

<b>Health New Zealand</b> Te Whatu Ora	<b>POSITION TITLE</b>	<b>Advanced Practitioner: Occupational Therapy Clinical Coach</b>		
	<b>DIRECTORATE(S)</b>	Specialist and Communities Group	<b>DEPARTMENT</b>	Te Whata Moanarua, Allied Health Therapies
	<b>REPORTING TO (operationally)</b>	Team Leader, Te Whata Moanarua (Allied Health Therapies)	<b>REPORTING TO (professionally)</b>	Occupational Therapy Professional Lead
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role covers the Occupational Therapy physical inpatient services and clinical educational and training needs of Occupational Therapy staff in the Allied Health Inpatient area, Health New Zealand Te Whatu Ora, Te Matau a Māui Hawkes Bay.			
<b>PURPOSE OF THE POSITION</b>	<ul style="list-style-type: none"> <li>• An Advanced Occupational Therapist 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 inpatient Occupational Therapy service which assists in developing the clinical capability of others, including Allied Health Assistants.</li> <li>• This role coordinates and facilitates learning and development activities across Te Whata Moanarua to promote core Occupational Therapy theory and to ensure that staff are competent in their assessment, intervention and treatment practices.</li> <li>• To ensure and prioritise a focus on safe and high-quality patient/client/ tangata whaiora care. This includes all interventions and processes within the acute physical inpatient wards.</li> <li>• To assist staff, particularly new graduates and new employees to be confident and competent in their role.</li> <li>• Use of methods to capture learning outcomes; to include observation, formal audit, constructive and supportive verbal and written feedback.</li> <li>• Provide coaching to clinical supervisors of occupational therapy students to successfully manage their combined student / caseload commitment where necessary.</li> <li>• Ensure the inpatient occupational therapy team has a strong clinical and professional link with community services and organisations, including development of relationships and patient pathways.</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>	<b>Clinical Practice- Te Mahi Haumanu</b> <ul style="list-style-type: none"> <li>• Takes responsibility for providing day to day clinical leadership in physical inpatient OT services and wider team, 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. This includes the ability to support others in the prioritisation of their clinical workload relevant to skill and experience.</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 and supports rotational staff with comprehensive Occupational Therapy assessment of patients / clients/ tangata whaiora and their whānau, including those with diverse and complex presentations.</li> <li>• 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).</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</li> </ul>			

to address these needs.

- 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.
- 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.
- 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, whanau, carers and other professionals to promote coordination of support being delivered.
- 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
- Is able to and supports occupational therapists to identify unmet needs of patients/clients along with potential solutions to address these needs.
- Adheres to any applicable recognised best practice and any relevant clinical policies and practice guidelines.

<p><b>KEY DELIVERABLES</b></p>	<p><b>Leadership &amp; Management - Te Ārahi me te Whakahaere</b></p> <ul style="list-style-type: none"> <li>• Leads and fosters a learning environment for staff, including encouragement to share good practice and be reflective and open to change</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 new graduate and other occupational therapy staff as requested.</li> <li>• Takes responsibility for providing day to day clinical leadership, by providing clinical advice, support and guidance to others.</li> <li>• Demonstrates negotiation and management of conflict skills within the workplace.</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 manager or professional leader.</li> <li>• Provides advice and recommendations to line manager where this will support delivery of services.</li> <li>• Develops and maintains relationships with other Educator roles within the Te Whatu Ora districts to foster shared learning, opportunities and collaboration.</li> <li>• Develops and maintains relationship with respective Human Resources/Organisational Development/Capability Development/Learning and Development department/s.</li> <li>• Escalates any practice issues identified, that cannot be resolved through training, to the Team Leader and Professional Leader</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> <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>• Promotes professional and clinical practice that is based on evidence based best practice and current research that supports organisational strategic aims</li> <li>•</li> </ul>
	<p><b>Teaching &amp; Learning - Ako Atu, Ako Mai</b></p> <ul style="list-style-type: none"> <li>• Provides mentoring and support and professional supervision to entry level/less experienced clinicians.</li> <li>• Leads the training needs analysis for the new graduate occupational therapists.</li> <li>• Identifies, analyses, co-ordinates and delivers learning opportunities for new graduate occupational therapists across the district.</li> <li>• Develops and oversees the annual education plan for new graduate therapists in relevant area/service (in line with team/service/organisational needs) in collaboration with team and professional leader.</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>• Supports and mentors occupational therapy colleagues who are delivering and coordinating education and mentoring within their clinical specialities or providing clinical supervision / mentoring to new graduate and rotational occupational therapists.</li> <li>• Implements learner-focused solutions based on principles of adult learning</li> <li>• Supports interprofessional education where appropriate</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 in coaching of staff.</li> <li>• Maintains an awareness of current developments in relevant clinical areas.</li> <li>• Is involved in the on boarding and orientation and induction of newly appointed staff as required.</li> <li>• Maintains competency to practice through identification of learning needs and continuing competency activities. This must comply with professional registration requirements.</li> </ul>
<p><b>KEY DELIVERABLES</b></p>	

	<ul style="list-style-type: none"> <li>• Supervises, educates, assesses the performance of Occupational Therapy students.</li> <li>• Shares knowledge skills and learning across teams.</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> </ul>	
<p><b>KEY DELIVERABLES</b></p>	<p><b>Service Improvement &amp; Research - Te Whakapai Ratonga me te Rangahau</b></p> <ul style="list-style-type: none"> <li>• Implements relevant learning modalities and methods (based on best practice) to deliver high quality education and training.</li> <li>• Enables and supports others to source and use evidence to improve practice.</li> <li>• Advises other team members and line manager or professional leader on learning needs identified in initiates service improvement projects.</li> <li>• Promotes professional practice that is based on best practice and research that supports organisational strategic aims.</li> <li>• Develops / updates competency-based frameworks for clinical staff in relevant clinical areas as agreed to by line manager or professional leader.</li> <li>• Proactively challenges and questions established interventions and approaches.</li> <li>• Contributes to annual planning process, including identifying gaps in service and participating in work / projects that may result from the planning process.</li> <li>• Practises in a way that utilises resources (including staffing) in the most sustainable and cost-effective manner to facilitate the best patients/ client/ tangata whaiora outcomes.</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>• 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>Te Matua A Maui 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>	
<p><b>KEY WORKING RELATIONSHIPS</b></p>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>• Allied Health Professionals, Professional Advisor &amp; Director of Allied Health</li> <li>• Te Whata Moanarua Allied Health Leaders &amp; other MDT clinicians</li> <li>• Occupational Therapy Teams across the district</li> <li>• Te Wāhanga Hauora Māori, Te Matau a Maui</li> <li>• Rehab and Support Operations Manager</li> <li>• Other teams relevant to supporting the Tangata Whaiora and whānau journey</li> </ul>	<p><b>EXTERNAL</b></p> <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> <li>• Whaikaha, ENABLE New Zealand</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>	80 per fortnight
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	In accordance with the Allied, Public Health, Scientific & Technical Single Employer Collective Agreement (SECA) Designated Step B2- B3 according to qualifications and experience pro-rated for hours worked.
<b>DATE</b>	December 2024
<b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>	N/A
<b>SCOPE &amp; COMPLEXITY</b>	<ul style="list-style-type: none"> <li>To provide clinical and professional support to all occupational therapists within the Inpatient Allied Health teams.</li> <li>To place emphasis on provision of client safety through risk reduction, abiding by health and safety policy and infection control protocol.</li> <li>To ensure 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 Te Matua a Maui 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

- New Zealand Registered Occupational Therapist, with current annual practising certificate (APC).
- Relevant Post Graduate Qualification

### Experience

- Minimum 6 years practice working in a health or other relevant setting with at least 4 years in the inpatient setting
- Demonstrated leadership skills and success leading, motivating and developing others.
- Medical, orthopaedic, surgical and neurological skills
- Working knowledge of requirements of EMS Assessor accreditation, wheelchairs, minor housing modifications and equipment
- Strong interest in the development and professional supervision of staff
- 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

## DESIRABLE CRITERIA

- Accredited Environmental Management Services (EMS) assessor of wheelchairs and equipment
- Post graduate qualifications and education relevant field (or working towards)
- Clinical Coaching Qualification
- Experience speaking and teaching to groups
- 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 organization
- Knowledge of quality improvement models
- Change management experience



## Our Vision and Values

*Te hauora o te Matau-a-Māui: Healthy Hawke's Bay*

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



### HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

### ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

### RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

### TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.

