

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Occupational Therapist / Physiotherapist |
| **Reports to** | Tiverton and Cullompton Urgent Community Response Manager |
| **Band** | Band 5 |
| **Department/Directorate** | Tiverton and Cullompton Urgent Community Response Team |

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| **JOB PURPOSE** |
| * 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. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| The Occupational Therapist/Physiotherapistwill be based in the acute/community hospital. 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. **Flexible Working**  As services evolve changes to working patterns maybe required.  The post holder will fulfil all tasks and work as part of a team.To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager. Budget  * 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  **On-call and week-end working responsibilities**  On-call and weekend working rotas are in addition to normal working hours. These rotas are currently based in North Devon District Hospital (NDDH) and may change to include other locations as services develop.  There is also a requirement to work on bank holidays recompensed in line with Agenda for Change for orthopaedic, neuro-rehabilitation and in-patient rotas and the Trust’s Single on-call remuneration framework for the On-call respiratory rota. (Please discuss with line manager and Acute inpatient Therapy Lead).  Physiotherapists will be required to work autonomously on the out-of-hours respiratory on-call rota Monday to Sunday or weekend working on the orthopaedic, respiratory or inpatient rotas on Saturday and Sunday. This may include being a resource or “buddy” for other therapists working on rotas. All qualified physiotherapy staff are expected to participate in the on-call or weekend working rotas and take fair share of bank holiday working.  On call expectations:  • All band 5 physiotherapists will participate in the respiratory on-call rota once as soon as competent.  • Physiotherapy staff working on the on-call rota will be expected to be able to attend a call-out within 30 minutes of the call. If living more than 30 minutes from NDDH the physiotherapist can arrange an on-call room on site  Occupational Therapists will be required to work autonomously on the orthopaedic or inpatient rotas on Saturday and Sunday, to be discussed with the line manager and Service Lead for Acute Inpatient Therapy). |
| **KEY WORKING RELATIONSHIPS** |
| Areas  of  Responsibility: Urgent Community Response  No. of Staff reporting to this role: Supervision of Care Support Workers    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 including Community Nursing teams, Urgent Community Response, GP surgeries, Acute Hospital teams, Social Work teams  This will include verbal, written and electronic media. |

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| **ORGANISATIONAL CHART** |
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| **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 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 him/herself 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 PCT 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 organizational 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 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 assessment. * Lift and carry equipment (wheelchairs, health care equipment) and furniture frequently. * 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 environments 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. |
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| **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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| **Job Title** | Occupational Therapist / Physiotherapist |

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

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **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 |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| 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 | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **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 |  |  |  |  |
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| **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 |  |  |