



## Occupational Therapist Position Description

Position: **Occupational Therapist (OT)**

Reports to:  Rehabilitation Services Manager  Nursing Services Manager

Location:  AUCKLAND  HAMILTON  WELLINGTON

### Role of ABI

#### Our Vision:

ABI Rehabilitation makes connections and creates opportunities enabling kiritaki (clients) to achieve health and wellbeing. Together we make a positive difference recognising the value of western science and mātauranga Māori.

#### Our Mission:

The mission of ABI Rehabilitation is to work in partnership with the kiritaki and whānau to restore wellness to the maximum extent possible whilst setting standards of excellence in neuro-rehabilitation.

#### Our Values:

- **Pono and tika - Honest and right**

We act with integrity, take pride in our mahi and are accountable for our actions. We provide the right services at the right time to support client centred rehabilitation

- **Pūkenga - Expertise and knowledge**

We commit to best practice in the science of rehabilitation, partnerships with mātauranga Māori expertise and to value the skills and knowledge of our kiritaki and whānau. We are passionate about learning and sharing knowledge

- **Mana ārite - Work together equally**

As partners, we maintain the mana of all by being inclusive, valuing others world views and culture

- **Manaaiki - Aroha, respect and support**

We value the mana of kiritaki, whānau, staff and stakeholders and engage with respect, kindness, aroha and support

- **Wairua - Spirituality**

We value holistic wellbeing and respect individuals spirituality and their spiritual connections with tangata (people), tīpuna (ancestors) and the taiao (environment).



### Ngā mātāpono:

- **Rangatiratanga**  
We support kiritaki and whānau to be self-determining and be leaders of their rehabilitation journey.
- **Kaitiakitanga**  
We understand the roles and responsibilities of all people involved and engage with whānau as kaitiaki (guardian) for the kiritaki.
- **Manaakitanga**  
We value the mana (integrity/prestige) of kiritaki and whānau, staff and stakeholders and engage with respect, kindness, aroha and support.
- **Kotahitanga**  
We work collaboratively with kiritaki, whānau, staff and stakeholders on the rehabilitation journey.
- **Whanaungatanga**  
We prioritise the importance of establishing positive relationships and connections with kiritaki, whānau and stakeholders.
- **Wairuatanga**  
We work with kiritaki and whānau to understand their spiritual needs and connections and collaboratively develop plans to meet those needs.
- **Pūkengatanga**  
We commit to best practice in the science of rehabilitation, partnerships with mātauranga Māori expertise and to value the skills and knowledge of our kiritaki and whānau.

### Purpose of the Role

To provide a specialist Occupational Therapy service to clients presenting with Acquired Brain Injury in line with the philosophy, policies and procedures of ABI Rehabilitation New Zealand Ltd.

To assist clients to achieve their maximum level of functioning and independence in all aspects of daily life.

To provide therapeutic management of clients within the Interdisciplinary Team Model.

To ensure the effective and efficient day-to-day management of the Occupational Therapy service and resources in line with the Rehabilitation service policy and procedures.

To participate in staff training programmes.

To work towards Occupational Therapy research activity

### Practice Guidelines

To adhere to the philosophy of ABI Rehabilitation New Zealand Ltd. and to strive towards fulfilling its mission, primary goals and objectives

To comply with the World Federation of Occupational Therapists (WFOT) Code of Ethics, Conduct & Practice

To comply with and adhere to the New Zealand Occupational Therapy Standards of Practice

To work within the Accident Rehabilitation and Compensation Insurance Corporation (ACC) and National Health Committee, Traumatic Brain Injury Rehabilitation Guidelines



Organisational Competencies		
<b>Client Focus</b>		Is dedicated to meeting the expectations and requirements of ABI; acts with clients and funders in mind; establishes and maintains effective relationships and gains trust and respect.
<b>Integrity and Trust</b>		Is widely trusted; is seen as a direct and truthful individual; keeps confidences; admits mistakes; does not represent him/herself for personal gain.
<b>Drive for Results</b>		Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; steadfastly pushes self and others for results.
Key Relationships		
<b>Internal</b> <ul style="list-style-type: none"> <li>• Other members of the interdisciplinary team</li> <li>• All other Rehabilitation staff including support</li> <li>• Management Team</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>• Clients/family/whānau</li> <li>• ACC Case Managers</li> <li>• Occupational Therapists</li> <li>• Occupational Therapy Schools and students</li> <li>• Other Service Providers</li> <li>• Community Agencies, e.g. Equipment for Independence (EFI), Housing NZ</li> </ul>	<b>Committees/Groups</b> <ul style="list-style-type: none"> <li>• CQI</li> <li>• Accreditation</li> <li>• Infection Control</li> <li>• Health &amp; Safety</li> <li>• Clinical Records</li> <li>• Research</li> <li>• Any other groups established from time to time</li> </ul>
Knowledge, Experience and Skills required		
<b>Essential and Desirable Criteria</b> <ul style="list-style-type: none"> <li>• Bachelor of Occupational Therapy or equivalent</li> <li>• New Zealand Registered Occupational Therapists (NZROT)</li> <li>• Current Annual Practising Certificate</li> <li>• Current NZ Driver's Licence</li> <li>• A Minimum of three years post-graduate experience, with a minimum of two years' experience working with clients who have neurological impairments, or advanced practice and experience in a Rehabilitation setting</li> <li>• Post-graduate courses related to Rehabilitation desirable but not essential</li> </ul> <b>Specific Skills</b> <ul style="list-style-type: none"> <li>• Practice reflectively</li> <li>• Plan goal based treatment programmes and evaluate outcomes within a Traumatic/Acquired Brain Injury / Neurological Rehabilitation setting</li> </ul>		



<ul style="list-style-type: none"> <li>• Strive towards use of evidence-based practices within the clinical decision-making process to ensure the most effective and safest options are utilised in defining Occupational Therapy interventions</li> <li>• Act as an advisor and resource person for matters related to Occupational Therapy</li> <li>• Work within an interdisciplinary team model of Rehabilitation</li> <li>• Be self-directed, flexible and have good organisational skills</li> <li>• Communicate collaboratively and effectively</li> <li>• Assume an educational role within the interdisciplinary team, including family and whānau</li> <li>• Be capable of moving and handling clients with Brain Injury / neurological conditions</li> </ul>	
<b>Key Accountabilities</b>	<b>Deliverables</b>
<b>Key Tasks</b> <p>Manage client caseload to a high clinical standard within the interdisciplinary framework and practices</p>	<ul style="list-style-type: none"> <li>• Identify by assessment functional areas and performance components requiring comprehensive occupational therapy intervention</li> <li>• Write up initial safety measures for personal care needs until protocol written and rehab plan developed</li> <li>• Formulate specific client-centred goals for cognitive/perceptual, self-care, leisure and life-skills based on assessment findings</li> <li>• Plan Occupational Therapy intervention based on functional outcomes within interdisciplinary framework</li> <li>• Undertake treatment of client individually / groups</li> <li>• Arrange use of equipment according to loan, trial, purchase protocols</li> <li>• Ongoing monitoring of client-centred programming and review/re-evaluate</li> <li>• Prioritise caseload based on clinical needs</li> <li>• Document client related assessment procedures and findings in clients file</li> <li>• Record client progress on progress forms in clients files</li> <li>• Use current in-house systems of documentation</li> <li>• Update protocols according to progress</li> <li>• Act in a Key Worker role if required</li> <li>• Plan and facilitate discharge in liaison with relevant professional and community services/facilities</li> <li>• Take into account normal cognitive, physical, behavioural growth and development across the lifespan</li> <li>• Demonstrate knowledge of the education systems and resources when planning assessment and suitable intervention strategies</li> </ul>



<p>Use validated Occupational Therapy assessment tools and rehabilitation techniques to enable clients to regain maximum and/or potential function and independence</p> <p>Play an active role in staff and client/family/whānau education</p> <p>Identify individual equipment and wheelchair/seating needs for clients</p> <p>Maintain excellent communication with all parties concerned</p>	<ul style="list-style-type: none"> <li>• Familiar with standard Occupational Therapy tools e.g. COTNAB, AMPS, Rivermead Behavioural Memory Test, Westmead, LOTCA, and Minnesota</li> <li>• Identify and administer those standardised test/s that would be appropriate for the client</li> <li>• Participate with client/family/whānau initial and ongoing education</li> <li>• Participation in staff orientation</li> <li>• Assist with and attend ongoing staff education</li> <li>• Be responsible for your own professional development e.g. identify courses, take part in clinical supervision etc.</li> <li>• Keep up to date on current developments in the Brain Injury Rehabilitation field</li> <li>• Be either an accredited wheelchair assessor or to liaise with appropriate wheelchair assessment services</li> <li>• Liaise with appropriate equipment suppliers following the correct equipment procedures</li> <li>• Ensure appropriate equipment is obtained for the client in preparation for discharge</li> <li>• Maintain confidential information relating to clients/family/staff</li> <li>• Establish and maintain rapport with staff, clients, families and funders</li> <li>• Attend all relevant clinical, team and family meetings</li> <li>• Working according to the ACC and MOH contracts</li> <li>• Operate ABI Rehabilitation New Zealand Ltd administration, professional, interdisciplinary and rehabilitation process, systems and activities</li> <li>• Identify key relationships and manage communication and interactions</li> </ul>
<p><b>Continuous Quality Improvement</b></p> <p>ABI is committed to the concept of continuous quality improvement. All ABI services, teams and staff have responsibilities at both a professional level and a service level to understand and participate in CQI activities as an integral part of their position.</p>	<ul style="list-style-type: none"> <li>• Identify opportunities for quality improvement projects</li> <li>• To actively participate, develop and implement identified quality initiatives that have been approved</li> </ul>



<p><b>Communication</b></p> <p>ABI staff are bound by the provisions of the privacy Act and the Health and Disability Code, ABI policies and contractual provisions when they are communicating with clients, families/whānau, other members of the public and other health professionals.</p>	<ul style="list-style-type: none"> <li>• Maintain effective interpersonal relationships with staff, clients, families-whānau and external stakeholders</li> <li>• Handle problems and complaints sensitively, following ABI policies and procedures</li> </ul>
<p><b>Treaty of Waitangi</b></p> <p>ABI is committed to its obligations under the Treaty of Waitangi.</p>	<ul style="list-style-type: none"> <li>• As an employee, you are required to give effect to the principles of the Treaty of Waitangi.</li> <li>• The principles that apply to our work are as follows:           <p><b>Tino rangatiratanga:</b> The guarantee of tino rangatiratanga, which provides for Māori self-determination and mana motuhake in the design, delivery, and monitoring of health and disability services.</p> <p><b>Equity:</b> The principle of equity, which requires the Crown to commit to achieving equitable health outcomes for Māori.</p> <p><b>Active protection:</b> The principle of active protection, which requires the Crown to act, to the fullest extent practicable, to achieve equitable health outcomes for Māori. This includes ensuring that it, its agents, and its Treaty partner are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity.</p> <p><b>Options:</b> The principle of options, which requires the Crown to provide for and properly resource kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care.</p> <p><b>Partnership:</b> The principle of partnership, which requires the Crown and Māori to work in partnership in the governance, design, delivery, and monitoring of health and disability services. Māori must be co-designers, with the Crown, of the primary health system for Māori.</p> </li> <li>• It is essential that ABI employees have an understanding of Te Ao Māori. This includes an awareness of traditional and contemporary Māori, whānau/hapu structures, key Māori concepts and Māori legislation.</li> </ul>



<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Take all practical steps to ensure a safe work place and environment</li> <li>• Observe, understand and comply with relevant legislation and regulations of the Health &amp; Safety At Work Act (2015).</li> <li>• Attend training as directed in fire evacuation, manual handling</li> <li>• Hazard identification and reporting</li> </ul>
<b>Quality and Performance</b>	<ul style="list-style-type: none"> <li>• Maintain professional and organisational quality standards.</li> <li>• Ensure delivered work is planned, delivered, and implemented consistently against quality standards.</li> <li>• Continuously identify improvement opportunities to perform job in an effective manner.</li> <li>• Investigate opportunities to achieve goals in a more efficient way.</li> <li>• Performance is in alignment with HR quality standards, organisational requirements and professional standards.</li> </ul>
<b>Documentation</b>	<p>The appointee has responsibility, in particular, for reading, signing off understanding and observing in daily practice the following Policies, procedures and documents</p> <ul style="list-style-type: none"> <li>• ABI Mission, Vision Values and Ngā Matapono</li> <li>• ABI Strategic Plan</li> <li>• ABI Quality and Risk management Plan</li> <li>• ABI Health and Safety Manual</li> <li>• Te Hekenga-ā-ora</li> </ul>

**Note:** The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the jobholder and the manager.