

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Rotational Occupational Therapist (Rotational across Acute & Community Service settings) |
| **Reports to** | Clinical Lead/Team Lead Therapist/Senior Therapist |
| **Band** | 5 |
| **Department/Directorate** | Specialist Services (Acute) / Health & Social Care  Directorate (Community) |

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| **JOB PURPOSE** |
| The post holder is responsible for providing relevant therapy assessment, diagnosis and treatment, and education and advice to patients, carers and members of the multidisciplinary team. The post holder will manage a caseload of patients with a range of needs, using evidence based, patient centred principles to assess, plan, implement and evaluate interventions.  There will be liaison with family, carers and external agencies to ensure safe and effective discharge of patients from the acute or community hospital wards/services and/or appropriate transfer of care. The caseload will be allocated by the relevant Team Lead and will be acute service/ward, community hospital service/ward or domiciliary based work  The post holder will supervise assistants and students, form part of an interdependent multi-disciplinary team helping to ensure that the input is integrated into the patient’s overall care and treatment plan and will receive professional support and guidance from their line manager and appropriate professional lead.  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.  The rotations included within the post will be dependent upon the locality area and needs of the service and, in the acute setting may include, for example, general, acute or respiratory medicine, older people, surgery, neurology, acute stroke, neuro-rehabilitation (currently based at Mardon) etc. In the community setting rotations may include, for example, community hospital wards, community services including Rehabilitation and Urgent Community Response and domiciliary based work.  The specific caseloads will be flexible across all in-patient and out-patient clinical areas within the Trust.  The post holds a requirement to participate in regular seven day per week cover / weekends and bank holidays as required; shift patterns vary according to each location and post holders will need to be able to fulfil the shift pattern relevant to each rotation. Shift patterns may include working until 6 pm or later according to the needs of the service.  The ability to travel to and for work to meet the needs of the service, especially in the community setting, is essential.  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. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * Some services will require post holders to work autonomously on weekend and evening rotas. These may be as overtime.   **Training & Development**   * To take responsibility for own on-going clinical professional development to ensure relevant clinical knowledge and skills are attained and objectives are completed. * To contribute to the improvement of the service by evaluation of own work, and make constructive suggestions as to service improvements. * To attend and contribute to in-service training sessions and peer group meetings to ensure continued professional development. * To contribute to providing advice to multidisciplinary team members, patients and carers as required with support and guidance from senior specialist occupational therapy staff. * To support Undergraduate Students on placement as requested and under the direction of senior specialist occupational therapy staff.   **Decision Making**   * Adhere to HCPC professional standards of practice and RCOT Professional standards. * As an autonomous practitioner, be professionally accountable for all aspects of own work. * Receive supervision and professional support from appropriate manager/professional lead. * Undertake specific projects with support. * Work within own areas of competence. |
| **KEY WORKING RELATIONSHIPS** |
| **Areas of Responsibility**:  Provision of Occupational Therapy working across a variety of services depending on rotation.    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.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Occupational therapy and physiotherapy teams – acute and community. * Head of Therapy Services. * Clerical Staff. * Community Services Manager, Service Lead or Team Lead. * Community equipment store. * Complex Care Teams. * Consultants and other medical staff. * Trust staff at all levels. * Nursing Staff /specialist nurses. * Other specialist services. | * GPs and other practice staff. * Patients, relatives and carers. * Social Services and all other members of multi-disciplinary teams. * Voluntary agencies and other community care providers. | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * They will be responsible for the delegation of work to the occupational therapist assistants/rehabilitation support workers. * They will provide advice, direction and support to other wards as necessary within the acute or community base. * To undertake a high standard of Occupational Therapy assessment, diagnosis and treatment, this may include complex cases, as an autonomous practitioner. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * Establish effective 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 Board Rounds, multidisciplinary meetings (lead where appropriate) and case conferences providing appropriate information to the healthcare teams 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 with the support of senior staff. * 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 patient care without direct supervision. * Plan, organise and prioritise own workload and guide the workload of support staff as appropriate. * Exercise good and effective personal time management, punctuality and consistent reliable attendance. * Co-ordinate patient appointments or ward-based treatment * Organise therapy home visits, to include liaison with patients, carers and transport services. |
| **PATIENT/CLIENT CARE** |
| * Complete assessments of allocated caseload in ward or home circumstances, establish premorbid level of function and current level of personal and domestic activities of daily living in routine cases to advise on level of functional independence. * Complete routine assessments of physical, cognitive and perceptual function using a range of standardised and non-standardised assessment tools. * Undertake routine assessments e.g. for wheelchair provision, pressure care and be able to make appropriate recommendations for prescription. * Provide appropriate rehabilitation for physical, cognitive, and perceptual impairments and to teach adaptive performance methods, reinforce skills and learning, and to build self-esteem and confidence as necessary. * Liaise with Adult Community Services regarding equipment provision, adaptations, care packages and alternative placements with the support of senior staff. * Carry out routine home visits to identify risks, assess level of independence, and to determine future care needs and document appropriately. * Assess and provide a range of ADL equipment and giving training on its use if required to routine cases. * Liaise with other members of the multidisciplinary team through effective communication regarding patient treatment aims, progress and discharge planning (providing written reports and referrals as appropriate) supported by senior specialist staff. * Provide appropriate and timely information to all relevant members of the healthcare team regarding patients’ therapeutic progress. * Reassess patient status as treatment progresses and alter treatment programmes as appropriate using clinical reasoning supported by senior specialist staff. * Set realistic and attainable treatment goals for patients undertaking regular re-evaluation using appropriate outcome measures with guidance from senior specialist staff. * Identify non-routine cases and discuss these with senior staff. * Identify specific problems/needs; develop goals and appropriate treatment plans in partnership with the patient and others. * Facilitate the discharge process as appropriate using the strengths-based assessment process. * Work with patients, carers, other professionals and agencies to meet identified needs. * Provide teaching and guidance to both patients and carers as 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 times in a manner as to minimise the risk of health care associated infections. * To ensure patient and staff safety during assessment and treatment. * To participate in the Trust-wide rota planned weekend work and complete all competencies as required ensuring skills are maintained. |
| **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 and be able to order equipment appropriately. * 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. * Ensure access to road worthy vehicle with appropriate car insurance, and valid driving licence or ability to travel around community locations. |
| **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** |
| * To undertake the keeping of accurate records of patient treatments and statistical data as required. * To submit regular data about activity levels as required. * To participate in team and department audit activity and peer review to ensure best practice. To participate in team and department audit activity and peer review to ensure best practice. |
| **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 and co-ordination skills often with the need for prolonged physical effort. This may 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. |
| **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.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Rotational Occupational Therapist (Rotational across Acute & Community Service settings) |
| **Band** | 5 |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Diploma/ Degree in Occupational Therapy/equivalent.  Registered to practice by HCPC.  Evidence of ongoing CPD and training.  Evidence of having completed a preceptorship programme.  Wheelchair Accreditation.  Fieldwork Educator.  Member of professional body. | **E**  **E**  **E** | **D**  **D**  **D**  **D** |
| **KNOWLEDGE/SKILLS**  Clinical experience in a range of specialities and evidence of clinical reasoning skills.  Clear understanding of the relevant therapy processes including cognitive assessment.  Evidence of problem-solving skills.  Evidence of assessment and intervention skills.  Ability to contribute to service developments.  Organisational skills; prioritisation, time management.  Good written and verbal communication skills.  Evidence of safe fundamental clinical skills; knowledge of current good practice & recent national papers relating to this service.  Core IT skills.  Understanding of discharge planning.  Understanding of goal setting and outcome measures.  Understanding role of 3rd sector / voluntary organisations and opportunities for patient / family support. | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** | **D** |
| **EXPERIENCE**  Experience of multi-disciplinary and team working.  Experience in specific clinical area.  Evidence of undergraduate placements in relevant acute and community services/settings.  Evidence of one short post graduate course.  Evidence of working as autonomous practitioner. | **E**  **E**  **E**  **E** | **D** |
| **PERSONAL ATTRIBUTES**  Able to work as a team member.  Supervisory skills – elementary level and motivated towards development of others.  Able to work in isolation.  Able to manage own time.  Self-motivated. | **E**  **E**  **E**  **E** | **D** |
| **OTHER REQUIREMENTS**  Enthusiastic towards post.  Evidence of flexible approach.  Ability to work flexibly over 7-day shifts including weekends and bank holidays.  Application of other life experiences.  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to drive/travel to meet the needs of the service. | **E**  **E**  **E**  **E**  **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 | Y/N | Y |  |  |  |
| Contact with patients | Y/N |  |  |  | Y |
| Exposure Prone Procedures | Y/N |  |  | Y |  |
| Blood/body fluids | Y/N |  | Y |  |  |
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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) | Y/N | N |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y/N | N |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y/N | N |  |  |  |
| Animals | Y/N | N |  |  |  |
| Cytotoxic drugs | Y/N | N |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/N | Y |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/N | Y |  |  |  |
| Dusty environment (>4mg/m3) | Y/N | Y |  |  |  |
| Noise (over 80dBA) | Y/N | Y |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N | Y |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use (>1 hour daily) | Y/N |  |  | Y |  |
| Heavy manual handling (>10kg) | Y/N |  |  |  | Y |
| Driving | Y/N |  | Y |  |  |
| Food handling | Y/N | Y |  |  |  |
| Night working | Y/N | N |  |  |  |
| Electrical work | Y/N | N |  |  |  |
| Physical Effort | Y/N |  |  | Y |  |
| Mental Effort | Y/N |  |  | Y |  |
| Emotional Effort | Y/N |  |  | Y |  |
| Working in isolation | Y/N |  |  | Y |  |
| Challenging behaviour | Y/N |  | Y |  |  |