



## **WAIRARAPA DISTRICT HEALTH BOARD**

### **Terms & Conditions**

### **OCCUPATIONAL THERAPIST**

### **Child Development Services**

#### **VACANCY REF # 3896948**

#### **GENERAL**

Applications are invited for the above position, which will be based at Wairarapa Hospital. Wairarapa District Health Board employs approximately 600 staff and manages \$135 million of health services revenue.

#### **JOB DESCRIPTION**

As attached.

#### **HOURS OF WORK**

This is a permanent part time position working 40 hours per fortnight (Monday to Friday), actual days by agreement.

#### **AGREEMENT COVERAGE**

This position comes under the coverage of the DHBs and PSA Allied, Public Health and Technical Employees MECA.

#### **SALARY**

Commencing salary will be paid within the range specified in the MECA to be negotiated based on the appointee's knowledge, skills and qualifications. All salary and allowance payments will be made by direct credit to the bank account of the appointee's choice.

#### **LEAVE**

Leave shall be in accordance with the Holidays Act 2003, the DHBs and PSA Allied, Public Health and Technical Employees MECA and the Wairarapa District Health Boards Leave Policy.

#### **ALTERATIONS**

The Chief Executive reserves the right to negotiate changes to the conditions of appointment and job description as set out as circumstances may require.

#### **NATURE AND TENURE OF APPOINTMENT**

This appointment is governed by the conditions contained in this schedule, Wairarapa District Health Board policies and appropriate legislation. Acceptance of this position will be deemed to imply acceptance of all the various terms and conditions listed.

This appointment is permanent but may be terminated by 4 weeks' notice in writing by either party. In the event of the appointee being guilty of conduct unbecoming to the position; or unable to discharge their duties; or wilfully neglecting to observe the terms of the agreement the appointment may be summarily terminated forthwith.

#### **SMOKEFREE POLICY**

The appointee must observe Wairarapa District Health Boards policy on no smoking in the workplace and in hospital vehicles.

#### **TREATY OF WAITANGI AND EEO PRACTICES**

The appointee will be expected to incorporate the principles of the Treaty of Waitangi in their working practices. Wairarapa District Health Board practices an equal opportunity programme.

#### **MEDICAL EXAMINATION**

The appointee may be required to undertake a medical examination, the appointment being dependent on a favourable report.

#### **POLICE CHECK**

The appointee will be required to complete a Police Vetting Service Request and Consent Form. The Wairarapa District Health Board reserves the right to withdraw any offer to the appointee, or if the appointee has commenced work terminate employment, if any adverse information arises out of this check.

#### **APPLICATIONS**

To apply for this role, please visit [www.wairarapadhbjobs.co.nz](http://www.wairarapadhbjobs.co.nz) where you can also obtain a copy of the job description for this role.

Referees reports obtained or provided are subject to Section 27(1)(c) of the Official Information Act 1982 and Section 29 (1) (b) of the Privacy Act 1993 and shall not be released or their contents disclosed to the applicant or to any person not directly involved in Wairarapa District Health Board's appointment and review procedures.

#### **CLOSING DATE: 4pm, Wednesday 12<sup>th</sup> December 2017**

For further information please contact Margie van der Lans - Wairarapa CDS Clinical Coordinator on (06) 378-2134 or (027) 551-9758 or Nicky Rivers – Wairarapa Allied Team Leader on (027) 549-0397.

### Allied Health Role Description

<b>Position:</b>	<b>Occupational Therapist, Wairarapa Child Development Service</b>
<b>Responsible to:</b>	<b>Team Leader Child Development Service Hutt Valley District Health Board</b>
<b>Professional accountability to:</b>	<b>Professional Leader Occupational Therapy</b>

Wairarapa DHB Vision:	Well Wairarapa - Better health for all
Wairarapa DHB Mission:	To improve, promote, and protect the health status of the people of the Wairarapa, and the independent living of those with disabilities, by supporting and encouraging healthy choices.
Wairarapa DHB Values:	Respect – whakamana tangata; integrity – mana tu; self-determination – rangatiratanga; co-operation – whakawhanaungatanga; and excellence – taumatatanga.

#### Context

##### Wairarapa DHB

Wairarapa District Health Board (DHB) is located 1.5 hours north of Wellington and Hutt Valley. It covers a large mainly rural geographic area from Cape Palliser on the south coast, to Mount Bruce in the north. Secondary hospital services are provided from the new 90 bed Wairarapa Hospital (2006) in Masterton, serving a population of around 40,000. Wairarapa DHB has a unique relationship with primary and community services to meet the needs of their population.

#### Role Perspective

##### Service Description

The Wairarapa Child Development Service (CDS) is a multidisciplinary team providing specialist developmental assessment, diagnosis and intervention for children with disabilities and/or developmental delays. The team works within a trans disciplinary model, using a holistic approach to enable children to reach their maximum potential within their families and extended environment and enable families to best support their children.

The team is comprised of the following disciplines: Speech Language Therapist, Visiting Neurodevelopmental Therapist, Occupational Therapist, Physiotherapist, Clinical Psychologist, a Coordinator (based locally) and a Team Leader (based at HVDHB). Administration support is provided by Hutt Child Development Service.

The team work closely with each other to provide integrated care for the children and families we see. The team has strong relationships with other areas of the District Health Board, including Children's Health Service, Child and Family Mental Health Service and the Allied Health Therapies teams. Team members also work collaboratively and liaise with colleagues in the Education sector and other agencies where necessary. A monthly interagency meeting is held to discuss referrals.

Funding for the team is from Disability Support via the Ministry of Health.

### **Clinical specialty/area**

The Occupational Therapist will work as part of the CDS occupational therapy team, in profession specific assessment and intervention and as part of the CDS multidisciplinary team.

Work is within service based clinics and in community settings, such as homes and education facilities.

### **Clinical skills**

The Occupational Therapist will be required to:

- Complete assessments for children referred to CDS
- Provide appropriate, effective and timely intervention as indicated, including individual and/or group work and parent education  
Complete housing modification assessments (including challenging behaviors related modifications) and liaise with Enable and community housing providers  
Alongside the Physiotherapists, undertake assessment and prescription for paediatric specialist equipment needs related to lying, personal cares ,seating and wheeled mobility and follow the EMS process of Enable New Zealand (short term and long term equipment)
- Provide individual and group education and home programmes to families and other carers
- Work to meet outcome measures as required by CDS and funding bodies
- Liaise with Special Education therapists where a child accesses both services
- Liaise with other internal and/or external professionals as indicated and provide education programs on request.

### **Demographics**

CDS works across a highly varied region in regard to demographics. The Occupational Therapist will experience working with people from a wide range of cultures and from a spectrum of high to low deprivation and need. CDS works at all times to be culturally responsive and to meet the expectations of the Treaty of Waitangi within our work.

### **Key accountabilities**

The position is primarily clinical in nature, providing assessment and intervention to clients to meet service agreements and contracts. The Occupational Therapist will be expected to follow CDS pathway processes in place to guide the work undertaken and to meet outcome expectations of the service.

The position has no staff management responsibilities. There is an expectation the Occupational Therapist will participate in clinical supervision both as a supervisee and supervisor and promote professional and team development across the occupational therapy and wider CDS teams.

**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>

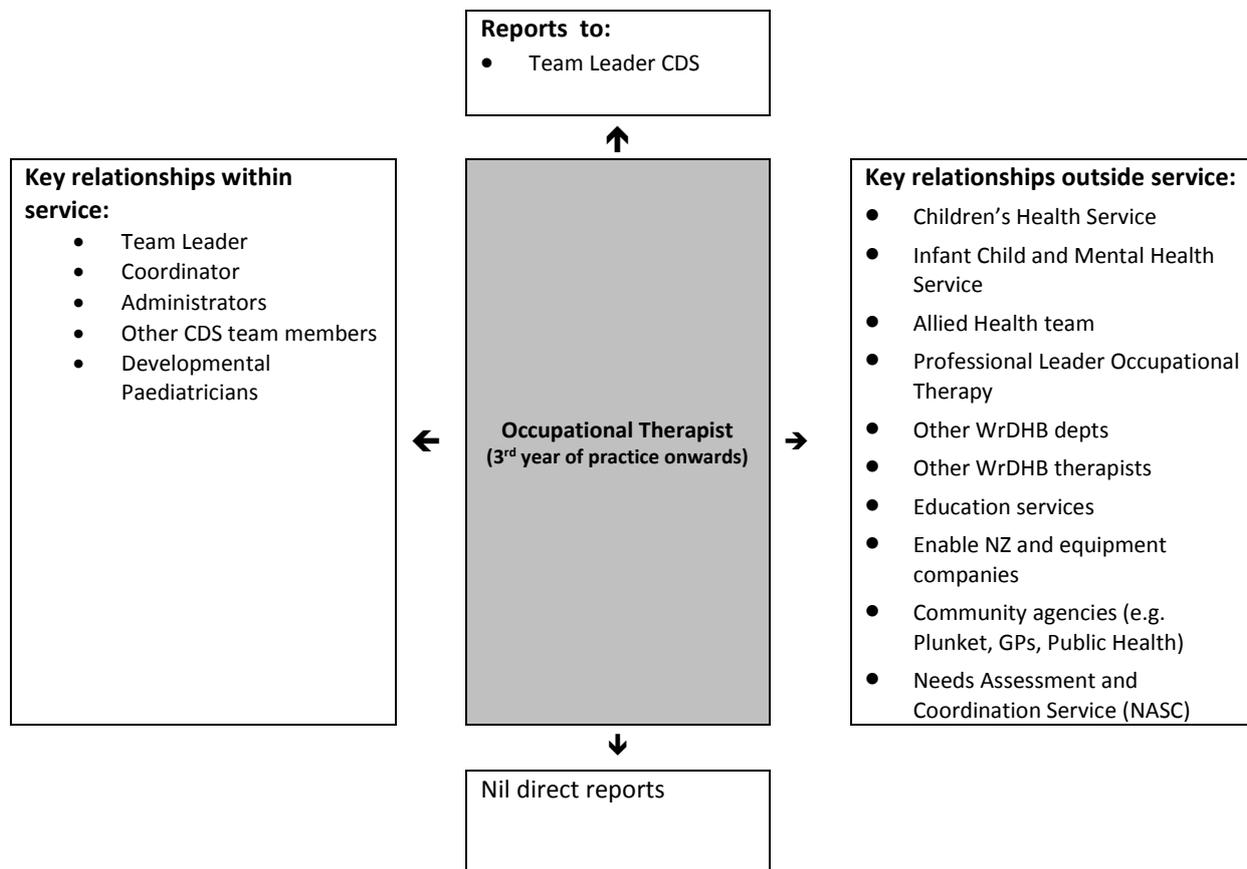
<b>Key Accountability</b>	<b>Deliverables / Outcomes</b>
	<p>Carries out regular clinical risk assessments for patients/ clients on own caseload and takes action to effectively manage identified risks, seeking support where appropriate.</p> <p>Demonstrates provision of culturally safe and bicultural 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>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>

<b>Key Accountability</b>	<b>Deliverables / Outcomes</b>
	<p>Be involved in the induction and training of newly appointed staff as required.</p> <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 organisation's 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>

**Key Deliverables / Outcomes**  
**Accountability**

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.

**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> </ul>

Competency	Behaviours
	<ul style="list-style-type: none"> <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>
<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:

1. Minimum of 3 years clinical practice essential .

#### Essential

- Knowledge of occupational therapy process and theoretical frames of reference such as sensory integration theory, neuro-developmental theory, cognitive and biomechanical approaches.
- Knowledge of normal and atypical child development.
- Knowledge of diagnosis, pathophysiology and clinical management of a wide range of paediatric conditions, for example: Cerebral Palsy, Autism and Developmental Co-ordination Disorder.

- Accredited assessor with Enable or willing to work towards accreditation in specialist equipment needs related to lying, personal cares, seating and wheeled mobility housing modification assessments (including challenging behaviors related modifications) and to follow the EMS process of Enable New Zealand (short term and long term equipment).
- Is prepared to and has the ability to learn new web based clinical applications e.g. IBA, Concerto, Winscribe as required for the role.
- Willingness and ability to participate in multidisciplinary assessments.
- Willing to undertake public speaking and able to present to groups of parents and children and colleagues within the service and hospital and in other community agencies.

#### Desirable

- A good knowledge of formal and informal child assessment tools such as;
  - ✓ Developmental Test of Visual Perception
  - ✓ Movement Assessment Battery for Children
  - ✓ Peabody Developmental Motor Scales
  - ✓ Sensory Processing Measure
  - ✓ Sensory Profile
  - ✓ Paediatric Evaluation of Disability Inventory
- Experience in working in a Child Development Service.
- Training in the administration of Autism Diagnostic Observation Schedule (ADOS).
- Willingness and ability to learn to administer any new assessment tools.
- Evidence of participation in relevant post graduate training.

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

1. NZ Registered Occupational Therapist with current annual practicing certificate.
2. Member of Occupational Therapy New Zealand - Professional Association (desirable).
3. Essential: Current full NZ driver's license with ability to drive a manual and automatic car (required as this role is based in the community and works across multiple sites).

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

1. Focus on delivering high quality care for the patient/client/whānau.
2. Self-motivated in developing clinical and professional practice.
  - Is willing and has the interpersonal skills to work collaboratively as a member of a multidisciplinary team and with colleagues in other hospital departments and in community agencies.
  - Self-directed in exploring ways of improving quality of service to make sure CDS is meeting the needs of children and their families in the most appropriate and effective way.

#### **Other:**

1. 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.
  - Proficiency in Microsoft Office, Word, Outlook, PowerPoint, Internet resources and e-mail.
  - A high standard of written and spoken English.

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:** \_\_\_\_\_