

## Position Description

**Role:** In-patient Unit and Wellington Community Occupational Therapist

FTE: 0.9 – 1.0

**Department:** Clinical Services

**Date:** October 2024

*This position description is designed to give an indication of the types of work and performance expected of the jobholder. It does not provide an exhaustive list of duties or performance standards, and the jobholder agrees to undertake any other tasks that are consistent with the position and with the provisions of quality service to Mary Potter Hospice patients and their families and whanau. In order to meet the changing needs of Mary Potter Hospice, this position description may require change from time to time.*

### Overview of the role

The In-patient Unit and Wellington Occupational Therapy role provides services across the In-patient Unit and Wellington community and organisation to enable and improve the quality of life experienced through participation in occupations. This end of life care/palliative role focuses on enabling patients' participation and engagement in everyday occupations, across their lifespan – this includes living with dying.

This role also reviews treatments regularly, evaluates progress and makes changes to the treatment as needed.

### Scope

**Reports to:** In-patient Unit/ Wellington Community Manager

**Location:** Newtown, (and the Greater Wellington Region if required)

### Key Competencies

The following competencies are required for this position

- An ability to communicate clearly and effectively, both verbally and in writing
- A commitment to collaborative work in a multidisciplinary team setting
- An ability to work independently and to show initiative when solving complex problems
- A commitment to the hospice philosophy and values, an understanding of the Treaty of Waitangi and openness to wider cultural diversity
- A commitment to actively seek professional development both on-the-job and through formal education.

## Key Tasks

### **Clinical**

- Assess, plan, implement and evaluate occupational therapy interventions for the patient and their family in accordance with OT professional standards and Mary Potter Hospice (MPH) policies and procedures
- Specialist Palliative Care Interventions may include but are not limited to:
  - Assessment of living environment and ability to undertake activities of daily living. Provision of equipment to assist and enable independence, safety and comfort as far as possible
  - Working with patients and families to enhance skills to manage/adapt to changing function for example techniques to manage breathlessness, transferring techniques, anxiety and energy conservation and other practical skills as required
  - Legacy work, meaningful activity and cognitive assessments.
  - (see OTNZ End of life/palliative care position statement for possible scope of OT interventions)

### **Education**

- Support and provide education for patients and families/whanau regarding issues which are important to them, self-care and community supports
- Provide specialist education both internally and externally in collaboration with the Education Team
- When appropriate support Day Services with day unit session participation and delivery of compassionate community activities.

### **Multi-disciplinary team**

- Work closely with the multidisciplinary team across the organisation through attendance at appropriate meetings
- Cover Occupational Therapist leave across the organisation as requested by Managers and carry out delegated tasks appropriately, within the agreed timeframes.

### **Quality**

- Actively participate in strategic planning, projects and implement agreed Occupational Therapy quality standards
- Ensure that supplies and equipment are maintained.

### **Health and Safety**

- Practice within Mary Potter Hospice health and safety policies and procedures which includes reporting all identified hazards, incidents (including near-misses) and accidents. Ensuring assigned actions are implemented in accordance with organisation Health and Safety policy
- Contribute to ensuring that a safe working environment is maintained at all times.

## Outputs/expected results/Key performance indicators

- Patients and whanau have:
  - Access to support and advice that promotes a safe environment to maintain activities which are important to them
  - The knowledge and skills and resources to maintain activities of daily living including self-care
  - Opportunities to connect with their community
- Internal and external colleagues and partners are able to make informed and holistic assessments of patient's needs
- Occupational therapy service is seamless across the organisation.

Outcomes

- Patients receive a high quality level of care which focuses on enabling their participation and engagement in everyday occupations, across the lifespan- this includes living with dying
- Mary Potter Hospice is a safe and healthy place to work.

Person Specification

- A Registered Occupational Therapist with a current Practicing Certificate and a commitment to OTBNZ recertification process ( 2 + years’ experience is desirable)
- Experience of working in a palliative care setting or with patients with palliative care needs in the community or an in-patient setting
- A post-graduate qualification in palliative care or equivalent (desirable)
- Evidence of continuing professional development
- Demonstrated knowledge of the NZAOT End of Life/Palliative Care Position Statement (2013)
- Current driver’s licence.

Signed: ..... Date: .....  
 (Position Holder)

Signed: ..... Date: .....  
 (Director)

## Position Description Appendix

The values of the Venerable Mary Potter and the vision of Dame Cecily Saunders are deeply held by Mary Potter Hospice staff and volunteers and underpin all the work we do.



### Our values

- Mana/Respect
- Aroha/Compassion
- Rangatiratanga/Dignity
- Manaakitanga/Hospitality
- Kaitiakitanga/Stewardship

### Our vision

That people in our communities who need palliative care have access to compassionate and quality care, when and where they need it.

### Our approach

Taking a whole person approach, we will provide and promote high quality specialist palliative care, grief support, education and care planning services. Working alongside our health partners, we aim to make a difference in the communities we serve.

### Mary Potter Hospice and Volunteers

We value our volunteers highly and consider them to be an integral part of our workforce. Many of our roles supervise volunteers and all roles interact with volunteers to a greater or lesser degree.