

**POSITION DESCRIPTION**

**Core Clinician- Allied Health Occupational  
Therapist**

**Kidz First Child Development**

This position is considered a children's worker under the Vulnerable Children Act 2014

Position Holder's Name:

Position Holder's Signature: .....

Manager/Supervisor's Name: Sanet Kelleway



Manager Signature:

|                                            |                              |                           |            |
|--------------------------------------------|------------------------------|---------------------------|------------|
| <b>Document ID:</b>                        | Core Allied Health Clinician | <b>Version:</b>           | 1          |
| <b>Department:</b>                         | Kidz First Child Development | <b>Last Updated:</b>      | 05/03/2024 |
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| Te Whatu Ora Health NZ<br>Counties Manukau |                              |                           |            |



## Our Strategic Goal

*We care about achieving health equity for our community.*

Together, the Counties Manukau health system will work with others to achieve equity in key health indicators for Maaori, Pacific and communities with health disparities.

We will measure the impact we have on healthy life years every year. This is our commitment to act and be deliberate in our choices and priorities.

This means that people will live longer healthier lives in the community.

## Our Shared Values

### Kind

Care for other people's wellbeing.

### Excellent

Safe, professional, always improving.

### Valuing everyone

Make everyone feel welcome and valued.

### Together

Include everyone as part of the team.



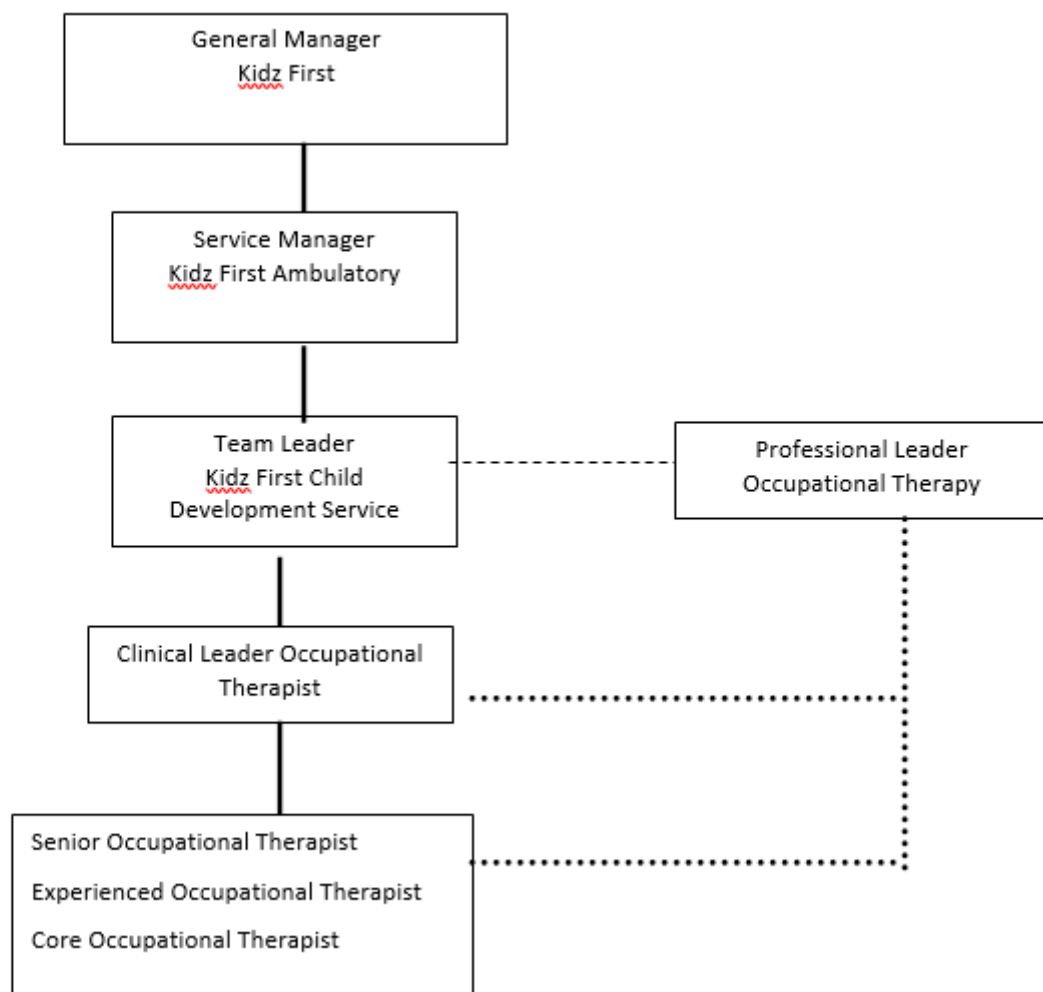
## PURPOSE OF THE POSITION

This position is responsible for providing a patient and whaanau centred safe and effective and outcome focused Occupational Therapy service within an interdisciplinary team setting either in a specific clinical service or across different services. The majority of the time spent in this role will be on direct clinical/professional activity.

Clinicians will be expected to also develop their knowledge and skills, demonstrate competencies and contribute to activities that support clinical practice eg learning, training, evaluation, quality improvement etc.

Specific objectives for your role relevant to your service and experience will be agreed with your line manager as part of your annual performance planning process.

## PLACE IN THE ORGANISATION



## NATURE AND SCOPE OF RESPONSIBILITIES

| Key Accountabilities                      | Standards / Achievements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b>Clinical and Professional Practice</b> | <ul style="list-style-type: none"> <li>• Be responsible for a clinical caseload as agreed with the line manager or delegated clinical/team supervisor</li> <li>• Work in partnership with patients and whaanau and other clinicians to assess, plan and deliver individualised care</li> <li>• Work with patients/clients/family/whaanau to establish their needs and goals of care</li> <li>• Demonstrate effective clinical reasoning and evidence informed practice</li> <li>• Use information to effectively prioritise and manage workload</li> <li>• Effectively communicate information with patients/whaanau, IDT, key stakeholders and agencies to support consistent care across the continuum of care</li> <li>• Provide information and education to patients and whaanau in a way that is understood by them. Assess their understanding of the proposed interventions and goals</li> <li>• Enable the concept of self-care by involving the patient and whaanau and by providing education and information</li> <li>• Follow up patient progress through reassessment and evaluation and make changes to plan as needed</li> <li>• Appropriately refer on to other services or clinicians as needed to achieve patient goals</li> <li>• Support discharge and transfer process as required</li> <li>• Complete documentation consistent with legal and organisational requirements</li> <li>• Collect and enter activity data on a timely basis to support the workflow and capacity management</li> <li>• Participate in providing weekend and on-call service as required</li> </ul> |
| <b>Learning and Teaching</b>              | <ul style="list-style-type: none"> <li>• Complete mandatory training and clinical updates/training within agreed timeframes</li> <li>• Maintain relevant clinical competencies specific to service needs, the position, the profession and specific registering authority requirements</li> <li>• Complete annual clinical updates and other training and credentialing relevant to the role</li> <li>• Identify own learning needs and proactively set professional development objectives to meet these</li> <li>• Participate in annual performance appraisal and development process</li> <li>• Participate in and contribute to continuing education/training within the team/service</li> <li>• Attend professional supervision regularly in line with organisation and professional body requirements</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|                                    | <ul style="list-style-type: none"> <li>• Support orientation and training of new staff as required</li> <li>• Provide clinical support, educate and assess the performance of other less experienced peers/clinicians e.g. formal or informal peer review, supervise/support decisions on patient care or knowledge and skill development</li> <li>• Contribute to the clinical training of students and supervise them</li> <li>• Provide professional supervision to less experienced clinicians in line with organisational/professional supervision guidelines</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Quality and Risk Management</b> | <ul style="list-style-type: none"> <li>• Follow organisational and relevant clinical and professional body policies, procedures, guidelines, standards of practice and code of ethics</li> <li>• Meet clinical competencies specific to service needs, position and profession</li> <li>• Deliver care that meets the priorities of the service</li> <li>• Demonstrate flexible working, effective time management and organisational skills to meet service needs</li> <li>• Engage in service delivery/safety/quality improvement initiatives to improve care to patients</li> <li>• Ensure relevant resources are used effectively</li> <li>• Identify and engage in innovation</li> </ul>                                                                                                                                                                                                                                                                                          |
| <b>Research and Evaluation</b>     | <ul style="list-style-type: none"> <li>• Demonstrate an ability to critically evaluate evidence/research and apply to practice</li> <li>• Support practice quality by sharing evidence and other relevant information</li> <li>• Participate in audit and research activities as relevant</li> <li>• Use local data to inform and change practice as needed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Clinical Leadership</b>         | <ul style="list-style-type: none"> <li>• Is accountable for individual actions</li> <li>• Take ownership of own work and demonstrate accountability</li> <li>• Demonstrate clinical leadership appropriate to the level of practice</li> <li>• Lead by example by modelling CM Health values</li> <li>• Demonstrate the ability to work effectively and collaboratively within an interdisciplinary clinical team and across the continuum of care</li> <li>• Demonstrate effective team work by respecting others contribution, communicating and helping the team achieve their goals</li> <li>• Is responsive and flexible to the needs of the wider team and the organisation</li> <li>• Seek help and direction from more experienced staff/line managers as needed</li> <li>• Attend and contribute to departmental, clinical and team meetings, leading and facilitating these as requested</li> <li>• Effectively delegate or take on tasks as relevant to the role</li> </ul> |

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| <b>Key Accountabilities</b> | <b>Standards / Achievements</b> |
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| <b>Health Equity</b> | <ul style="list-style-type: none"> <li>• Demonstrate in practice the principles of Te Tiriti o Waitangi</li> <li>• Develop cultural competency and demonstrate culturally safe practice that encompasses a diverse range of beliefs values and practices</li> <li>• Support, promote, and engage in practice that achieves health equity and leads to health gain improvements/ outcomes for those populations where inequities exist</li> <li>• Demonstrates a use of models of health in practice that promote health equity</li> <li>• Engage in data and information collection that supports relevant measures related to prioritisation of health equity</li> <li>• Support and include a preventative approach to healthcare service delivery by early intervention and empowering patients</li> </ul> |
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| Key Accountabilities                                                                                                                                                    | Standards / Achievements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <p><b>Commitment to the principles of Treaty of Waitangi / Te Tiriti O Waitangi</b></p> <p><b>Cultural Safety &amp; Diversity</b></p> <p><b>Honouring Diversity</b></p> | <p>The principles of partnership, participation, and protection underpin the relationship between Government and Maaori under the Tiriti O Waitangi and are integral to Counties Manukau strategy and service delivery to improve health gains of the community and achieve health equity. It is the responsibility of senior leadership to ensure the principles are incorporated within strategy and that relevant measures related to health gain and health equity are incorporated within service plans and delivery.</p> <ul style="list-style-type: none"> <li>● <b>Partnership</b> involves working together with iwi, hapuu, and whaanau and Maaori communities to develop effective strategies for Maaori health gain and appropriate health and disability services.</li> <li>● <b>Participation</b> requires Maaori to be involved at all levels of the health and disability sector, including in decision-making, planning, development and delivery of health and disability services.</li> <li>● <b>Protection</b> involves the District working to ensure Maaori have at least the same level of health as non-Maaori, and safeguarding Maaori cultural concepts, values and practices.</li> </ul> |
| <p><b>Utilise Information Technology</b></p>                                                                                                                            | <ul style="list-style-type: none"> <li>● Demonstrate ability to access and use available clinical information systems.</li> <li>● Is conversant with applications required for specific discipline/role. For example, i.PM, Clinical Portal, Outlook, etc.</li> <li>● Maintains own professional development by attending relevant IT educational programmes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>Record keeping</b></p>                                                                                                                                            | <ul style="list-style-type: none"> <li>● Creates accurate and appropriate records to support and evidence business activities and regularly files to ensure that corporate information is secure, unchanged and not removed until its compliant disposal date.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## COMMUNICATION AND INTERPERSONAL SKILLS

Will be required to interact on a regular basis with a range of Counties Manukau District staff members including:

- Operations Managers
- Service Managers
- Section Heads/Clinical Leads
- Professional Leader
- Clinical Directors of Allied Health Scientific and Technical
- Other allied health clinicians
- Nursing and Medical staff
- Community services
- NASC
- Administration staff
- Supporting staff e.g. technology, project, learning and development, KoAwatea
- Cultural Support teams
- Other relevant services

Externally there will be contact with:

- Patients and Whaanau
- External health providers
- Support Organisations e.g. Ministry of Social Development, Work and Income, Housing NZ
- Disability Support NASC and providers
- Community and NGO providers
- Professional and regulatory bodies
- Universities or training organisations
- Other stakeholders relevant to the role

## CONFIDENTIALITY

Discretion is required to be exercised in releasing confidential information to the appropriate parties.

## POSITIONS REPORTING IN THIS ROLE (numbers)

**Directly (numbers):** nil

**Indirectly (numbers):** students

|                                         |                                     |                           |            |
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| <b>Document ID:</b>                     | Core Clinician Occupational Therapy | <b>Version:</b>           | 2          |
| <b>Department:</b>                      | Kidz First Child Development        | <b>Last Updated:</b>      | 04/04/2024 |
| <b>Document Owner:</b>                  | Sanet Kelleway                      | <b>Next Review Date:</b>  | 04/04/2026 |
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| Te Whatu Ora Health NZ Counties Manukau |                                     |                           |            |

## PERSON SPECIFICATIONS (requirements for the role)

|                                     | Minimum                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Preferred                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>Qualifications</b>               | <ul style="list-style-type: none"> <li>Relevant discipline specific tertiary qualification (Diploma of Occupational Therapy, or Bachelor of Occupational Therapy, or Bachelor of Health Science (Occ Ther); or overseas equivalent</li> <li>Registered health professional with a valid annual practicing certificate</li> </ul>                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Experience (including years)</b> | <ul style="list-style-type: none"> <li>Completed relevant clinical attachments during undergraduate training</li> <li>Experience in health care service delivery</li> </ul>                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>Experience in secondary care health setting and/or education setting</li> <li>An understanding of health, disability and illness issues related to children and their families;</li> <li>Knowledge of developmental milestones and disorders;</li> <li>Work as part of a multidisciplinary team, in an interdisciplinary manner</li> </ul>                                                        |
| <b>Skills/Knowledge/Behaviour</b>   | <ul style="list-style-type: none"> <li>Patient and whaanau centred</li> <li>Ability to prioritise and organise</li> <li>Efficient</li> <li>Organised</li> <li>Well developed interpersonal skills</li> <li>Sound clinical skills</li> <li>Willing to learn</li> <li>Reflects on practice and makes changes</li> <li>Works on feedback provided</li> <li>Able to adapt to complex environments</li> <li>Team player</li> <li>Engages in innovation and quality improvement</li> </ul> | <ul style="list-style-type: none"> <li>Effective teaching-learning skills for children and their families including modelling, demonstration, reference material, handouts, and audio-visual aids</li> <li>Sensory integration assessments</li> <li>Is accredited to perform the following assessments: <ul style="list-style-type: none"> <li>personal care</li> <li>seating level 1</li> <li>wheelchair level 1</li> </ul> </li> </ul> |
| <b>Personal Qualities</b>           | <ul style="list-style-type: none"> <li>Self motivated</li> <li>Resourceful and resilient</li> <li>Can do/positive attitude</li> </ul>                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Able to work in a complex and changing health environment</li> </ul>                                                                                                                                                                                                                                                                                                                              |

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|  | <ul style="list-style-type: none"><li>• Creative</li><li>• Adaptable</li><li>• Conceptual thinker</li><li>• Listens with intent and engages</li></ul> |  |
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## HEALTH AND SAFETY ACCOUNTABILITIES (non-management roles)

Health and Safety (H&S) is a key accountability of all Counties Manukau District staff.

All Counties Manukau District Employees are responsible to:

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| <b>Zero Harm</b>                             | <ul style="list-style-type: none"><li>● Engage in safe workplace practices and take care of the health and safety of themselves, other employees and people in the workplace</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Risk Management</b>                       | <ul style="list-style-type: none"><li>● Identify, evaluate and report all hazards and incidents they are aware of in the workplace</li><li>● Adhere to apply risk controls, identified in risk assessments, such as 'Safe Operating Procedures'</li><li>● Follow safety instructions</li><li>● Stop work when there is an immediate risk of serious harm and notify the appropriate manager</li><li>● Ensure nothing they do or don't do will cause harm to themselves or others</li></ul>                                                                                                                                                 |
| <b>Safety Management System Requirements</b> | <ul style="list-style-type: none"><li>● Understand and follow Counties Manukau District's Occupational Health and Safety policies, Health and Safety regulations, and personal responsibilities as outlined by these policies</li><li>● Follow all Occupational Health and Safety policies and procedures</li></ul>                                                                                                                                                                                                                                                                                                                        |
| <b>Work Safely</b>                           | <ul style="list-style-type: none"><li>● Report for duty in a fit state, free from the influence of alcohol or other drugs</li><li>● Participate in consultation activities regarding matters affecting your health, safety and wellbeing</li><li>● Wear the required Personal Protective Equipment when undertaking specific activities, or when in nominated areas</li><li>● Operate clinical or plant equipment safely</li><li>● Participate in relevant safety training, and maintain safety related competencies</li><li>● If relevant to your position, be in possession of required and current Certificates of Competency</li></ul> |

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