



POSITION DESCRIPTION

Position title:	Occupational Therapist
Business area:	Encompass Health
FTE:	As per Conditions of Employment
Reports to:	Business Manager

Our Vision	Leading cancer care in Aotearoa – we bring inspiration and innovation together to positively impact the lives of New Zealanders.
Our Mission	To be the client’s choice for world class cancer care delivered by people with passion.
Our Values	<p>Excellence We deliver outstanding care to our clients with a focus on continuous improvement.</p> <p>Resilience We are flexible and responsive to the needs of our clients and our people.</p> <p>Collaboration We work in partnership with our clients, their whānau, and our staff.</p> <p>Integrity We act with authenticity and to the highest standard of performance and conduct.</p>

POSITION OBJECTIVE

- To be professionally accountable for quality occupational therapy management of patients.
- To facilitate the functioning of an environment conducive to patient and staff safety and wellbeing.
- To support the business objectives of Encompass Health

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> • Encompass Health team • Information Technology colleagues • St George’s Cancer Care Centre colleagues • St George’s Hospital colleagues • Cancer Society staff 	<ul style="list-style-type: none"> • Clients and whānau • Referrers • Community organisations • Oncology related organisations and not for profits



KEY AREAS OF ACCOUNTABILITY

Area of Accountability	Expected Results
<p>Professional Practice To ensure a safe clinical environment for patients, staff and visitors</p>	<ul style="list-style-type: none"> • Provides occupational therapy care and treatment in accordance with professional boundaries and guidelines. • Takes responsibility for maintaining skills, knowledge, and competencies as per hospital policies and procedures. • Provides, facilitates, advocates, and evaluates occupational therapy care that is evidence-based and is responsive to patient needs. • Maintains clear and accurate records ensuring compliance with the documentation requirements of the organisation. • Ensures appropriate communication of patient health assessment information. • Respects privacy, confidentiality of patients, staff, and consultants. • Uses Information Technology as required with relevant training (Microsoft Word, Microsoft Outlook, and relevant client management systems such as Mindbody). • Establishes and maintains a therapeutic relationship with clients / family / whānau / caregivers and relevant others. • Encourages patient autonomy, self-determination, and management.
<p>Leadership, Interpersonal Relationships/Teamwork To ensure effective teamwork, communicate effectively with patients, colleagues, other health professionals and the public.</p>	<ul style="list-style-type: none"> • Develops and sustains positive internal and external relationships, through communication and consultation. • Ensures an environment that fosters communication and teamwork and collegial support to all Encompass staff and the broader community. • Appreciates and respects the contribution of others within the team. • Contributes positively to the goals of the team and the organisation. • Promotes a culture of professional development by engaging with staff and initiating strategies to promote professional growth whilst recognising individual abilities and organisational needs. • Communicates honestly and openly with team members. • Mentors, coaches, acknowledges, empowers, and challenges staff. • Respects and supports staff when they make ethical decisions. • Ensures all communication reflects an ability to support and guide people experiencing loss or grief or increasing dependence. • Interprets and adheres to lines of authority and uses proper channels of communication. • Accepts and effects constructive change and/or criticism.



Area of Accountability	Expected Results
<p>Quality Improvement To maintain a high level of quality improvement</p>	<ul style="list-style-type: none"> • Participates actively in quality improvement activities. • Initiates, participates in and evaluates audits and uses outcomes to improve service provision. • Participates in other appropriate quality improvement activities as requested/required. • Participates actively in the maintenance of the ACC Workplace Safety Management standards, Ministry of Health Certification and QHNZ Accreditation process status. • Documents and reports accidents and incidents accurately in accordance with Hospital policy. • Actively participates in quality assurance programmes and audits, to monitor and improve standards of care, completing requested documentation and audit activities within specified timeframes. • Supports continuous quality improvement.
<p>Professional development To maintain a high level of professional development</p>	<ul style="list-style-type: none"> • Maintains and enhances current knowledge and skill base. • Participates in an annual performance appraisal and the setting of performance objectives. • Undertakes responsibility for meeting all the mandatory requirements of the Professional body and the Organisation. • Fosters an environment conducive to learning, enquiry and research. • Maintains an excellent knowledge of supporting equipment in specialty area and is able to trouble shoot.
<p>Inter-professional Healthcare and Quality Improvement To maintain a high level of quality improvement</p>	<ul style="list-style-type: none"> • Actively participates in quality assurance programmes and audits, to monitor and improve standards of care, completing requested documentation and audit activities within specified timeframes. • Participates in the maintenance of the ACC Workplace Safety Management standards, Ministry of Health Certification, QHNZ Accreditation and BFHI certification. • Participates in the development and review of written standards. • Communicates modifications to procedures and policies as they occur.
<p>Organisational Culture To support a strong and positive image of Encompass Health within the community and with key internal and external stakeholders</p>	<ul style="list-style-type: none"> • Promotes harmonious working relationships within the department and with departmental “Users”. • Understands and promotes the concept of internal and external customers (e.g. clients, colleagues and clinicians) and the need for a “customer focus”. • Assists in facilitating positive inter-departmental relationships. • Maintains confidentiality in respect to St George’s operations, business, employees, clients and clients. • Adheres to St George’s policies and procedures.
<p>Cultural understanding and commitment to Te Tiriti o Waitangi</p>	<ul style="list-style-type: none"> • Demonstrates an understanding of and commitment to our responsibilities of Te Tiriti o Waitangi. • Respects diversity of cultural, this may include age, gender, sexuality, ethnicity, culture, disability, or beliefs.
<p>Health & Safety</p>	<ul style="list-style-type: none"> • Complies with and supports all health and safety policies, guidelines, and initiatives.



Area of Accountability	Expected Results
To ensure a safe working environment	<ul style="list-style-type: none"> Ensures all incidents, injuries and near misses are reported reviewed and evaluated
Organisational effectiveness To contribute to the cost effectiveness and changing needs of the business	<ul style="list-style-type: none"> Sets appropriate priorities for workload. Looks for ways and means to actively and effectively promote cost effectiveness. Accurately completes cost accounting documents as appropriate.
Other duties To undertake other duties from time to time as requested by the practice manager	<ul style="list-style-type: none"> Performs such duties in a timely, accurate manner and in accordance with St George's Hospital/ Encompass Health policies and procedures.

QUALIFICATIONS, EXPERIENCE AND PERSONAL QUALITIES

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Registered Occupational Therapist with relevant post graduate experience. Holds a current practicing certificate. A member of or eligibility to be a member of The Occupational Therapy Board of NZ 	
Experience & Knowledge		<ul style="list-style-type: none"> Experience in cancer rehabilitation.
Personal Attributes	<ul style="list-style-type: none"> Shows respect for people. Uses initiative. Is proactive and innovative. Is an effective communicator. Is genuinely caring and friendly. 	