

## Role Description

*Nau mai, haere mai ki Ūpoko ki te uru hauora*

**Position:** Occupational Therapist (Concussion Service)

**Service / Directorate:** Community ORA Team Leader

**Responsible to:** Professional Leader Occupational Therapy

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### Our Mission:

*Together, Improve the Health and Independence of the People of the District*

### Our Vision

*Keeping our community healthy and well.*

### Our Values:

- Manaakitanga - Respect, caring, kindness
- Kotahitanga – Connection, unity, equity
- Rangatiratanga - Autonomy, integrity, excellence

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## Context

### Organisational perspective

Capital & Coast District Health Board receives funding to improve, promote and protect the health of the people within Wellington, Porirua and Kapiti region.

We're a tertiary facility operating Wellington Regional Hospital, Kenepuru Community Hospital, Kapiti Health Centre and Ratonga Rua-o- Porirua Mental Health Campus, a Forensic, Rehabilitation and Intellectual Disability service. MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa, Hutt Valley and Capital & Coast District Health Boards. We have an annual budget of more than \$1 billion which we use to deliver health services directly as well as contracting external providers.

We provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services. Approximately 6,000 staff work at Capital & Coast District Health Board.

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## Unit Perspective and Position Purpose

### Service description

Older Adult, Rehabilitation and Allied Health (ORA) Services are provided to people of all ages in inpatient, outpatient and community settings. This role is part of the ORA Community service which works out of 3 community bases in Wellington, Porirua and Paraparaumu. These inter disciplinary teams work with all people who meet the eligibility criteria in the Capital and Coast District, which runs from Seatoun in Wellington to Peka Peka Road on the Kapiti Coast, and out to Horokiwi in the east of the district.

The Community ORA service provides specialised allied health, medical and nursing interventions including:

- Comprehensive assessment, treatment and if required, specialist rehabilitation for people with personal health conditions, or disabilities.
- Provision of assessment, treatment and if appropriate, rehabilitation for older people with complex needs.
- Timely responses to prevent avoidable admissions or support safe transitions from acute or sub-acute care
- Work with person and their family / whanau to understand the impact of and response to living with disability / health conditions
- Work with the person, family / whanau in identifying appropriate goals and providing education, support and interventions aimed at reversing or minimising impairment and self-managing their on-going health and disability issues
- Provision of assessment and intervention for clients with a palliative diagnosis.
- Provide rehabilitation under specific ACC contracts – Training for Independence, Concussion services, ACC regulations, Wheelchair and Seating and Social Rehabilitation
- Provide accredited Equipment Assessments on behalf of Enable NZ for equipment, wheelchair and seating products and housing modifications
- Assessment for the need for hospital level care.
- Follow up assessment and intervention where indicated, for patients who live in residential care facilities and where there is potential to improve the person's function such that they could access a lower level of care.
- Advice to residential staff to assist in maintaining a client's level of function.

### **Clinical specialty/area**

This role reports to the team leader of the Wellington Community ORA team, and has a day-to-day working relationship with the ORA ACC Coordinator. This role is based in the Ewart Building on the Wellington Hospital Campus, working with people living across the CCDHB area (Seatoun in the south to Peka Peka road, Waikanae in the north) depending on the demands of the service. This role will be predominantly working with patients funded by ACC requiring rehabilitation under their rehabilitation contracts, but may also include working in the community interdisciplinary team with Ministry of Health funded patients when required and as time allows.

The ORA ACC Service works with clients with injury needs and operates within the boundaries of the operational guidelines of a number of ACC Contracts including (but not limited to) the Concussion, Training for Independence, Social Rehab and Clinical Services Contracts.

The ACC contracts are with clients living in the greater Wellington region (which includes Porirua, Kapiti coast and the Hutt Valley) who have been referred by ACC after experiencing an injury. The Occupational Therapist may also work with clients from the Wairarapa region on occasion but they will travel into Wellington to be seen. The majority of clients are seen in an outpatient setting on the Wellington hospital campus. There may be a need to see some clients in their own home, if clinically indicated.

The Occupational Therapist will be the first person involved with clients and will take on the case management role for their multi-disciplinary team (MDT) colleagues within the ORA ACC Service. The ORA ACC Service works with clients with a variety of injuries under the ACC Concussion, Training for independence or Social Rehab contracts.

The occupational therapist is often one of several health professionals working across the health sector that interfaces with each person. The team aims to work collaboratively and seamlessly with other services to meet the person's needs, taking into account the principles of the New Zealand triple aim.

### **Clinical skills**

To safely and effectively meet the needs of the people we work with, an Occupational Therapist in this position will need a broad range of skills while working in an outpatient or community setting to assist individuals and families to manage the impact of diagnosis and/or long-term health conditions.

**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.

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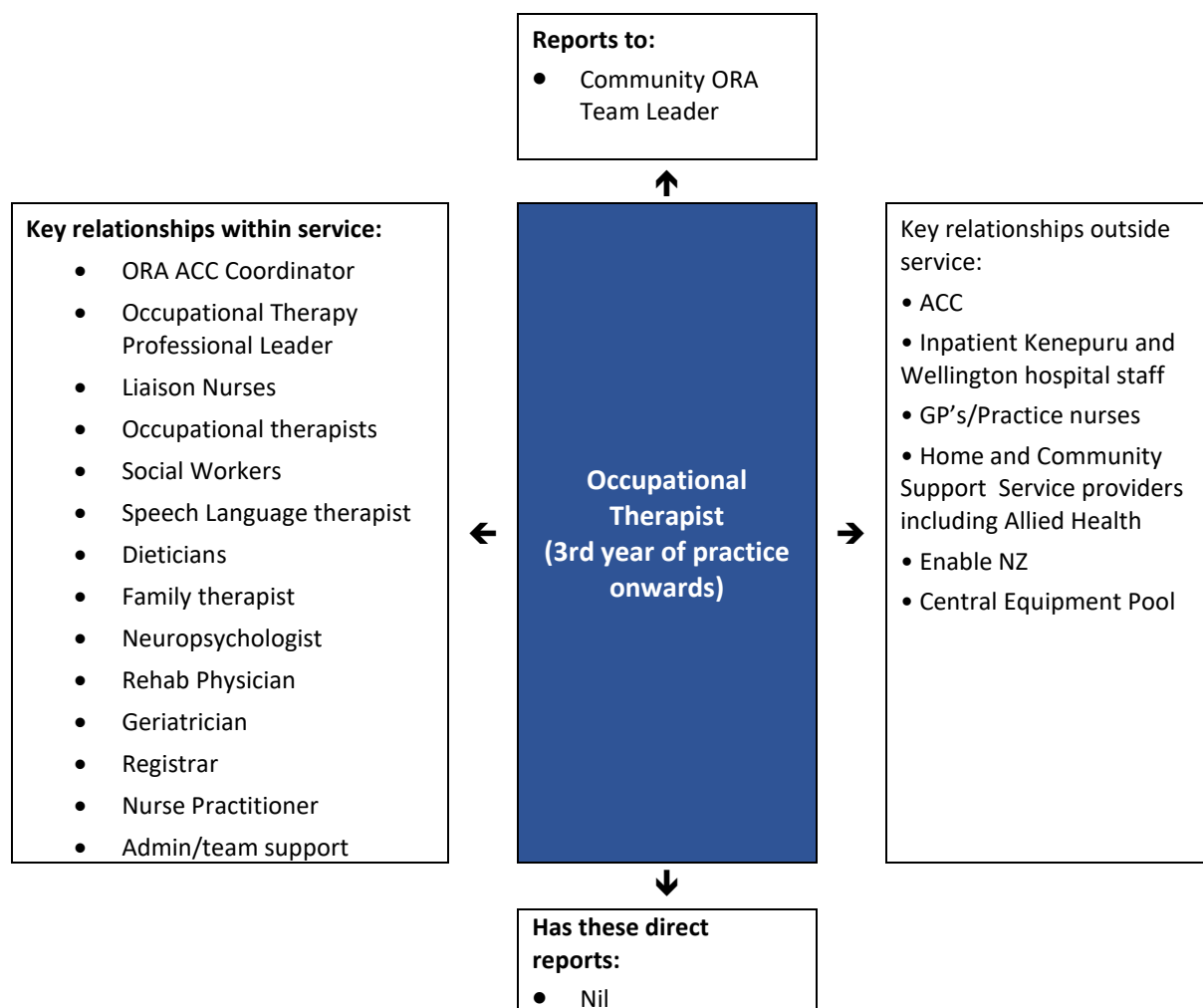
## Key Accountabilities

Key Accountability	Deliverables / Outcomes
<b>1. 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 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 Level 1 and 2 Wheelchair and Seating and Postural Management and Lying.</p>

Key Accountability	Deliverables / Outcomes
<b>2. Teaching &amp; Learning</b>	Demonstrates awareness of local, sub-regional and regional context in relation to provision of health and social support and the impact on service provision.
	Identifies unmet needs of patients and identifies potential solutions to address these needs.
	Demonstrates an understanding of the roles of the multidisciplinary team.
	Maintains competency to practice through identification of learning needs and Continuing Competency (CPD) activities. This should comply with professional registration requirements.
	Contributes to training within the team/service.
	Supervises, educates and assesses the performance of occupational therapy students.
	Provides interdisciplinary education in direct clinical area, or discipline specific teaching across teams.
	Demonstrates the ability to critically evaluate research and apply to practice.
	Maintains an awareness of current developments in the clinical areas being worked in and make recommendations to changes in practice.
	Be involved in the induction and training of newly appointed staff as required.
<b>3. Leadership &amp; Management</b>	Completes mandatory training as applicable for the role.
	Participates 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.
	Provides mentoring and clinical support and / or professional supervision where required.
	Attends and contributes to relevant department, clinical and team meetings, leading and facilitating such meetings as requested.
	Assists team leaders and professional leaders in clinical assurance activities of occupational therapy staff as requested.
	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.

<i>Key Accountability</i>	<i>Deliverables / Outcomes</i>
<b>4. 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>
<hr/> <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> <hr/>	

## 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> <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>

Competency	Behaviours
<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>



## Essential Experience and Capability

### Knowledge and Experience:

- Minimum of 4 years clinical practice as a registered occupational therapist with at least 2 years working with clients with acquired or traumatic brain injury. .
- Has experience in working with ACC contracts (e.g. Concussion Services, Training for Independence Services, Social Rehabilitation)
- Worked as an Occupational Therapist with clients with a wide variety of neurological and long term conditions, including cognitive impairment.
- Has the knowledge and application of rehabilitation, functional, and cognitive approaches to assessment and intervention
- Skilled in vocational rehabilitation
- Experience in using “SMART” clinical goals to work in an integrated way with their multidisciplinary colleagues
- Has experience in promoting the occupational therapy role whilst effectively working as part of a multi-disciplinary team
- Accredited Assessor with Enable New Zealand in:
  - Personal Cares and Household management
  - Complex Equipment

### 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.
- Current full NZ driver's licence with ability to drive a manual and automatic car (required for roles based in the community or where the role may be required to work across multiple sites).
- Proficiency in Microsoft Office, Word, Outlook, PowerPoint, Internet resources and e-mail.
- A high standard of written and spoken English.

***Ma tini, ma mano, ka rapa te whai  
By joining together we will succeed***

Capital and Coast District Health Board (CCDHB) is 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.

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