

<b>Te Whatu Ora</b> Health New Zealand Te Matau a Māui Hawke's Bay	<b>POSITION TITLE</b>	<b>Occupational Therapy Advanced Practitioner (Whakaora Ngangahau)</b>		
	<b>DIRECTORATE</b>	<i>Whānau and Communities</i>	<b>DEPARTMENT</b>	<i>Te Whata Moanarua</i>
	<b>REPORTING TO (operationally)</b>	<i>Allied Health Team Leader</i>	<b>REPORTING TO (professionally)</b>	<i>Occupational Therapy Professional Lead</i>
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role covers the Occupational Therapy services within the rehabilitation ward in Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke's Bay			
<b>PURPOSE OF THE POSITION</b>	<ul style="list-style-type: none"> <li>An Advanced <i>Occupational Therapist</i> provides safe and clinically effective comprehensive assessment and intervention, with demonstration of advanced knowledge and skills to manage complex presentations to patients / clients / tangata whaiora and their whānau</li> <li>This role will have responsibility for providing clinical leadership within the <i>Occupational Therapy</i> team and <i>Rehabilitation</i> service which assists in developing the clinical capability of others, including <i>Allied Health Assistants</i>.</li> <li>To ensure and prioritise a focus on safe and high quality patient/client/ tangata whaiora care. This include all interventions and processes within the rehabilitation ward.</li> <li><i>Develop strong relationships with acute inpatient wards, including assistance with managing complex cases, supporting education, providing peer support, and supporting quality improvement.</i></li> <li><i>Ensure a strong clinical and professional link with community services and organisations, including development of relationships and patient pathways.</i></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 Hawkes Bay Health sector vision, values and behaviours.</li> </ul>			
<b>KEY DELIVERABLES</b>	<p><b>Clinical Practice- Te Mahi Haumanu</b></p> <ul style="list-style-type: none"> <li>Takes responsibility for providing day to day clinical leadership in <i>Rehabilitation</i> including providing clinical advice, coaching support and clinical guidance to others.</li> <li>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 <i>Occupational Therapy</i> intervention.</li> <li>Demonstrates ability to independently organise workload and accept responsibilities for work outcomes.</li> <li>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.</li> <li>Carries out and support others with assessment, formulation and management of risks.</li> <li>Demonstrates provision of and supports others with culturally safe practice with patients/ clients/ tangata whaiora and their whānau.</li> <li>Carries out comprehensive <i>Occupational Therapy</i> assessment of patients / clients/ tangata whaiora and their whānau, including those with diverse and complex presentations.</li> <li>Formulates and delivers individualised <i>Occupational Therapy</i> 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).</li> <li>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 &amp; mental health)</li> <li>Regularly reassesses and evaluates the patients/ clients/ tangata whaiora performance and progress against agreed goals and adjust intervention as situations change.</li> <li>Considers health literacy ensuring patients/ clients/ tangata whaiora and their whānau engagement, participation and understanding.</li> <li>Identifies unmet needs of patients/ clients/ tangata whaiora and their whānau with potential solutions to address these needs.</li> <li>Role models 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.</li> </ul>			

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Demonstrates an awareness of health inequalities, 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 whanau.</li><li>• 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.</li><li>• Demonstrates a comprehensive and respectful understanding of the roles and contributions of the members of the IPP and MDT team.</li><li>• 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 <i>Occupational Therapy</i> is integrated into the overall treatment programme (where appropriate) including discharge planning.</li><li>• Develops comprehensive discharge/transfer plans with the patients / clients/ tangata whaiora and their whānau.</li><li>• Completes health record documentation consistent with legal, professional and organisational requirements.</li><li>• 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.</li><li>• Provides specialist advice, teaching and instructions to patients / clients/tangata whaiora, whanau, carers and other professionals to promote coordination of support being delivered.</li><li>• Works in other areas as identified or following a reasonable request in order to support the organisation in managing safe patients / clients/tangata whaiora care interventions and maintains high quality service delivery</li></ul> |
|--|---|

DRAFT

KEY DELIVERABLES	<p><b>Leadership &amp; Management - Te Ārahi me te Whakahaere</b></p> <ul style="list-style-type: none"> <li>• From information available, prioritises Client/patient/ tangata whaiora to enable appropriate allocation of referrals, delegate's appropriate tasks and has oversight of workload for staff in the clinical area.</li> <li>• Attends and actively contributes to all relevant department, clinical and team meetings, leading and facilitating such meetings as required.</li> <li>• Assists team leaders and professional leaders in clinical assurance activities of <i>Occupational Therapy</i> staff as requested.</li> <li>• Demonstrates negotiation and management of conflict skills in line with Te Whatu Ora ` Hawke's Bay core values and behaviours</li> <li>• Provides reports to team leaders/professional leaders in relation to area of clinical practice as requested.</li> <li>• Is involved in recruitment and selection processes as requested by line managers</li> <li>• Provides advice and recommendations to line manager where this will support delivery of services.</li> <li>• Promotes professional and clinical practice that is based on evidence based best practice and current research that supports organisational strategic aims</li> <li>• Directs and delegates clinical tasks to allied health assistants and support staff as appropriate</li> <li>• Provides feedback to staff using coaching and relationship centred practice strategies to support sound effective and competent performance.</li> </ul>
KEY DELIVERABLES	<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 competency activities. This must comply with professional registration requirements.</li> <li>• Provides critical analysis, appraisal and integration of current research outcomes and relevant literature in order to maintain advanced levels of knowledge and practice. Demonstrates application of this knowledge in practice.</li> <li>• Supervises, educates, assesses the performance of Occupational Therapy students.</li> <li>• Provides IPP and MDT education in direct clinical area, or discipline specific teaching across teams and services.</li> <li>• Shares knowledge skills and learning across teams.</li> <li>• Maintains an awareness of current developments in relevant clinical areas and makes recommendations to changes in practice.</li> <li>• Facilitates and is involved in the induction and training of newly appointed staff as required.</li> <li>• Leads and fosters a learning environment for staff including teaching and participating in the running of training relevant to area of clinical practice.</li> <li>• Contributes to the training needs analysis of the team/ services/ profession</li> <li>• Completes mandatory training as applicable for the role.</li> <li>• Participates positively in an annual performance review and associated clinical assurance activities.</li> <li>• Participates in professional supervision in line with the organisations and professional body requirements.</li> <li>• Provides mentoring and clinical support and /or professional supervision</li> </ul>
KEY DELIVERABLES	<p><b>Service Improvement &amp; Research - Te Whakapai Ratonga me te Rangahau</b></p> <ul style="list-style-type: none"> <li>• Promotes and advances professional practice that is based on best practice and research that supports organisational strategic aims.</li> <li>• Takes responsibility for leading local audit and research projects as identified by self, team leader, professional leader, or manager</li> <li>• Takes the lead on development of quality improvement activities to develop and improve service delivery, clinical practice or professional standards. This may include care pathways / treatment protocols, standards of practice, for example.</li> <li>• Develops / updates competency based frameworks for clinical staff in relevant clinical areas as agreed to by line manager and/or professional leader.</li> <li>• Proactively challenges and questions established intervention and approaches</li> <li>• Actively participates in national, regional and sub-regional working groups/ clinical networks to identify and implement innovative practice and or service improvements as appropriate.</li> <li>• Establishes working partnerships with external organisations to promote integrated collaborative ways of working</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>• Practises in a way that utilises resources (including staffing) in the most cost effective manner to facilitate the best patients/ clients/ tangata whaiora outcomes.</li> <li>• Awareness of and complies with all legislative and contractual requirements as applicable to the role</li> </ul>

	(e.g. Health and safety in Employment Act 1992, Privacy Act 1993, Vulnerable Children's Act 2014, Privacy Act, ACC service specifications etc.).	
<b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>	<p>Te Whatu Ora ` Hawke's Bay 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 Leader &amp; Director of Allied Health</li> <li>• Te Wāhanga Hauora Māori Te Whatu Ora ` Hawke's Bay</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>	<i>Works autonomously with a high degree of independence to achieve the plan and problem solve complex issues as they arise.</i>	
<b>HOURS OF WORK</b>	80 per fortnight	
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	In accordance with Public, Allied and Technical Health Employee's Multi Employer Collective Agreement (MECA) steps 9-11 \$87999-\$94266 per annum according to qualifications and experience pro-rated for hours worked.	
<b>DATE</b>	May 2023	
<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 /kaumata/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>• Leading and driving 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> </ul>	

# 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>

[www.ourhealthhb.nz](http://www.ourhealthhb.nz)





## ESSENTIAL CRITERIA

### Qualifications

- Bachelors of Occupational Therapy or equivalent, workign towards or holds Masters Qualification.
- New Zealand Registered *Occupational Therapist*, with current annual practising certificate (APC).

### Experience

- Expectation of at least 5 years clinical practice
- Minimum of 2 years clinical experience and advanced speciality knowledge relevant to role
- Leading and facilitating clinical improvements

### 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. (delete if not a community role or relevant)

### Key Attributes

- Effective written and verbal communication skills
- Positive attitude with problem solving focus
- Self-motivated in developing clinical and professional practice of self and others
- Ability to contribute positively to the inter-professional /multidisciplinary team.
- Focus on delivering high quality care for the patient/client/whānau.
- Shows flexibility to help service/team commitments

### 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: -

Te Whatu Ora ` Hawke's Bay is a fair and equitable employer. As per the Te Whatu Ora ` Hawke's Bay'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)

## 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

**Vaccination status for role:**

Vaccinations as per the current employee immunisation policy including annual influenza vaccinations and the understanding that Te Whatu Ora Hawke’s Bay expects its employees to be fully vaccinated for COVID 19