

POSITION DESCRIPTION



Position: Occupational Therapist
Reports to: Director of Nursing & Allied Health
Accountable to: Management Team

Purpose of the position

The Occupational Therapist will be an experienced and skilled Occupational Therapist who will use their leadership to model good clinical practice.

The Occupational Therapist contributes to the promotion, growth and maintenance of the therapeutic community culture at Ashburn Clinic by ensuring that the philosophy, mission and values of the Clinic are demonstrated in everyday occupational therapy work practices.

The Occupational Therapist has accountability for their designated area of practice within Ashburn and overall responsibility for ensuring that the day-to-day programme operates with maximum participation of patients and staff.

Context for the position

Ashburn Clinic is a not-for-profit therapeutic community in Dunedin, offering a professional and supportive environment for assessment, treatment and recovery from mental illness and addictions. Established in 1882 as an alternative to state hospital care, Ashburn Clinic is owned by the Ashburn Hall Charitable Trust and governed by a Board of Trustees. The Clinic provides public and private inpatient psychiatric services for people from all over NZ, aged 17 years and above.

The Ashburn therapeutic community evolved through its association with UK therapeutic communities which developed a group approach to treating the effects of trauma, where staff and patients work alongside each other in an atmosphere of open communication. The Ashburn residential programme provides treatment for a variety of health problems, including personality disorders, trauma-related conditions, eating disorders, mood and anxiety disorders and addictions.

Ashburn Clinic employs psychiatrists, psychotherapists, nursing and occupational therapy staff as well as general practitioners, and a dietitian. The Management Team consists of the Medical Director, Director of Nursing and Allied Health, Quality Director and the Business Director who leads a team of non-clinical staff responsible for finances, administration, catering, cleaning, quality, buildings and grounds.

As part of its core purpose and Charitable Trust status, Ashburn Clinic provides educational opportunities to internal and external staff. It is a teaching hospital with the capacity to provide placements for students of various disciplines, training for psychiatrists and psychotherapists, as well as educational seminars.

Key relationships

The Occupational Therapist manages key relationships as follows:

- Is accountable to the Management Team, for their professional practice and resource management.
- Consults with the Director of Nursing and Allied Health, Occupational Therapy team and other staff for day-to-day operation of clinical care.
- Works positively with all clinical staff in their designated area of practice.

- Interacts with members of the Management Team of Ashburn Clinic with regard to quality assurance activities.
- Interacts with non-clinical managers and their teams with regard to matters of communication in relation to patient care.
- The Ashburn Community.
- Interacts with other health professionals external to Ashburn Clinic.
- Interacts positively with patients and their family/whānau.

General information

Personal development

The Occupational Therapist is expected to maintain their professional development and ongoing education.

Achievement of this position description will involve the following key tasks

1. Participate in promoting and implementing the Therapeutic Community philosophy and mission and values of Ashburn Clinic.
2. Demonstrate an understanding of Health & Safety responsibilities.
3. Participate in the process of Continuous Quality Improvement.
4. Adhere to Ashburn Clinic's policies and procedures.
5. Implement individual OT assessments and treatments as identified by the OT and/or clinical team.
6. Work as part of the MDT.
7. Maintain the physical environment relating to OT treatment/interventions.
8. Undertake planning and implementation of therapeutic groups.
9. Evaluate occupational therapy programmes on a regular basis.
10. Supervise and co-ordinate the placement of Occupational Therapy students at Ashburn Clinic in liaison with Otago Polytechnic School of Occupational Therapy.

Key tasks

<i>Participate in promoting and implementing the Therapeutic Community philosophy and mission and values of Ashburn Clinic.</i>	<ul style="list-style-type: none"> • Actively supports the special character of the Therapeutic Community. • Works with others to help maintain an environment of competence. • Shows hospitality to all visitors, and other members of the health team who work at Ashburn Clinic.
<i>Demonstrate an understanding of Health & Safety responsibilities.</i>	<ul style="list-style-type: none"> • Demonstrates an understanding of common hazards and their controls in areas of work. • Demonstrates an understanding of staff injury prevention. • Demonstrates an understanding of the reporting functions relating to staff accidents and hazards.
<i>Participate in the process of Continuous Quality Improvement.</i>	<ul style="list-style-type: none"> • Assists in identifying areas for quality improvement within the OT Service. • Actively participates in the ongoing development and application of quality improvement initiatives. • Attends relevant Quality Team/Committee meetings as listed in the team/membership list. • Participates in regular OT service audits.

<i>Adhere to Ashburn Clinic's policies and procedures.</i>	<ul style="list-style-type: none"> • Demonstrates a working knowledge of policies and procedures. • Demonstrates knowledge of and adheres to legislative and contractual requirements that affect practice, eg. Privacy Act, Health & Safety Act, Fire and Emergency policies as relevant to work areas. • Understands and adheres to Infection Control Policies and Procedures. • Participates in emergency and evacuation procedures.
<i>Implement individual OT assessments and treatment as identified by the OT and/or Clinical Team.</i>	<ul style="list-style-type: none"> • The assessment and treatment process is commenced within five working days of referral. • Plans OT interventions for patients which reflect theoretical and evidence-based practice. • Demonstrates a client-centred approach to treatment that reflects the philosophy of the Therapeutic Community.
<i>Work as part of the Multidisciplinary Team.</i>	<ul style="list-style-type: none"> • Regularly attends clinical meetings. • Demonstrates effective communication relating to OT clinical observation of patients. • Contributes effectively to team discussion of treatment options.
<i>Maintain the physical environment relating to OT treatment/interventions.</i>	<ul style="list-style-type: none"> • Carries out safe storage of OT materials and maintenance of the physical environment. • Maintains an adequate supply of materials. • Demonstrates understanding and adheres to purchasing procedures for OT materials. • Demonstrates effective organisation of the physical environment.
<i>Planning and implementation of therapeutic groups.</i>	<ul style="list-style-type: none"> • Plans and facilitates groups effectively, using activities and techniques to fulfil therapeutic goals in ways that is physically, culturally and psychologically safe. • Takes responsibility for co-facilitation of existing groups in conjunction with the Multidisciplinary Team.
<i>Evaluate Occupational Therapy programmes on a regular basis.</i>	<ul style="list-style-type: none"> • Demonstrates regular review of the Occupational Therapy programme. • Feeds back results of evaluations to the Clinical Team and the Team.
<i>Supervise and co-ordinate the placement of Occupational Therapy students at Ashburn Clinic in liaison with Otago Polytechnic School of Occupational Therapy.</i>	<ul style="list-style-type: none"> • Appropriately orientates students to Ashburn Clinic. • Effectively involves Occupational Therapy students in the Therapeutic Programme of Ashburn Clinic.
<i>Health and Safety:</i> Ensure health and safety policy and procedures are adhered to.	<ul style="list-style-type: none"> • Takes reasonable care of own health and safety, and reasonable care that others are not harmed by this employee's actions. • Follows any reasonable instructions given by the Employer, and co-operates with any reasonable health and safety policy or procedure. • Reports in a timely manner any hazard, incident or health and safety concern that is apparent. • Supports maintaining safe systems and healthy practices in the workplace through active participation and consultation.

Ashburn Clinic is committed to continuous quality improvement and expects all staff to participate in the quality programme.

This Position Description is not an employment agreement or contract and can be changed at any time due to the changing strategic, clinical or business needs of Ashburn Clinic.

I acknowledge that I have received a copy of my Position Description and that it has been discussed with me.

Occupational Therapist signature

Date

Director of Nursing & Allied Health signature

Date