



Role Description

Position:	Occupational Therapist Intellectual Disability Forensic Inpatient Services Mental Health, Addictions & Intellectual Disability Service (MHAIDS) 3DHB
Hours of Work:	Full Time (1 FTE) Monday to Friday
Responsible to:	Relevant Team Leader Intellectual Disability Forensic Inpatient Services Mental Health, Addictions & Intellectual Disability (MHAID) Service 3DHB
Location(s):	Porirua

The Vision, Mission Statements and Values of each of the three DHBs are highly congruent.

Wairarapa DHB Vision:	Well Wairarapa - Better health for all
Hutt Valley DHB Vision:	Whanau Ora ki te Awakairangi Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.
Capital & Coast DHB Vision:	Better Health and Independence for People, Families and Communities.

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.
Hutt Valley DHB Mission:	Working together for health and wellbeing Our mission demonstrates the Hutt Valley DHB's commitment to a cooperative way of working. This includes staff working cooperatively, working in collaboration with the people and organisations we fund, working with organisations from other sectors and working within our community.
Capital & Coast DHB Mission:	Together, Improve the Health and Independence of the People of the District.

Wairarapa DHB Values:	Respect – whakamana tangata; integrity – mana tu; self-determination – rangatiratanga; co-operation – whakawhanaungatanga; and excellence – taumatatanga.
Hutt Valley DHB Values:	'Can do' – leading, innovating and acting courageously; Working together with passion, energy and commitment; Trust through openness, honesty respect and integrity; Striving for excellence.
Capital & Coast DHB Values:	Innovation, Action, A focus on People and Patients, Living the Treaty, Professionalism through Leadership, Honesty, Integrity and Collaboration, Excellence through Effectiveness and Efficiency.

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.

Hutt Valley DHB

The Hutt Valley District Health Board (DHB) is a hospital and health provider in the Hutt Valley, located 20minutes from Wellington.

Hutt Valley DHB provides secondary and tertiary, medical and surgical hospital services along-side community based health care. The main facility is Hutt Hospital in Lower Hutt, which has 260 beds. Hutt Valley DHB funds local health providers and works collaboratively with the community to create and support multiple health education initiatives and projects within the region.

Capital and Coast DHB

The Capital and Coast District Health Board (CCDHB) covers a region extending from Wellington to Otaki. It comprises delivery arms in primary, secondary and tertiary health. Hospital and Health Services (HHS) is primarily responsible for the hospital and health services delivered via a new Wellington Regional Hospital; a secondary and community facility at Kenepuru; a Forensic, Rehabilitation and Intellectual Disability Hospital at Ratonga Rua-o- Porirua; and Kapiti Community Hospital.

Collectively, joint services provided across the three DHBs are referred to as 3DHB in this role description.

Service Perspective

The hospital and health services of the DHBs provide a range of services, one such group of services includes Mental Health, Addictions and Intellectual Disability (MHAID) Service. The Service has over 1400 employees and annual revenue of \$135m.

MHAIDS spans three DHBs - Wairarapa, Hutt Valley and Capital and Coast DHB's and includes local, regional, and national services. The local MHAID services are provided from multiple sites within the 3DHB sub-region – greater Wellington, Hutt Valley and Wairarapa. Te Korowai Whariki services include regional forensic and rehabilitation services covering the Central region while the intellectual disability services extend the length and breadth of the country from six bases located in Whangarei, Auckland, Cambridge, Wellington, Christchurch, and Dunedin.

The core business of the Service is the provision of quality specialist services, integrated with primary and secondary providers in the communities we serve.

The Service is committed to the underlying principles of:

- ☐ The New Zealand Disability Strategy: Making a World of Difference – Whakanui Oranga.
- ☐ Te Tahuhu and the Mental Health Blueprint for Mental Health Services in New Zealand to guide and direct service design, delivery, development, and review.
- ☐ Intellectual Disability High and Complex Framework
- ☐ Te Tiriti o Waitangi as the founding document of Aoteroa/New Zealand.

The Service has access to business support services including Human Resources and Finance. In addition, management and delivery of clinical services across the Service is underpinned by consultation, advice, and support from a range of cultural, consumer, and family advisors, and business, quality and organisational development personnel.

Team Perspective

This position is a key team member in the Intellectual Disability Forensic Inpatient Services. Our forensic intellectual disability services are for people who have a diagnosed intellectual disability and have committed often serious offences. These clients are usually care recipients or special care recipients under the Intellectual Disability (Compulsory Care and Rehabilitation) Act 2003 (IDCC&R) who have been convicted or found unfit to stand trial.

The Intellectual Disability Service is an inpatient service that operates 24 hours a day, 7 days a week, 365 days a year and provides assessment, treatment and rehabilitation of the above-mentioned client group .

The service is staffed with medical, nursing, allied health clinicians, mental health support workers, managers and administrators. The nursing and mental health support worker staff all work rostered and rotating shifts. This role typically works across the adult and youth inpatient services.

The maximum number of clients in inpatient services is 27 people. The length of stay for each client varies and in more recent years orders have been made for an average of two years.

Role perspective

The role of the Occupational Therapist within this setting is to provide assessment and intervention for occupational performance issues identified through standardised

assessments taken from recommendations of specialist assessors, care managers and legal documentation, delivered in a safe environment

At Capital and Coast DHB we have a clinical career pathway which sets expectations for professional practice within our organisation. Level 1 of the pathway applies to new graduates and those with up to 2 years post graduation experience; Level 2 applies to those with approximately 2-6 years post graduation experience; and Level 3 is for those with greater leadership / years of experience.

Purpose of the role

To provide effective, quality occupational services to clients and to actively participate in the multidisciplinary team.

Key Accountabilities

The Clinical Career Pathway (CCP) shown below describes the key accountabilities for clinical practice. The full career pathway has been included here to show progression of the pathway. In addition, there are specific accountabilities for Quality & Risk, and Occupational Health & Safety listed immediately after the CCP.

	Level 1	Level 2	Level 3
CLINICAL			
Responsibilities	<ul style="list-style-type: none"> To provide appropriate and effective assessment and intervention for clients / patients with regular support and consultation from a more experienced OT To apply knowledge and skills from theory and research to the practice of OT To provide assessment and intervention which is culturally sensitive To follow legal and contractual requirements To support the training of OT students. 	<ul style="list-style-type: none"> To provide appropriate and effective assessment and intervention for clients / patients with support and consultation from a more experienced OT To apply knowledge and skills from theory and research to the practice of OT To provide assessment and intervention which is culturally sensitive To follow legal and contractual requirements To contribute to the student Social Workers training programme To contribute to the quality improvement processes within OT 	<ul style="list-style-type: none"> To provide appropriate and effective assessment and intervention for clients / patients with consultation as required To apply knowledge and skills from theory and research to the practice of OT To provide assessment and intervention which is culturally sensitive (advanced level) To follow legal and contractual requirements To contribute to the student OT training program To contribute to the development of practice and the continuous quality improvement process within area in conjunction with the Professional representative To provide support to OTs at levels 1 and 2 as appropriate
Activities & Processes	<ul style="list-style-type: none"> Responds to referrals appropriately. 	<ul style="list-style-type: none"> Responds to referrals appropriately. 	<ul style="list-style-type: none"> Responds to referrals appropriately. Integrates theoretical knowledge with assessment and intervention

	Level 1	Level 2	Level 3
	<ul style="list-style-type: none"> • Determines the OT tasks and client/patient goals in consultation with the client/patient/family/whanau. • Plans and documents intervention according to client/patient/family/whanau needs. • Evaluates and adapts intervention plan as required. • Plans discharge with client/patient/family/whanau and MDT as appropriate. • Integrates theoretical knowledge with assessment and intervention. • Demonstrates recognition of the principles of the Treaty of Waitangi in the provision of social work. • Demonstrates a multi-cultural perspective in clinical practice. • Has a beginning knowledge of relevant legislation and contracts. 	<ul style="list-style-type: none"> • Determines the OT task and client/patient goals in consultation with client/patient/family/whanau. • Plans and documents intervention according to client/patient/family/whanau needs. • Evaluates and adapts intervention plan as required. • Integrates theoretical knowledge with assessment and intervention. • Plans discharge with client/patient/family/whanau and MDT as appropriate. • Demonstrates recognition of the principles of the Treaty of Waitangi in the provision of social work. • Demonstrates a multi-cultural perspective in clinical practice. • Has good knowledge of relevant legislation and contracts. • Supervises a student. • Contributes to student learning. • Assists in development of practice guidelines. 	<ul style="list-style-type: none"> • Supports OTs at levels 1 and 2 as appropriate • Discusses and documents client's history and appropriate future options • Plans & document intervention according to client needs • Evaluates expected outcomes of care in relation to expectations for that client/patient • Provides underlying rationale for planned care and decisions reached • Innovatively integrates theoretical knowledge and practice experiences • Adheres to the Social Workers Code of Ethics/Conduct • Reviews practice guidelines in relevant areas/s of clinical practice. • Audits practice and documentation (as specified by the Charge Nurse Manager/Professional representative) • Recognises the principles of the Treaty of Waitangi in the provision of clinical Social Workers practice • Demonstrates a multicultural perspective in the provision of clinical practice • Oversees Student supervision and participates in the training program as required.

	Level 1	Level 2	Level 3
			<ul style="list-style-type: none"> • Has an in-depth knowledge of relevant legislation and service contracts
Performance Measures	<ul style="list-style-type: none"> • Achieved standards of documentation. • Achieved standards of practice/met practice guidelines. • Achieved satisfactory rating on customer/peer survey. • Received satisfactory rating from Maori Health Unit. 	<ul style="list-style-type: none"> • Achieved standards of documentation • Achieved standards of practice/ met practice guidelines • Achieved satisfactory rating from customer surveys • Received satisfactory rating from Maori Health Unit. • Achieved satisfactory rating on student evaluation • Provided evidence of assistance to develop/review practice guidelines 	<ul style="list-style-type: none"> • Achieved standards of documentation • Achieved standards of practice/ met practice guidelines • Achieved satisfactory rating from customer surveys • Completed bi-cultural awareness self-review • Completed annual peer assessment • Provided evidence of innovative practice • Reviewed practice guideline/s • Undertake standards of care/documentation audit, based on team/service priorities.
INTER PERSONAL-RELATIONSHIPS AND TEAMWORK			
Responsibilities	<ul style="list-style-type: none"> • To contribute to client/patient care by interacting effectively with multi-disciplinary team/health care members • To work co-operatively and competently with team members within the profession and/or service 	<ul style="list-style-type: none"> • To contribute to client/patient care by interacting effectively with multi-disciplinary team/health care members • To work co-operatively and competently with team members within the profession and/or service 	<ul style="list-style-type: none"> • To contribute to client/patient care by interacting effectively with multi-disciplinary team/health care members • To work co-operatively and competently with team members within the profession and/or service • To act as a role model for team members within the profession
Activities & Processes	<ul style="list-style-type: none"> • Attends and contributes to clinical team meetings where relevant 	<ul style="list-style-type: none"> • Attends and contributes to clinical team meetings where relevant. 	<ul style="list-style-type: none"> • Attends and contributes to clinical team meetings where relevant

	Level 1	Level 2	Level 3
	<ul style="list-style-type: none"> • Works co-operatively in the identification, development and achievement of clinical team goals • Attends and contributes to appropriate staff/departmental meetings • Works co-operatively and flexibly to maintain service delivery • Shares information and resources with colleagues 	<ul style="list-style-type: none"> • Works cooperatively towards the identification, development and achievement of clinical team goals. • Participates in working parties or project groups. • Shares information and resources with colleagues. • Attends and contributes to appropriate staff/departmental meetings. • Works cooperatively and flexibly to maintain service delivery. 	<ul style="list-style-type: none"> • Works co-operatively in the identification, development and achievement of clinical team goals • Identifies areas for quality improvement within team and seeks innovative solutions • Leads or participates in working parties or project groups for the profession, department or service • Attends and contributes to appropriate staff/departmental meetings • Works co-operatively and flexibly to maintain service delivery • Shares information and resources with colleagues
Performance Measures	<ul style="list-style-type: none"> • Attended clinical team meetings where applicable • Achieved satisfactory rating from customer surveys • Documented evidence in clinical notes of liaison with other team members • Attended staff meetings • Evidence provided of adapting caseload as required by department, service or company. 	<ul style="list-style-type: none"> • Attended clinical team meetings where applicable • Achieved satisfactory rating from customer/peer surveys • Documented evidence in clinical notes of liaison with other team members. • Satisfactory feedback from project leader on attendance and participation • Attended staff meetings • Evidence provided of adapting caseload as required by department or service 	<ul style="list-style-type: none"> • Attended clinical team meetings where applicable • Achieved satisfactory rating from customer surveys • Satisfactory feedback from project leader on attendance and participation in service wide project <p>OR</p> <ul style="list-style-type: none"> • Satisfactory feedback from project members on leadership of a team project • Project completed within time lines

	Level 1	Level 2	Level 3
			<ul style="list-style-type: none"> • Attended staff meetings • Evidence provided of adapting caseload as required by department, service or company
COMMUNICATION			
Responsibilities	<ul style="list-style-type: none"> • To demonstrate effective verbal and written communication with clients/patients, colleagues, team members and relevant others. • To keep effective records and documentation according to service and C&C DHB requirements and standards of practice. 	<ul style="list-style-type: none"> • To demonstrate effective verbal and written communication with clients/patients, colleagues, team members and relevant others • To keep effective records and documentation according to service and C&C DHB requirements and standards of practice 	<ul style="list-style-type: none"> • To demonstrate effective verbal and written communication with clients/patients, colleagues, team members and relevant others • To keep effective records and documentation according to service and C&C DHB requirements and standards of practice
Activities & Processes	<ul style="list-style-type: none"> • Communicates with clients/patients, their support networks, colleagues and others in a way that is understood and that enhances good quality practice. • Keeps records and statistics as required by service and C&C DHB policies. 	<ul style="list-style-type: none"> • Communicates with clients/patients, their support networks, colleagues and others in a way that is understood and that enhances good quality practice • Keeps records and statistics as required by service and C&C DHB policy 	<ul style="list-style-type: none"> • Communicates with clients/patients, their support networks, colleagues and others in a way that is understood and that enhances good quality practice • Keeps records and statistics as required by service and C&C DHB policy
Performance Measures	<ul style="list-style-type: none"> • Achieved satisfactory rating from customer surveys • Accurately completed statistics within required timeframes. • Achieved standards of documentation 	<ul style="list-style-type: none"> • Achieved satisfactory rating from customer surveys • Accurately completed statistics within required timeframes • Achieved standards of documentation 	<ul style="list-style-type: none"> • Achieved satisfactory rating from customer surveys • Accurately completed statistics within required timeframes
SUPERVISION			

	Level 1	Level 2	Level 3
Responsibilities	<ul style="list-style-type: none"> To participate in supervision 	<ul style="list-style-type: none"> To participate in supervision To provide supervision (where required by line manager) 	<ul style="list-style-type: none"> To participate in supervision To provide supervision
Activities & Processes	<ul style="list-style-type: none"> Shares responsibility for maintaining supervision contract Brings clinical and professional issues to supervision 	<ul style="list-style-type: none"> Shares responsibility for maintaining supervision contract. Brings clinical and professional issues to supervision. 	<ul style="list-style-type: none"> Shares responsibility for maintaining supervision contract Brings clinical and professional issues to supervision Assists supervisee in identifying learning needs and acts as a resource for supervisee Initiates supervision review as per policy
Performance Measures	<ul style="list-style-type: none"> Attends supervision sessions as per supervision policy Achieved goals set through supervision. 	<ul style="list-style-type: none"> Attended supervision sessions as per supervision policy Achieved goals set through supervision <p><i>Where providing supervision:</i></p> <ul style="list-style-type: none"> Provided supervision as per supervision policy Completed supervisor training Satisfactory feedback from supervisee on supervision provided 	<ul style="list-style-type: none"> Attended supervision sessions as per supervision policy Achieved goals set through supervision Provided supervision sessions as per supervision policy Completed supervisor training Satisfactory feedback from supervisee on supervision provided
PROFESSIONAL DEVELOPMENT			
Responsibilities	<ul style="list-style-type: none"> To assume responsibility for maintaining own personal professional development To participate in continuing education programmes 	<ul style="list-style-type: none"> To assume responsibility for maintaining own personal professional development To participate in continuing education programmes 	<ul style="list-style-type: none"> To assume responsibility for maintaining own personal professional development and to assist the development of others To participate in continuing education programmes

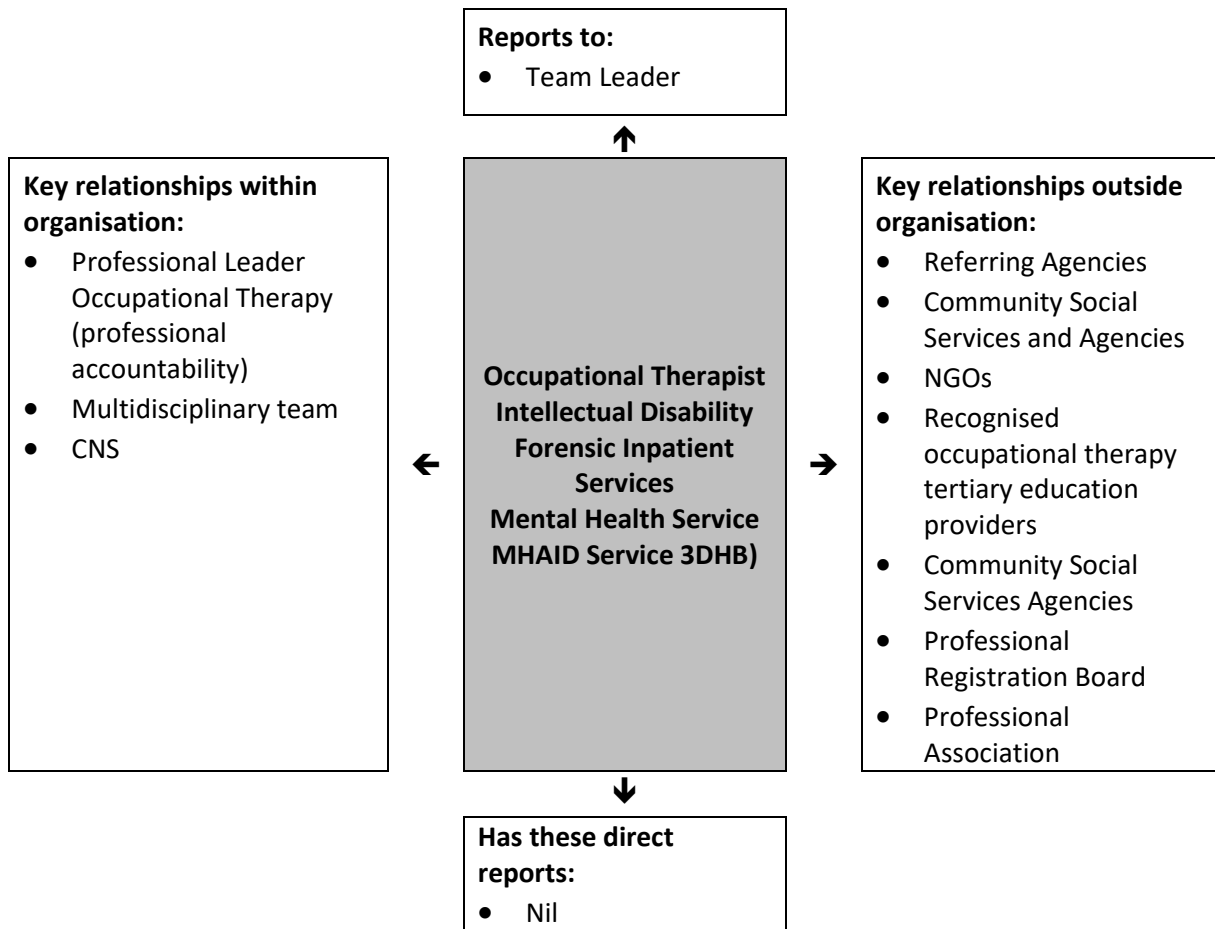
	Level 1	Level 2	Level 3
Activities & Processes	<ul style="list-style-type: none"> • Uses opportunities to up-date professional knowledge and skills by reading, attending training and education sessions, lectures and conferences • With help of supervisor/line manager, identifies objectives for Performance Development Plan & works to complete these • Attends in-services • Presents at in-service sessions (e.g. case studies or journal article reviews) 	<ul style="list-style-type: none"> • Actively seeks opportunities to up-date professional knowledge and skills by reading, attending training and education sessions, lectures and conferences • Uses opportunities to update professional skills and knowledge by reading, attending training and education sessions, lectures and conferences. • With help of supervisor/line manager, identifies objectives for Performance Development Plan and works to complete these • Presents at in-services, to multi-disciplinary teams or at other similar forums 	<ul style="list-style-type: none"> • Actively seeks opportunities to up-date professional knowledge and skills by reading, attending and presenting at training and education sessions, lectures and conferences • With help of supervisor/line manager, identifies objectives for Performance Development Plan and works to complete these • Attends in-services • Presents at in-services, to multi-disciplinary teams and at a service or organisational level • Contributes to on-going maintenance of the Clinical Career Pathway
Performance Measures	<ul style="list-style-type: none"> • Completed training record • Evidence provided of report/ presentation from external courses (if attended) as per C&C DHB policy. • Completed Performance Development Plan • Attended scheduled in-services • Presented twice annually to colleagues • Completed evaluation forms from presentations undertaken show satisfactory performance. 	<ul style="list-style-type: none"> • Completed training record • Evidence provided of report/ presentation from external courses (if attended) as per C&C DHB policy • Completed Performance Development Plan • Attended scheduled in-services • Presented twice annually to colleagues • Completed evaluation forms from presentations undertaken show satisfactory performance 	<ul style="list-style-type: none"> • Completed training record • Evidence provided of report/ presentation from external courses (if attended) as per C&C DHB policy • Completed Performance Development Plan • Attended scheduled in-services • Presented a minimum of twice annually including 1 presentation at a service or organisational level • Completed evaluation forms from presentations undertaken show satisfactory performance

	Level 1	Level 2	Level 3

The following specific accountabilities apply in addition to what is described in the career pathway above.

Key Accountability	Deliverables / Outcomes	Key Performance Indicators / Measures
1. Quality and Risk	<ul style="list-style-type: none"> Contributes to the quality processes within the team/service 	<ul style="list-style-type: none"> Identifies risks, potential solutions and notifies manager of these Complies with guidelines, protocols and policies Complies with legal/legislative requirements Participates in team/service risk minimisation activities Complies with C&C DHB reportable events policy
2. Occupational Health & Safety	<ul style="list-style-type: none"> Complies with responsibilities under the Health & Safety in Employment Act 1992 	<ul style="list-style-type: none"> Has read and understood the Health & Safety policy and procedures. Actively supports and complies with Health & Safety policy and procedures. Evidence of support and compliance with health and safety policy and procedures including use of protective clothing and equipment as required, active participation in hazard management and identification process, and proactive reporting and remedying of any unsafe work condition, accident or injury.

Key Relationships & Authorities



Competencies

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Problem Solving	<ul style="list-style-type: none"> • Uses rigorous logic and methods to solve difficult problems with effective solutions • Probes all fruitful sources for answers • Can see hidden problems • Is excellent at honest analysis • Looks beyond the obvious and doesn't stop at first answers
Priority Setting	<ul style="list-style-type: none"> • Spends his/her time and the time of others on what's important • Quickly zeroes in on the critical few and puts the trivial many aside • Can quickly sense what will help or hinder in accomplishing a goal • Eliminates roadblocks • Creates focus
Interpersonal Savvy	<ul style="list-style-type: none"> • Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation • Builds appropriate rapport • Builds constructive and effective relationships • Uses diplomacy and tact • Can diffuse even high-tension situations comfortably
Communication	<ul style="list-style-type: none"> • Practises active and attentive listening. • Explains information and gives instructions in clear and simple terms. • Willingly answers questions and concerns raised by others. • Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged. • Is confident and appropriately assertive in dealing with others. • Deals effectively with conflict.
Team Work	<ul style="list-style-type: none"> • Develops constructive working relationships with other team members. • Has a friendly manner and a positive sense of humour. • Works cooperatively - willingly sharing knowledge and expertise with colleagues. • 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. • Supports in word and action decisions that have been made by the team
Self Development	<ul style="list-style-type: none"> • Personally committed to and actively works to continuously improve. • Understands that different situations and levels may call for different skills and approaches. • Works to deploy strengths. • Works on compensating for weakness and limits.

Other aspects of capability not covered by the above competencies

Knowledge and Experience:

- Minimum of 3-5 years clinical practice
- Clinical experience applicable to role.

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.
- Assessing each referral as a genuine crisis requiring professional clinical intervention.

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.

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.

Date effective: October 2017