

JOB DESCRIPTION

JOB DETAILS	
Job Title	Occupational Therapist / Physiotherapist (Rotational)
Reports to	Senior Therapist
Band	Band 5
Department/Directorate	(Physio and OT inpatients / Neuro Rehab / Community including outpatients / Clinical Support Services / Community

JOB PURPOSE
<ul style="list-style-type: none"> • Manage a caseload of patients with a range of needs, using evidence based, patient centred principles to assess, plan, implement and evaluate interventions. • Supervise assistants and students. • Participate in the planning, development and evaluation of the therapy service. • Form part of an interdependent multi-disciplinary team helping to ensure that the input is integrated in to the patient's overall care and treatment plans. • The post holder receives professional support and guidance from their line manager and professional lead. • The rotations included within the post will be dependent upon the locality area and needs of the service.

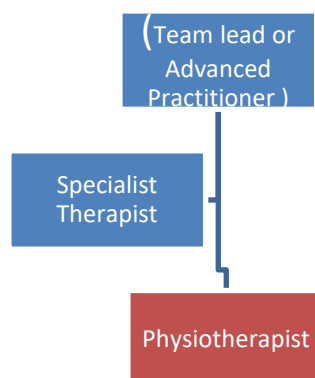
KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>The Band 5 Physiotherapist/ Occupational Therapist may rotate between inpatient, MSK and community settings.</p> <ul style="list-style-type: none"> • This post requires Case Load Management which will vary according to location. There will be a responsibility to provide advice to patients and carers and other disciplines and to pass on skills/knowledge to others within both formal and informal environments. • To have a delegated responsibility for clinical support staff. <p>Budget</p> <ul style="list-style-type: none"> • To be responsible for the use of resources in the most efficient and effective way. • To authorise spending on equipment from Community Equipment Store to a value of £500 [2008] following authorisation training.

KEY WORKING RELATIONSHIPS
<p>Areas of Responsibility: (type of work undertaken)</p> <p>No. of Staff reporting to this role: N/A</p> <p>The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis In addition the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.</p>

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none">• Physiotherapists• Occupational Therapists• MDT• Patients• Family / Carers• Voluntary agencies	

ORGANISATIONAL CHART



FREEDOM TO ACT

- Adhere to HCPC professional standards of practice.
- As an autonomous practitioner, be professionally accountable for all aspects of own work.
- Undertake specific projects with support.
- Work within own areas of competence.

COMMUNICATION/RELATIONSHIP SKILLS

- Establish robust communication networks with patients, carers, other health and social care workers and other agencies.
- Work with patients referred with a range of needs and at times cognitive and communication problems.
- Provide clarity and explanations to patients and carers regarding diagnosis and impact on lifestyle.
- Work with patients/carers to motivate and obtain compliance with jointly agreed plan of treatment and care.
- Discuss sensitive and potentially life changing circumstances with patients and carers.
- Attend multidisciplinary meeting (lead where appropriate) and case conferences to ensure that there is an integrated approach that benefits patient's overall care and discharge plans.
- Promote awareness of the therapy role within the team, negotiating priorities where appropriate.
- Contribute to Trust wide networking and communication, which aims to share best practice and consistency in service delivery across the Trust.
- Obtain patient consent and work within a legal framework with patients who lack capacity to consent to treatment.

ANALYTICAL/JUDGEMENTAL SKILLS

- Assess patients who have physical, mental health and social needs, at times with complex needs.
- Undertake risk assessment, using clinical judgement and provide accurate feedback to the team as necessary e.g. in relation to lone working.
- Apply clinical reasoning skills after assessment to decide appropriate treatment plan and approach.

PLANNING/ORGANISATIONAL SKILLS

- Plan patients care.
- Plan, organise and prioritise own workload and guide the workload of support workers as appropriate.
- Exercise good and effective personal time management, punctuality and consistent reliable attendance.

- Co-ordinate patient appointments.
- Organise therapy home visits, to include liaison with patients, carers and transport services.

PATIENT/CLIENT CARE

- Manage own caseload without day to day supervision. Support is available through the clinical supervision programme and from more specialist or skilled staff.
- Prioritise, assess and treat patients, taking an evidence based and reflective practice approach, using a wide range of modalities and skills in order to maximize patient/client independence.
- Identify specific problems/needs; develop goals and appropriate treatment plans in partnership with the patient and others.
- Facilitate the discharge process as appropriate.
- Work with patients, carers, other professionals and agencies to meet identified needs.
- Provide teaching and guidance to both patients and carers as required.
- Evaluate patient progress and modify treatment if required.
- Maintain accurate and timely patient records and reports using agreed standard formats.
- Ensure that referrals are dealt with in a timely manner, taking into consideration clinical priorities in case management.
- The post holder is expected to comply with trust infection control policies & conduct themselves at all time in a manner as to minimise the risk of health care associated infections

POLICY/SERVICE DEVELOPMENT

- Keep up to date with relevant therapy, Trust and Health and Social Care developments in liaison with the Area Professional Lead and other colleagues.
- Participate in the implementation of policy and service developments.
- Actively participate in meetings to represent the department as required.
- Participate in the planning, reviewing and development of therapy services.
- Report any incident/untoward incidents/near misses to the Manager in accordance with Trust policy.
- Be aware of, and follow the Health and Safety at Work Act and local/national guidelines.
- Be aware of and follow Trust policies and procedures.

FINANCIAL/PHYSICAL RESOURCES

- Assess for, prescribe and order equipment and resources.
- Ensure safe and efficient use of stock and equipment. Ensure equipment has appropriate checks made. Report any equipment defects, taking action to ensure any such equipment is withdrawn from service.
- Demonstrate and instruct on the use of equipment to ensure safety.
- Understand and apply the eligibility criteria for services.

HUMAN RESOURCES

- Be prepared to share areas of knowledge and experience both formally and informally.
- Determine priorities of own time, balancing clinical, professional and organisational demands.
- Be prepared to give work talks/demonstrations.
- Take a flexible approach in supporting colleagues during times of caseload pressures.
- Supervise assistants and students as necessary.
- Participate in the training and induction of other staff/students as appropriate.
- Ensure registration with the Health and Care Professions Council is maintained and evidenced to the manager.
- Assist support staff in planning their time and activity.
- Participate in supervision and appraisal process, identifying own areas of development.

INFORMATION RESOURCES

- Contribute to the collection of statistical data in order to monitor and develop team activity using electronic and paper methods.

- Contribute to methods to most effectively manage caseload pressures.
- Maintain accurate and complete patient records.

RESEARCH AND DEVELOPMENT

- Set a high standard of patient care and maintain an up to date knowledge of clinical practice, taking advantage of various Continuous Professional Development opportunities where appropriate, recording learning outcomes.
- Participate in Clinical Governance activities including clinical audit, research, clinical supervision, service review and annual appraisal schemes.

PHYSICAL SKILLS

- Assess, prescribe and demonstrate the safe use of equipment in a variety of settings including the patient's home.
- Basic computer skills to maintain patient records, e-mail, order equipment etc.
- Therapeutic handling of patients (e.g. positioning, stair practice) demonstrating dexterity, co-ordination and palpatory skills often with the need for prolonged physical effort. This will include patients with complex and specialist needs.

PHYSICAL EFFORT

- Manually handle equipment (wheelchairs, health care equipment) and furniture frequently, following ergonomic risk assessment as per statutory training and service risk assessments.
- Treatment will necessitate working in restricted positions or limited space.
- Ability to travel to other locations as required meeting time constraints
- Manual therapeutic handling of patients e.g. during stroke therapy.
- Moving and handling of patients in relation to assessment, treatment and rehabilitation.

MENTAL EFFORT

- Manage competing demands of providing services daily.
- Read and decipher patient information.
- Work in an unpredictable pattern when required.
- Frequent mental effort when undertaking assessment and treatment.
- Identify strategies to motivate patients to comply with their treatment plan.

EMOTIONAL EFFORT

- Work with patients who have a poor/life limiting prognosis.
- Work with patients in the aftermath of bad news.
- Work with patients with mental health problems and occasional challenging behaviour.
- At times talk to relatives following a death.

WORKING CONDITIONS

- Work in a variety of settings according to patient needs including patients own home which can often involve hot/cold temperatures, cluttered, noisy and unhygienic environments.
- Frequent contact with body fluids, infection and unpleasant smells.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

APPLICABLE TO MANAGERS ONLY

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Diploma/ Degree in OT/PT	E	
HCPC registration	E	
Evidence of having completed a preceptorship programme		D
KNOWLEDGE/SKILLS		
Clinical experience in a range of specialities.	E	D
Community /Hospital based experience (<i>as appropriate</i>)		D
Ability to contribute to service developments		
Good written and verbal communication skills	E	
Knowledge of current good practice & recent national papers relating to this service.	E	
Core IT skills	E	
Evidence of completion of core placements at undergraduate level	E	
EXPERIENCE		
Experience of multi-disciplinary and team working	E	
Experience in specific clinical area.	E	
Evidence of working as autonomous practitioner		D
PERSONAL ATTRIBUTES		
Able to work as a team member	E	
Supervisory skills – elementary level	E	
Able to work in isolation	E	
Able to manage own time	E	
Self-motivated	E	
OTHER REQUIREMENTS		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	
Ability to travel to other locations as required meeting time constraints.	E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y				X
Exposure Prone Procedures	N				
Blood/body fluids	Y				X
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	Y		X		
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	Y			X	
Driving	N				
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y				X
Mental Effort	Y			X	
Emotional Effort	Y			X	
Working in isolation	Y		X		
Challenging behaviour	Y		X		