

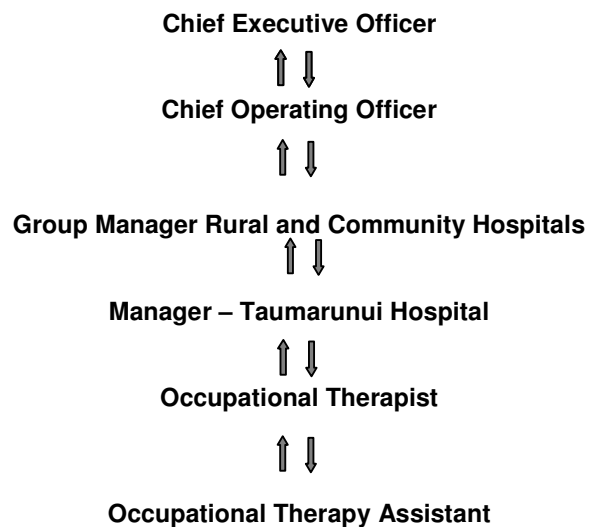
Community Services
Position Description

Position Title: Occupational Therapy Assistant
Taumarunui Community Hospital

Responsible to: Occupational Therapist - Taumarunui

Prepared/Reviewed: March 2010

Place in Organisation



Position Holder's Name : _____

Position Holder's Signature : _____

Manager's Name : Don Hall _____

Manager's Signature : _____

Date : _____

Purpose of the Position

Following a client assessment by a registered Occupational Therapist, the Occupational Therapy Assistant will be supervised to:

- Support the delivery of individualised Occupational Therapy/Day Care programme to designated patients.
- Assist with retraining in activities of daily living for patients in preparation for discharge.
- Encourage clients within the hospital and community settings to utilise their abilities and their environment to the maximum, using the occupational therapy process.
- The promotion of health and well being within the community, in which partnership with people and organisations are valued and shared responsibility.
- Support the functioning of the Taumarunui Adult Day Care service held at Taumarunui Hospital.

Nature and Scope of Responsibilities

<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Under the direction and supervision of the registered Occupational Therapist. ○ Complying with legislation, WHDB, divisional and service specific policies and procedures. 	<ul style="list-style-type: none"> ○ Has received education and training regarding Occupational Therapy and Day Care Assistant functions and has demonstrated competency ○ Maintains the supply, storage and retrieval of a small stock of independence equipment and organises the safety, maintenance and cleaning requirements ○ Follows the plan and instructions of the Occupational Therapist. This can include assisting patients with: ○ Retraining with activities of daily living to regain function independence <ul style="list-style-type: none"> ➢ Reorientation to kitchen tasks ➢ Hygiene, dressing and grooming programmes ➢ Exercise and mobility programmes ○ Practice forms part of the multidisciplinary approach to rehabilitation ○ Provision of services <ul style="list-style-type: none"> ➢ Are customer focussed ➢ Allow for individual patient care ○ Ensures patient privacy and safety ○ Reports any changes or concerns regarding the patient to the Inpatient Nurse Co-ordinator or Occupational Therapist ○ Completes other agreed documentation requirements ○ Liaises with <ul style="list-style-type: none"> ➢ Day Care staff and volunteers ➢ Registered Occupational Therapist ➢ Other members of the team, e.g. dietician, physiotherapist, nurses ○ Works with the team to enable patients safe and successful discharge to independent living at home ○ Assists as requested in an emergency ○ Complies with requirements regarding <ul style="list-style-type: none"> ➢ Cultural needs ➢ Incidents and accidents ➢ Hazard management ➢ Code of Rights ➢ Health Information Privacy Code ➢ Infection control ○ Attends compliance sessions for requirements such as fire, CPR etc ○ Maintains confidentiality at all times.

Nature and Scope of Responsibilities	
<i>Accountabilities</i>	<i>Performance Measures</i>

Occupational Therapy Assistant Function	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Assists with the retraining of routine activities for daily living for rehabilitation patients ○ The delivery of routine activities of daily living is according to: ○ Predetermined written standards and procedures ○ The plan for care of Occupational Therapist to facilitate regaining independence 	<ul style="list-style-type: none"> ○ Utilises equipment to maximise independence, e.g. raised toilet seats, dressing aids, hand rails, bath boards/shower stool, adapted cutlery ○ Assists with the range of Occupational Therapy programmes that may include: ○ Assisting with the personal hygiene programmes which may include regaining independence with showering, bathing, dressing, cleaning of teeth and grooming and makeup ○ Assisting with patients exercise and mobility programmes which may include ○ Assisting patient to get up ○ Mobilising patient with designated walking aids (according to the physiotherapists instructions) ○ Encouraging exercises as per instructions (both in and out of bed) ○ Use moving and handling techniques (as directed by Occupational Therapist) ○ Assisting as directed in fall prevention and in the event of a fall ○ Assisting patients in their kitchen independence programmes, including: ○ Meal preparation ○ Reorientation to kitchen tasks ○ Assisting with reality orientation programmes for those with mild recoverable memory loss.

Health and Safety	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To participate in and comply with the requirements of the Health & Safety in Employment Act 1992 and associated Waikato DHB policies 	<ul style="list-style-type: none"> ○ Work practices ensure safety for self and others ○ Reads the minutes of the Environmental meetings ○ 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 Waikato DHB incident reporting policy ○ Emergency management procedures and compulsory/compliance education and training completed.

Risk Minimisation	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To participate in risk minimisation 	<ul style="list-style-type: none"> ○ Potential work related and clinical risks for the service/Organisation are recognised and

Risk Minimisation	
<i>Accountabilities</i>	<i>Performance Measures</i>
	appropriate action taken, including documentation, reporting and follow-up.

Continuous Improvement	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To participate in Continuous Improvement initiatives 	<ul style="list-style-type: none"> ○ Contributes to continuous improvement by: <ul style="list-style-type: none"> ➢ Identifying improvement opportunities ➢ Planning ➢ Doing ➢ Measuring ➢ Documenting ➢ Feedback, and ➢ Follow-up ➢ Utilises up to date information/data to improve practice(s) ➢ Supports customer service initiatives.

Team Member	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Individual responsibilities, actions and contributions enhance the success of the are/service/team and division 	<ul style="list-style-type: none"> ○ Maintains a current knowledge of relevant issues, trends and practices ○ Behaviour demonstrates cultural appropriateness ○ Complies with Waikato DHB policies, procedures and guidelines ○ Builds and maintains productive working relationships ○ Participates as a member of designated group(s) ○ Values individual effort, innovation and creativity
<ul style="list-style-type: none"> ○ Treaty of Waitangi 	<ul style="list-style-type: none"> ○ Works in a way that demonstrates: <ul style="list-style-type: none"> ➢ Partnership and shared decision making with Maori ➢ Participation and consultation with Maori ➢ Protection of Maori needs, values and beliefs ○ Individual(s) contribute to the service, division and Organisation
<ul style="list-style-type: none"> ○ Equal Employment Opportunities (EEO) 	<ul style="list-style-type: none"> ○ Demonstrates and encourages behaviour that recognises and is consistent with EEO principles and practices.

Personal and Professional Development	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Assumes responsibility for personal and professional/work education and development 	<ul style="list-style-type: none"> ○ Maintains and/or extends knowledge and skill base required for effective performance ○ Identifies any learning needs ○ Negotiates with management to attend appropriate education and training ○ Participates in own performance review annually.
<ul style="list-style-type: none"> ○ The staff member will perform such other duties as reasonably required by the manager in 	<ul style="list-style-type: none"> ○ That all other additional duties are performed in an efficient manner, to the required standard and

Personal and Professional Development	
<i>Accountabilities</i>	<i>Performance Measures</i>
accordance with the conditions of the position	within a negotiated timeframe.

Problem Complexity

- The position holder will advise management on issues and trends relating to best practice and the impact of risk to the company.

Scope for Action

- Delivery of Occupational Therapy services to client groups working collaboratively with client, Family Health Team members and others as appropriate. Will schedule their own workload and make some decisions in isolation.
- The position holder is responsible for identifying opportunities for development both internally and externally and providing recommendations to the Manager.
- Will work collaboratively with the Team to ensure contractual requirements are met. Must take cognisance of legal responsibilities with regard to practice within Disabled Persons Community Welfare Act and the Occupational Therapy Act.

Relationships

- Internal :**
- Waikato District Health Board personnel
- External :**
- Clients and significant others
 - GPs
 - Educational institutes
 - Disabled organisations
 - Funding agencies

Person Specifications

Training and Experience

- Essential :**
- Driver's Licence
 - Experience working with the elderly to promote independence
 - Efficient organisational skills
 - Effective communication, verbal and written
- Desirable :**
- Variety of hands on skills
 - Knowledge of where to seek information to get fresh ideas for activities
 - Understanding of rehabilitation concept

Competencies

- Essential :**
- Good organisational skills
 - Aware of Culturally appropriate practices
 - Excellent communication skills with a variety of different people
 - Ability to work effectively within a diverse work force
 - Ability to plan programmes and activities

- Ability to prepare documentation for reporting purposes
 - Ability to function in a flexible team environment
 - Friendly and professional manner showing empathy and understanding
 - Confident communicator in a variety of settings
 - Neat and tidy appearance
 - Patient and sensitive to patients needs
 - Maintains confidentiality at all times
 - Ability to participate in Continuous Quality Improvement and adaptable to change
 - Self motivated and reliable
- Desirable:**
- Creative ability
 - Cheerful disposition

Scope of Practice

- The Scope of Practice for Occupational Therapy/Adult Day Care Assistant is defined but not limited to the following Professional, Organisational, Service Specific and National documentation, legislation and regulations and refers to the clinical boundaries within which the Occupational Therapy Assistant may provide care to the client
- NZOAT Standards
- OT Registration Board 'Competencies to Practice'
- OT Code of Ethics
- OT Act 1949/Health Care Professional Competency Assurance Bill/Act 2000/1
- Waikato DHB Policies and Procedures and other relevant documentation
- Waikato DHB Credentialing Process and Policy
- Clinical Governance Framework
- NZ Health Strategy
- NZ Disability Strategy
- Privacy Act 1993
- Code of Health and Disability Services (Consumer Rights) Act 1996
- Health and Safety in Employment Act 1992

Physical Requirements

- The following denote the key physical requirements for the job:
 - Standing
 - Walking
 - Sitting
 - Stairs
 - Simple Grasping
 - Fine Manipulation
 - Operating Machinery/Equipment
 - Lifting/overhead reaching
 - Carrying
 - Pushing/pulling
 - Twisting
 - Climbing/Balancing
 - Crouching/squatting
 - Manual handling of people
 - Other reaching.

Cash Handling

The handling of cash is not a requirement of this position.