 ĀKINA IMPROVEMENT *Continuous improvement in everything we do*

Positive	<ul style="list-style-type: none"> ✓ Has a positive attitude, optimistic, happy ✓ Encourages and enables others; looks for solutions 	<ul style="list-style-type: none"> ✗ Grumpy, moaning, moody, has a negative attitude ✗ Complains but doesn't act to change things
Learning	<ul style="list-style-type: none"> ✓ Always learning and developing themselves or others ✓ Seeks out training and development; 'growth mindset' 	<ul style="list-style-type: none"> ✗ Not interested in learning or development; apathy ✗ "Fixed mindset, 'that's just how I am', OK with just OK
Innovating	<ul style="list-style-type: none"> ✓ Always looking for better ways to do things ✓ Is curious and courageous, embracing change 	<ul style="list-style-type: none"> ✗ Resistant to change, new ideas; 'we've always done it this way'; looks for reasons why things can't be done
Appreciative	<ul style="list-style-type: none"> ✓ Shares and celebrates success and achievements ✓ Says 'thank you', recognises people's contributions 	<ul style="list-style-type: none"> ✗ Nit picks, criticises, undermines or passes blame ✗ Makes people feel undervalued or inadequate

1 RARANGA TE TIRA PARTNERSHIP *Working together in partnership across the community*

Listens	<ul style="list-style-type: none"> ✓ Listens to people, hears and values their views ✓ Takes time to answer questions and to clarify 	<ul style="list-style-type: none"> ✗ 'Tells', dictates to others and dismisses their views ✗ Judgmental, assumes, ignores people's views
Communicates	<ul style="list-style-type: none"> ✓ Explains clearly in ways people can understand ✓ Shares information, is open, honest and transparent 	<ul style="list-style-type: none"> ✗ Uses language / jargon people don't understand ✗ Leaves people in the dark
Involves	<ul style="list-style-type: none"> ✓ Involves colleagues, partners, patients and whanau ✓ Trusts people; helps people play an active part 	<ul style="list-style-type: none"> ✗ Excludes people, withholds info, micromanages ✗ Makes people feel excluded or isolated
Connects	<ul style="list-style-type: none"> ✓ Pro-actively joins up services, teams, communities ✓ Builds understanding and teamwork 	<ul style="list-style-type: none"> ✗ Promotes or maintains silo-working ✗ 'Us and them' attitude, shows favouritism

1 TAUWHIRO CARE *Delivering high quality care to patients and consumers*

Professional	<ul style="list-style-type: none"> ✓ Calm, patient, reassuring, makes people feel safe ✓ Has high standards, takes responsibility, is accountable 	<ul style="list-style-type: none"> ✗ Rushes, 'too busy', looks / sounds unprofessional ✗ Unrealistic expectations, takes on too much
Safe	<ul style="list-style-type: none"> ✓ Consistently follows agreed safe practice ✓ Knows the safest care is supporting people to stay well 	<ul style="list-style-type: none"> ✗ Inconsistent practice, slow to follow latest evidence ✗ Not thinking about health of our whole community
Efficient	<ul style="list-style-type: none"> ✓ Makes best use of resources and time ✓ Respects the value of other people's time, prompt 	<ul style="list-style-type: none"> ✗ Not interested in effective user of resources ✗ Keeps people waiting unnecessarily, often late
Speaks up	<ul style="list-style-type: none"> ✓ Seeks out, welcomes and give feedback to others ✓ Speaks up whenever they have a concern 	<ul style="list-style-type: none"> ✗ Rejects feedback from others, give a 'telling off' ✗ 'Walks past' safety concerns or poor behaviour

ESSENTIAL CRITERIA

Qualifications

- Bachelor of occupational therapy, or equivalent.
- New Zealand Registered occupational therapist with current annual practising certificate (APC).

Experience

- Relevant clinical placement and/or clinical practice experience.

Business / Technical Skills

- Proficiency in Microsoft Office i.e. (Outlook, Excel, Word, PowerPoint, Internet resources and e-mail).
- Clean current full NZ driver's license.

Key Attributes

- Effective communication skills.
- Positive attitude with problem solving focus.
- Self-motivated in developing clinical and professional practice.

Effectively Engaging with Māori

- Demonstrates the ability to engage effectively and respectfully with Māori consumers (patients/families/whanau) and staff.
- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori.
- Demonstrates ability to apply the Treaty of Waitangi within the Service.
- Shows commitment to, and demonstrates the behaviours of the health sector.

Physical requirements for role

As per clinical roles in the Hawkes bay DHB Physical Requirements and Vaccination Status Guidelines May 2019.

The HBDHB is a fair and equitable employer. As per the DHB's commitment to the National Disability Strategy it will ensure the ongoing support, guidance and tools are provided to support people with disabilities within the workplace.

Due to the physical nature of this role the following physical requirements are essential:

Agility	Able to kneel Able to get 1 knee up on bed Able to squat Able to raise arms above head Able to reach arms out in front
Fitness	Able to walk up 2 flights of stairs without stopping
Strength	Able to do at least 3 half press ups (i.e. on knees)

Vaccination status for role

Vaccinations as per the current employee immunisation policy including annual influenza vaccination.

DESIRABLE CRITERIA

- Member of Occupational Therapy New Zealand Association
- Accredited assessor with Enable New Zealand in Band 1 (or the ability to work towards):
 - Personal Care
 - Household Management
 - Wheelchair and Seating