

## Allied Health Role Description

<b>Position:</b>	<b>Occupational Therapist</b>
<b>Responsible to:</b>	<b>Team Leader, Pain Management Service</b>
<b>Professional accountability to:</b>	<b>Professional Leader Occupational Therapy</b>

Capital & Coast DHB Vision:	Better Health and Independence for People, Families and Communities.
Capital & Coast DHB Mission:	Together, Improve the Health and Independence of the People of the District.
Capital & Coast DHB Values:	Innovation, Action, A focus on People and Patients, Living the Treaty, Professionalism through Leadership, Honesty, Integrity and Collaboration, Excellence through Effectiveness and Efficiency.

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### Context

#### Capital and Coast DHB

The Capital and Coast District Health Board (CCDHB) covers a region extending from Wellington to Otaki. It comprises delivery arms in primary, secondary and tertiary health. Hospital and Health Services (HHS) is primarily responsible for the hospital and health services delivered via a new Wellington Regional Hospital; a secondary and community facility at Kenepuru; a Forensic, Rehabilitation and Intellectual Disability Hospital at Ratonga Rua-o- Porirua; and Kapiti Health Centre.

## **Role Perspective**

### **Service perspective**

The Wellington Regional Pain Management Services provides services to the Lower North Island Region. Clinics are based at Wellington and Kenepuru Hospital and outreach clinics are provided at Lower Hutt, Wairarapa and at times to other centres. Service provision includes direct patient assessment and treatment as well as education/advice to referrers, providers, stakeholders and community groups.

The Executive Leader and the Operations Manager of the Department of Anaesthesia and Pain Management work in partnership with the Pain Management Clinical Leader and are responsible for the service leadership and management, including budgeting, resourcing and oversight of contract achievement as well as providing advice to the team and supporting and developing all staff.

The Clinical Leader provides collegial leadership in achieving specific annual clinical and non-clinical targets and outcomes, identifying and implementing service development initiatives, and ensuring safety of staff and patients through appropriate procedures, policies and resource allocation.

The Wellington Regional Pain Management Service provides an outpatient based, multi-disciplinary regional service aimed at improving health outcomes for patients with chronic (longstanding/persistent) pain conditions. The Allied Health arm of the service supports the bio-psycho-social needs of this population through a wide range of individual and group interventions.

The Wellington Regional Pain Management Service provides

- Comprehensive assessment and treatment for people with chronic pain.
- Timely assessment and intervention for patients with a palliative diagnosis.
- Services under specific ACC contracts – Comprehensive Pain, Activity Focussed, Interventional Pain
- Individual and Group Pain Management Programmes and specialised Pain Therapies such as CBT (cognitive behavioural therapy) and GMI (graded motor imagery).
- Education sessions and clinical support to other providers

### **Clinical specialty/area**

The Occupational Therapist works as part of the team to provide multi-disciplinary assessments to identify disability, participation and current coping strategies for patients with chronic pain.

The Occupational Therapist provides interventions when improvements in occupational performance **and/or** function can be expected through education, specific treatments and/or strengthening of self-management techniques in individual or group sessions.

The occupational therapist provides peer support for clinical management and education to other health professionals and stake holders regarding pain management issues and techniques where appropriate

## Clinical skills

To safely and effectively engage and support this patient group, an Occupational Therapist in this position will need a broad range of skills. This role requires skills in the assessment and treatment of chronic pain conditions in order to assist individuals to achieve optimal occupational performance and engagement in daily life roles.

## Purpose of the role

An **occupational therapist** (third year of practice onwards) provides safe and clinically effective patient/client assessment and intervention, within a specific clinical area with a development of more in depth knowledge and skills.

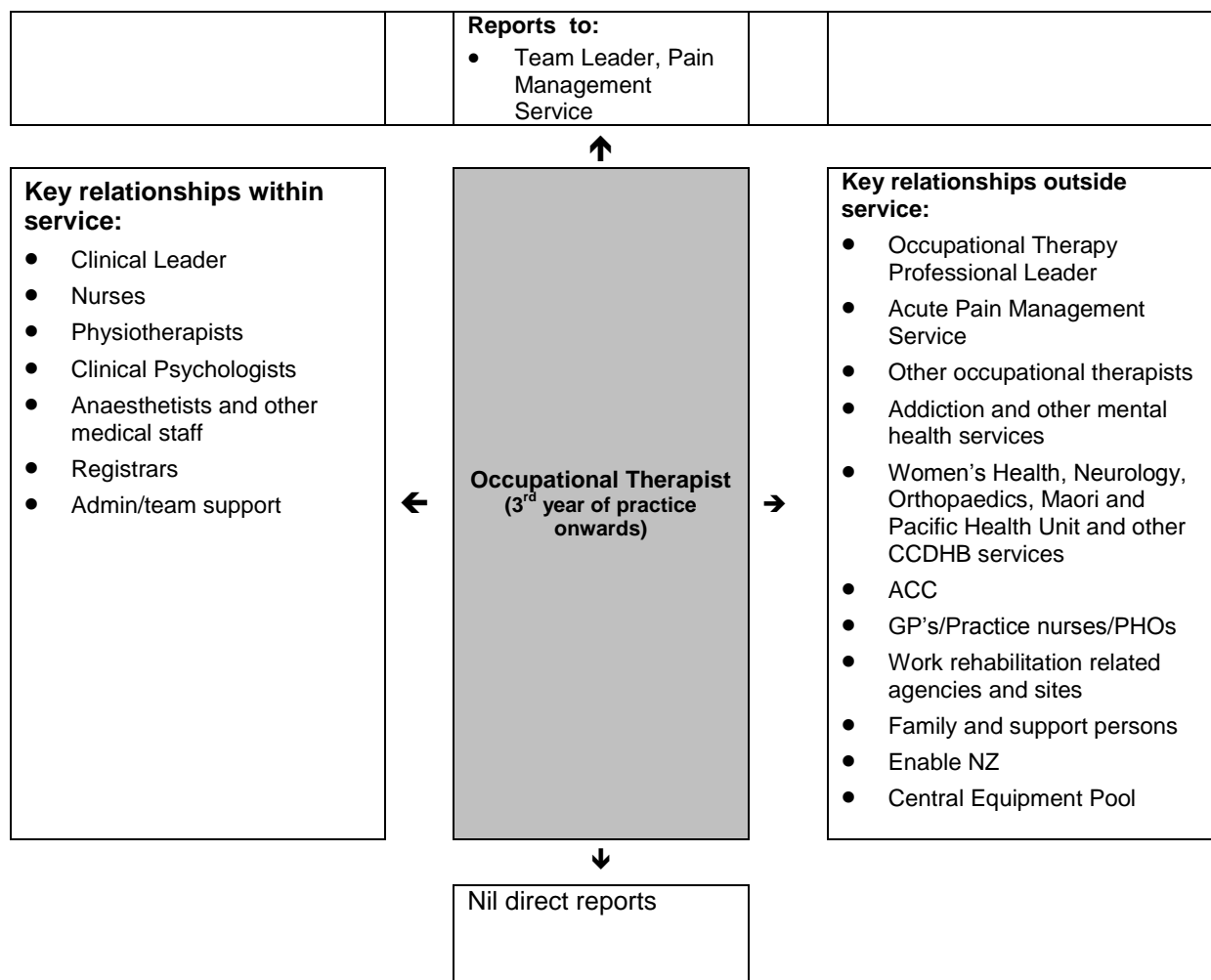
## Key Accountabilities

<b>Key Accountability</b>	<b>Deliverables / Outcomes</b>
<b>Clinical Practice</b>	<p>Takes legal and professional responsibility for managing own caseload of patients / clients with increasing complexity and be able to independently adapt and make decisions regarding occupational therapy intervention.</p> <p>Utilises information available to prioritise patients/clients to enable appropriate allocation of referrals and workload with staff in the team.</p> <p>Carries out comprehensive assessment with patients (and whānau where appropriate) This may include use of standardised assessments to assist in assessment and intervention planning.</p> <p>Formulates and delivers individualised occupational therapy intervention using comprehensive clinical reasoning skills and in depth knowledge of treatment approaches. This should, take into account the patient's own goals and those of the wider multidisciplinary team (MDT).</p> <p>Demonstrates effective communication, to establish a therapeutic relationship and set expectations with patients / clients, whānau and the MDT, inclusive of the wider health team and external agencies as appropriate. This includes relaying complex, sensitive and contentious information.</p> <p>Assesses the patient's 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).</p> <p>Regularly reassesses and evaluates the patient / client's progress against identified goals and adjust intervention as situations change.</p> <p>Refers on to other services to work with the patient/client towards achievement of longer term goals.</p> <p>Develop comprehensive discharge / transfer plans as appropriate.</p> <p>Carries out regular clinical risk assessments for patients/ clients on own caseload and takes action to effectively manage identified risks, seeking</p>

<b>Key Accountability</b>	<b>Deliverables / Outcomes</b>
	<p>support where appropriate.</p> <p>Demonstrates provision of culturally safe and bicultural practice with patients and their whānau.</p> <p>Demonstrates an awareness of health inequalities, with evidence of implementing actions within own clinical practice towards reducing these for the patient/client and/or whānau.</p> <p>Represents the service and / or individual patients/clients at clinical meetings and case conferences to ensure the delivery of a coordinated multidisciplinary service and to ensure occupational therapy is integrated into the overall intervention (where appropriate) including discharge planning.</p> <p>Completes documentation consistent with legal and organisational requirements.</p> <p>Adheres to any applicable recognised best practice for occupational therapy and any relevant clinical policies and practice guidelines.</p> <p>Provides advice, teaching and instructions to patients, carers, relatives and other professionals to promote consistency of support being delivered.</p> <p>Responsible for assessment and prescription of short and longer term equipment funded by Enable NZ.</p> <p>Demonstrates awareness of local, sub-regional and regional context in relation to provision of health and social support and the impact on service provision.</p> <p>Identifies unmet needs of patients and identifies potential solutions to address these needs.</p> <p>Demonstrates an understanding of the roles of the multidisciplinary team.</p>
<b>Teaching &amp; Learning</b>	<p>Maintains competency to practice through identification of learning needs and Continuing Competency (CPD) activities. This should comply with professional registration requirements.</p> <p>Contributes to training within the team/service.</p> <p>Supervises, educates and assesses the performance of occupational therapy students.</p> <p>Provides interdisciplinary education in direct clinical area, or discipline specific teaching across teams.</p> <p>Demonstrates the ability to critically evaluate research and apply to practice.</p> <p>Maintains an awareness of current developments in the clinical areas being worked in and make recommendations to changes in practice.</p> <p>Be involved in the induction and training of newly appointed staff as required.</p>

<b>Key Accountability</b>	<b>Deliverables / Outcomes</b>
	<p>Completes mandatory training as applicable for the role.</p> <p>Participates in an annual performance review and associated clinical assurance activities.</p> <p>Participates in regular professional supervision in line with the organisations requirements and/or professional body.</p> <p>Provides mentoring and clinical support and / or professional supervision where required.</p>
<b>Leadership &amp; Management</b>	<p>Attends and contributes to relevant department, clinical and team meetings, leading and facilitating such meetings as requested.</p> <p>Assists team leaders and professional leaders in clinical assurance activities of occupational therapy staff as requested.</p> <p>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.</p>
<b>Service Improvement and Research</b>	<p>Broadens research and development skills through participation in local audit and research projects as identified by team leaders, professional leaders or Advanced or Expert AH professionals.</p> <p>Participates in quality improvement activities to develop and improve service delivery, clinical practice or professional standards. This may include care pathways / treatment protocols, standards of practice etc.</p> <p>Develops and /or participates in regional / sub regional professional networks as appropriate to area of work.</p> <p>Establishes working partnerships with external organisations to promote integrated working.</p> <p>Contributes to annual planning process, including identifying gaps in service and participating in work / projects that may result from the planning process.</p> <p>Practises in a way that utilises resources (including staffing) in the most cost effective manner.</p> <p>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.).</p>
<p>Works in other areas as identified or following a reasonable request in order to support the organisation in managing safe patient care and maintaining service delivery.</p>	

## Key Relationships & Authorities



## Capability Profile

### Competencies

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Uses rigorous logic and methods to solve difficult problems with effective solutions</li> <li>• Probes all fruitful sources for answers</li> <li>• Can see hidden problems</li> <li>• Is excellent at honest analysis</li> <li>• Looks beyond the obvious and doesn't stop at first answers</li> </ul>
<b>Priority Setting</b>	<ul style="list-style-type: none"> <li>• Spends his/her time and the time of others on what's important</li> <li>• Quickly zeroes in on the critical few and puts the trivial many aside</li> <li>• Can quickly sense what will help or hinder in accomplishing a goal</li> <li>• Eliminates roadblocks</li> </ul>

Competency	Behaviours
	<ul style="list-style-type: none"> <li>Creates focus</li> </ul>
<b>Interpersonal Savvy</b>	<ul style="list-style-type: none"> <li>Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation</li> <li>Builds appropriate rapport</li> <li>Builds constructive and effective relationships</li> <li>Uses diplomacy and tact</li> <li>Can diffuse even high-tension situations comfortably</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Practises active and attentive listening.</li> <li>Explains information and gives instructions in clear and simple terms.</li> <li>Willingly answers questions and concerns raised by others.</li> <li>Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged.</li> <li>Is confident and appropriately assertive in dealing with others.</li> <li>Deals effectively with conflict.</li> </ul>
<b>Team Work</b>	<ul style="list-style-type: none"> <li>Develops constructive working relationships with other team members.</li> <li>Has a friendly manner and a positive sense of humour.</li> <li>Works cooperatively - willingly sharing knowledge and expertise with colleagues.</li> <li>Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments.</li> <li>Supports in word and action decisions that have been made by the team</li> </ul>
<b>Self Development</b>	<ul style="list-style-type: none"> <li>Personally committed to and actively works to continuously improve.</li> <li>Understands that different situations and levels may call for different skills and approaches.</li> <li>Works to deploy strengths.</li> <li>Works on compensating for weakness and limits.</li> </ul>

### **Other aspects of capability not covered by the above competencies**

#### **Knowledge and Experience:**

- Minimum of 4 years clinical practice as a registered occupational therapist with at least 4 years working with clients. .
- The regional and consultative nature of the service delivery demands excellent oral and written communication skills.
- Worked with patients with a wide variety of long term conditions including musculo-skeletal, neurological and mental health issues.
- Knowledge and application of rehabilitation, functional, and cognitive approaches to assessment and intervention
- Experience in vocational rehabilitation
- Experience in using “SMART” clinical goals to work in an integrated way with their multidisciplinary colleagues
- Experience in promoting the occupational therapy role whilst effectively working as part of a multi-disciplinary team
- Has teaching and presentation skills
- Experience with working under ACC contracts

- Accredited Assessor with Enable New Zealand in:
  - Personal Cares and Household management

**Essential Professional Qualifications / Accreditations / Registrations:**

- NZ Registered Occupational Therapist with current annual practicing certificate.
- Member of Occupational Therapy New Zealand - Professional Association (desirable).

**Someone well-suited to the role will place a high value on the following:**

- Focus on delivering high quality care for the patient/client/whānau.
- Self motivated in developing clinical and professional practice.
- The ability to use reflective practice as a tool for growth and development
- Able to work in an interdisciplinary way with their colleagues

**Other:**

- A commitment and understanding of the Treaty of Waitangi (and application to health) and a willingness to work positively in improving health outcomes for Maori.
- Has an appropriate level of electronic literacy and competency

Wairarapa, Hutt Valley and Capital and Coast District Health Boards are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

The DHBs are committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

This role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.

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**Date effective:** \_\_\_\_\_

**Manager's signature:** \_\_\_\_\_

**Employee's signature:** \_\_\_\_\_