

**POSITION PURPOSE AND PRIMARY OBJECTIVES**

**Purpose**

The Occupational Therapist as a member of the Allied health team is responsible for providing safe and evidence based occupational therapy treatment and rehabilitation to patients following surgery.

**Objectives:**

- Facilitate appropriate and high quality management of inpatients and where appropriate patients in the community.
- Educate caregivers and family about the patient's therapy programme.
- Support safe effective and efficient discharge processes that maximises patient outcomes.
- Contribute to the service development from an OT perspective.
- Contribute to an inter-professional team for a 'patient first 'approach.

PERFORMANCE INDICATORS	
<b>Provide safe and patient focussed rehabilitation care</b>	<ul style="list-style-type: none"> <li>▪ Work actively and co-operatively in an inter-professional team and liaise appropriately with relevant credentialed specialists and others involved with the patient</li> <li>▪ Where relevant be familiar with ACC other funder requirements and processes</li> <li>▪ Undertake accurate and comprehensive patient assessments and evaluations</li> <li>▪ Formulate treatment plans to address the conditions and needs of patients</li> <li>▪ Prescribe mobility aids (including wheelchairs) and adaptive equipment within the parameters of the credentialed specialists requirements</li> <li>▪ Complete Equipment Management Service processes in a timely manner</li> <li>▪ Prepare progress and discharge reports to meet service and funder requirements</li> <li>▪ Ensure appropriate community referrals are undertaken to support safe patient discharge and maximise patient outcomes</li> <li>▪ Where appropriate educate patients, family members and the community on adapting the home environment for a safe rehabilitation and recovery</li> </ul>
<b>Integrity and Trust</b>	<ul style="list-style-type: none"> <li>▪ Is widely trusted; is seen as a direct, truthful individual</li> <li>▪ Keeps confidences and maintains patient confidentiality</li> <li>▪ Admits mistakes; doesn't misrepresent him/herself for personal gain</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>▪ Uses logic and established processes to solve problems and achieve effective solutions, with insight</li> <li>▪ Uses excellent and honest analysis</li> <li>▪ Looks beyond the obvious; doesn't stop at the first answer/s</li> </ul>
<b>Interpersonal Savvy</b>	<ul style="list-style-type: none"> <li>▪ Relates well to all people, inside and outside the organisation</li> <li>▪ Builds appropriate rapport through constructive and effective relationships</li> <li>▪ Works in a collaborative manner that is flexible across all disciplines</li> </ul>

<b>Priority Setting</b>	<ul style="list-style-type: none"> <li>▪ Manages tasks appropriately based on urgency and needs of the department and patients</li> <li>▪ Positively responds to challenges</li> <li>▪ Manage own time adopting a disciplined approach to establishing and following identified role-related priorities</li> <li>▪ Tasks are scheduled and completed in a timely manner</li> </ul>
<b>GENERAL</b>	
<b>Participate in quality improvement</b>	<ul style="list-style-type: none"> <li>▪ Recognise and act upon all opportunities for quality improvement</li> <li>▪ Participate in quality improvement processes, quality activities and be accountable for following work routines, policies, procedures and expected standards</li> </ul>
<b>Constant performance improvement through personal and professional development</b>	<ul style="list-style-type: none"> <li>▪ Continues to pursue opportunities and enhance knowledge and skills appropriate to the area of work</li> <li>▪ Meets Mercy Hospital skill competency requirements, such as, but not limited to; fire, evacuation and health and safety training</li> <li>▪ Participate in annual performance reviews and personal professional development planning</li> </ul>
<b>Communicate and engage within the organisation</b>	<ul style="list-style-type: none"> <li>▪ Actively participates in staff meetings</li> <li>▪ Contributes to a supportive work environment</li> <li>▪ Communicates with patients, families, colleagues and visitors in a professional manner</li> </ul>
<b>Acknowledge and maintain work place health and safety procedures</b>	<ul style="list-style-type: none"> <li>▪ To take all practicable steps to ensure personal safety, and the safety of others, while at work, according to the department's and the Hospital's health and safety policies, procedures and systems</li> <li>▪ Adheres to current and relevant infection control practices maintaining a safe environment for both patients and staff</li> <li>▪ Takes initiative and identifies, reports and resolves issues that may cause harm to themselves or others in the organization</li> </ul>
<b>Support Mercy Hospital in its role as an essential service provider</b>	<ul style="list-style-type: none"> <li>▪ Mercy Hospital is an essential service and as such all staff must make every effort to come to work as long as it is safe to do so</li> <li>▪ Facilitating an emergency plan activation or adverse weather situation may require the use of a "phone tree". Each staff member will have a list of phone numbers and addresses of others in their department. In the event of adverse weather or an emergency staff may be required to ring others in their department or assist each other with transport</li> </ul>
<b>RELATIONSHIPS</b>	
<b>Reports to:</b> Allied Health Coordinator	<b>Direct Reports:</b> None
<b>Internal Relationships:</b> All Staff, HoD, Team Leaders	<b>External Relationships:</b> Patients, Visitors and Credentialed Specialist

## PERSON SPECIFICATIONS

### Work Qualifications

- Must be registered with the Occupational Therapy Board of New Zealand and possess a current Practising Certificate.
- Must maintain competency and professional development in accordance with the Occupational Therapy Board of New Zealand.

### Skills, Knowledge & Experience

#### Essential

- Minimum 2 years post graduate experience/clinical background
- Be evidence/best practice focused in service delivery, and have motivation and a commitment to directing professional development and personal growth
- Participate in the on-call service when and if required
- Assist in the support and mentoring of students, junior staff, and assistants as required
- Assist with cover for workload in other areas as directed
- Perform other duties relevant to the position as required
- Be computer literate with a broad based understanding of computer skills.
- Exceptional interpersonal and relationship building skills
- Exceptional communication skills both written and verbal
- Positive and professional approach to work.

#### Desirable

- Previous experience working in a private hospital setting.

### Physical Requirements

Standing, walking, bending, sitting, stairs, simple grasping, fine manipulation, operating machinery equipment, lifting, overhead reaching, carrying, pushing/pulling, twisting, climbing, balancing, crouching, squatting, other reaching.

## Mercy Hospitals Shared Purpose

Exceptional care that makes a difference to our patients and community.

## Mercy Hospitals Values

### Hiranga - Excellence

We do our best every day, learning continually.

### Atawhai - Care

We respond to others with empathy, kindness and expertise.

### Whakaute - Respect

We interact respectfully with others.

### Kotahitanga – Collaboration

We work together for the common good.

## Workplace Contribution

Mercy Hospital is committed to its obligations under the Treaty of Waitangi. Employees are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation and Protection.

### Health and Safety

Mercy Hospital is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organization. As an employee of Mercy, the health and safety of clients and colleagues, as well as your own, is your responsibility. You are expected to work safely at all times, and to actively participate in health and safety programs in your area. It is expected that you will report all accidents or potential hazards to your manager.

To participate in and comply with the requirements of the Health & Safety at Work Act 2015 and associated Mercy policies:

- Work practices ensure safety for self and others
- Advice or assistance is sought before commencing an unfamiliar work practice
- Hazards are identified, control plans documented, and hazards eliminated, minimised or isolated
- Comply with Mercy Hospital incident reporting policy and Health & Safety Policy
- Emergency management procedures and compulsory / compliance education and training completed
- Demonstrates knowledge of the health and safety database.

### Quality and Risk

Mercy Hospital is committed to the concept of quality improvement. As an employee you are required to actively participate in quality improvement and risk management, both at a professional level and service level. You are also required to participate in CQI and risk programmes as an integral part of your position.

### Personal Responsibilities

- Respect the Shared Purpose and Values of Mercy Hospital
- Be familiar and with Mercy Hospital policies and procedures
- Be responsible for own ongoing education and skills required in designated role
- Demonstrate an understanding and applicability of confidentiality of information regarding patients, employees and hospital business at all times.