

	<b>POSITION TITLE</b>	Occupational Therapy (Whakaora Ngangahau) : <b>Professional Lead</b>		
	<b>DIRECTORATE(S)</b>	N/A	<b>DEPARTMENT</b>	Allied Health
	<b>REPORTING TO (operationally)</b>	Director of Allied Health Whanau & Community (DAH)	<b>REPORTING TO (professionally)</b>	CAHPO/DAH
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role delivers professional leadership for occupational therapy across health services, inclusive of hospital, outpatient and community services at Hawkes Bay DHB.			
<b>PURPOSE OF THE POSITION</b>	<ul style="list-style-type: none"> <li>• Provide professional leadership for the occupational therapy profession, with a focus on workforce development, safe and high-quality patient care and outcome focussed practice and integration that enables strategic development and organisational priorities.</li> <li>• Develop and monitor clinical assurance activities for occupational therapy such as facilitating consistent standards of practice, ensuring effective use of evidence based, safe and competent practice and supporting managers across services on issues related to occupational therapy</li> <li>• This role works collaboratively with other Professional Leaders, Team Leaders, Managers and other related positions across the DHB and the wider health system to support and develop opportunities for occupational therapy, inter-professional team work and greater integration of health services.</li> <li>• The role will also provide advice on organisational and workforce priorities where the role of the occupational therapy workforce and aligned models of care would enhance the delivery of effective health services for our population.</li> <li>• Delivery of organisational Key Performance Indicator's (KPI's) including relevant Ministry of Health (MoH) target, financial budgets and service plans</li> <li>• To role model, participate and contribute to the delivery of the Hawke's Bay Health sector vision, values and behaviours.</li> </ul>			
<b>KEY DELIVERABLES</b>	<p><b>Leadership &amp; Management - Te Ārahi me te Whakahaere</b></p> <ul style="list-style-type: none"> <li>• Provide strategic leadership for occupational therapy matters, including advice to the Executive / Directors of Allied Health Scientific and Technical and other leaders as required.</li> <li>• Represent the occupational therapy profession (and wider Allied Health professions as required) through active participation in relevant local, sub-regional, regional and national forums.</li> <li>• Identify risks, complete mitigation plans, communicate risks to others and escalate as appropriate. This may include providing advice to services across the organisation.</li> <li>• Identify and communicate issues and trends related to occupational therapy practice to relevant managers and other leaders as required.</li> <li>• Provide professional expertise to managers in the recruitment of occupational therapy staff as required.</li> <li>• Contribute to workforce planning for the profession (across services and / or the sub region), and in collaboration with managers identifies future workforce needs for the profession, inclusive of strategies for recruitment, retention, succession planning and career development.</li> <li>• Demonstrate an awareness of health inequities and supports workforce and service initiatives that contribute towards reducing these inequalities.</li> <li>• Create and foster a culture for continuous quality improvement.</li> <li>• Develops strategies for increasing the number of Maori and Pacific occupational therapy in the workforce, to enable alignment to the population served.</li> <li>• Identify and support the development of emerging occupational therapy leaders within the workforce for the profession and the organisation.</li> <li>• Actively promote and support staff to work using an integrated approach across the continuum of care, promoting relationship centred practice.</li> <li>• Develop and maintain a dialogue with relevant professional bodies and agencies to highlight issues and opportunities in relation to professional practice.</li> <li>• Work in partnership with managers to address performance issues and/or feedback where occupational therapy staff are involved, including reporting to registration board as required.</li> <li>• Provide timely and accurate reports as required.</li> <li>• Present a credible and positive profile for the profession both within and external to the DHB.</li> <li>• Ensure own and profession's compliance with organisational policies and procedures, particularly those that pertain to professional practice.</li> <li>• Contribute to relevant certification and accreditation activities.</li> </ul>			
<b>KEY DELIVERABLES</b>	<b>Clinical Practice- Te Mahi Haumanu</b>			

- Where the role has a clinical component, demonstrates practice that meets the clinical pillar expectations of advanced allied health professional level roles or greater.
- Takes professional responsibility for managing a caseload of patients/ clients/ tangata whaiora and their whānau with complex needs and be able to independently adapt and make decisions regarding occupational therapy intervention.
- Demonstrates ability to independently organise workload and accept responsibilities for work outcomes.
- Responsible and accountable for prioritising patients / clients/ tangata whaiora and their whānau to enable appropriate allocation of referrals and workload balance with staff in the team.
- Carries out and support others with assessment, formulation and management of risks.
- Demonstrates provision of and supports others with culturally safe practice with patients/ clients/ tangata whaiora and their whānau.
- Carries out comprehensive occupational therapy assessment of patients / clients/ tangata whaiora and their whānau, including those with diverse and complex presentations.
- Formulates and delivers individualised occupational therapy interventions at an advanced level, using appropriate clinical assessment, reasoning skills and knowledge of interventions. This is in partnership with patients / clients/ tangata whaiora and the clinical advice of the wider inter professional team (IPP) or multidisciplinary team (MDT).
- Assesses the patients/ clients/ tangata whaiora understanding of treatment intervention/ goals and gains informed consent to treatment, taking into account any issues on capacity (e.g. cognitive functioning & mental health)
- Regularly reassesses and evaluates the patients/ clients/ tangata whaiora performance and progress against agreed goals and adjust intervention as situations change.
- Considers health literacy ensuring patients/ clients/ tangata whaiora and their whānau engagement, participation and understanding.
- Identifies unmet needs of patients/ clients/ tangata whaiora and their whānau with potential solutions to address these needs.
- Role model's relationship centred practice and demonstrates effective communication to establish a therapeutic relationship and focus on the agreed goals with patients/ clients/ tangata whaiora, their whānau and IPP and/or MDT team, including the wider health team and external agencies. This includes relaying complex, sensitive and contentious information.
- Demonstrates an awareness of health inequities, with evidence of implementing actions within clinical practice and identifying solutions for wider service delivery that contribute towards reducing inequalities for patients/ clients/ tangata whaiora and their whānau.
- Demonstrates recognition that the knowledge, experiences and culture are integral to effectively addressing the patients / clients/ tangata whaiora and their whānau presenting health issue and/or restoring function.
- Demonstrates a comprehensive and respectful understanding of the roles and contributions of the members of the IPP and MDT team.
- Represents the service and or patients/ clients/ tangata whaiora at meetings, rapid rounds and intervention planning meetings to ensure the delivery of a coordinated, person centred, and inter professional approach, and to ensure occupational therapy is integrated into the overall treatment programme (where appropriate) including discharge planning.
- Develops comprehensive discharge/transfer plans with the patients / clients/ tangata whaiora and their whānau.
- Completes health record documentation consistent with legal, professional and organisational requirements.
- Demonstrates awareness and knowledge of local, sub-regional and regional context in relation to provision of health and social support and the impact on service provision.
- Provides specialist advice, teaching and instructions to patients / clients/tangata whaiora, whānau, carers and other professionals to promote coordination of support being delivered.
- Works in partnership with managers/team leaders to ensure staff are working within their scope of practice as per registration board, professional association or organisational policy expectations.
- Demonstrates current understanding of the philosophy and theory underpinning occupational therapy practice. This includes exploring emerging theories of practice and the application of inter-professional working within the New Zealand healthcare system.
- Responsible for providing occupational therapy clinical leadership including providing clinical advice, support and guidance to team members
- Promote effective communication among occupational therapy in order to share expertise and information.
- Promote culturally safe / bicultural practice and competency for occupational therapy working with patient/clients and whānau.
- Work to identify and support opportunities for occupational therapy advanced clinical practice.

<p><b>KEY DELIVERABLES</b></p>	<p><b>Teaching &amp; Learning - Ako Atu, Ako Mai</b></p> <ul style="list-style-type: none"> <li>• Maintains competency to practice through identification of learning needs and continuing professional development activities. This should comply with professional registration or professional body requirements.</li> <li>• Completes applicable training for effective delivery of the role.</li> <li>• Participates in own annual performance review and associated clinical assurance activities.</li> <li>• Participates in professional supervision in line with the organisation's requirements and/or professional body.</li> <li>• Provides and contributes to coaching, mentoring and clinical support and/or professional supervision.</li> <li>• Oversees student contracts for the profession, and works with managers/team leaders in facilitating clinical education and placements of students and contributes to supporting potential students.</li> <li>• Develops and maintains effective working relationships with teaching institutions, inclusive of providing recommendations for curriculum development, sharing information on practice changes, and working in partnership to enhance workforce readiness of graduates.</li> <li>• Utilise workforce plans to ensure that learning and development solutions are in place for occupational therapy to support service delivery.</li> <li>• Ensures supervision and mentoring systems are in place, working well and are utilised.</li> <li>• Supports and encourages the profession and other health professionals in developing collaborative inter-professional learning opportunities.</li> <li>• Is involved in the induction of newly appointed staff.</li> </ul>
	<p><b>Service Improvement &amp; Research - Te Whakapai Ratonga me te Rangahau</b></p> <ul style="list-style-type: none"> <li>• Develops and monitors clinical assurance activities for the profession (inclusive of adherence) and makes recommendations for change where indicated, in collaboration with the director of allied health or equivalent.</li> <li>• Identifies and supports opportunities for innovative clinical practice in collaboration with others.</li> <li>• Supports changes in practice and/or models of care, in line with evidence-based practice (where available), research evidence and audit activity aligned with the strategic direction of the profession and organisation.</li> <li>• Actively leads profession to monitor, review and adapt practice where evidence does not support current practice including the cessation of practice.</li> <li>• Champions the occupational therapy profession to pursue research and knowledge-building required for practice improvement.</li> <li>• Establishes working partnerships with consumers, other services / external organisations to promote safe and integrated working that improves the outcomes and experience of patients / clients and whānau.</li> <li>• Ensures profession specific (and inter-professional) protocols, pathways and policies are developed, maintained and aligned with evidence-based practice. Where appropriate seeks out, shares and develops these across services to promote integration and consistency in service delivery for client/patient/ tangata whaiora and whānau across the region.</li> <li>• Practises in a way that utilises resources (including staffing) in the most sustainable and cost-effective manner.</li> <li>• Actively participates in national, regional and sub-regional working groups/ clinical networks to identify and implement service improvements as appropriate.</li> <li>• Contributes to annual planning process, including identifying gaps in service and participating in work activity that may result from the planning process.</li> <li>• 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.).</li> </ul>
<p><b>HEALTH &amp; SAFETY RESPONSIBILITIES</b></p>	<p>HBDHB is committed to maintaining and promoting the health &amp; safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> <li>• Not to do anything that puts your own H&amp;S at risk</li> <li>• Not to do anything that puts others H&amp;S at risk</li> <li>• To follow all health and safety policies and procedures</li> <li>• To follow all reasonable health and safety instructions</li> </ul> <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>

<b>KEY WORKING RELATIONSHIPS</b>	<b>INTERNAL</b> <ul style="list-style-type: none"> <li>• Allied Health Professionals, Professional Advisor &amp; Director of Allied Health</li> <li>• Te Wāhanga Hauora Māori HBDHB</li> <li>• Other teams relevant to supporting the Tangata Whaiora and whānau journey</li> </ul>	<b>EXTERNAL</b> <ul style="list-style-type: none"> <li>• Client /patient/ tangata whaiora and their whānau</li> <li>• Community Services and Agencies</li> <li>• All other Health Providers, including PHO, GPs</li> </ul>
<b>DELEGATION AND DECISION</b>	<ul style="list-style-type: none"> <li>• Works autonomously with a high degree of independence to achieve the plan and problem solve complex issues as they arise.</li> </ul>	
<b>HOURS OF WORK</b>	24 per fortnight	
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	In accordance with the Allied, Public Health and Technical Multi Employer Collective Agreement (MECA) according to qualifications and experience pro-rated for hours worked.	
<b>DATE</b>	Nov 2021	
<b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>	N/A	
<b>SCOPE &amp; COMPLEXITY</b>	<ul style="list-style-type: none"> <li>• Ensure smooth and effective pathway for tamariki / rangatahi / whānau /kaumatau/kuia referred to the service to ensure barriers to services are reduced</li> <li>• Competent engaging and addressing cultural needs of the Consumer and whānau</li> <li>• A strong emphasis on improving services &amp; reducing inequities for Māori whānau, hapū and iwi</li> <li>• 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</li> <li>• Supports a holistic approach within a progressive service to better enable collaborative relationships and integrated pathways</li> <li>• Knowledge of all teams across the HB DHB who have occupational therapy professionals and an understanding of services being provided.</li> <li>• Managing stakeholder relationships across the organisation</li> </ul>	

## ESSENTIAL CRITERIA

### Qualifications

- Bachelor/Masters of Occupational Therapy, or equivalent.
- New Zealand Registered Occupational Therapist, with current annual practising certificate (APC).

### Experience

- Minimum 6 years practice working in a health or other relevant setting.
- Demonstrated leadership skills and success leading, motivating and developing others.
- Demonstrated commitment to quality, safety and clinical governance.
- Ability to contribute positively to the Interprofessional/multidisciplinary team
- Evidence of on-going professional development.
- Knowledge of, and familiarity with, other health services including the differing paradigms in which they deliver health services.
- Demonstration of research and practice development
- Focus on delivering high quality care for the patient/client/whānau.

### Business / Technical Skills

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

### Key Attributes

- Excellent written and verbal communication skills and collaborative ability
- Self-motivated in developing clinical and professional practice of self and others
- Positive attitude with problem solving focus
- Continuous improvement focus
- Enjoys working across teams and services – providing mentoring and expert advice
- Innovative and an ability to influence
- Ability to build constructive and effective relationships

### 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:

Fit to practice

### Vaccination status for role:

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

Hawkes Bay DHB requires ALL its employees to be vaccinated against COVID-19. Applicants must already have had their first dose of the COVID-19 vaccine and have their second dose no later than 1st January 2022. Failure to meet this requirement will result in your application being rejected.

## DESIRABLE CRITERIA

- Member of NZ Occupational Therapy Association
- Post graduate qualifications and education relevant field (or working towards)
- Experience speaking and teaching to groups
- Project management skills
- Advanced clinical experience and knowledge. Desirable for this to be across a range of health sector settings
- Knowledge about how the organisation works and the culture of the organisation



# Our shared values and behaviours



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

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

## 1 ĀKINA IMPROVEMENT *Continuous improvement in everything we do*

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

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

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

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

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