

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Occupational Therapist/Physiotherapist (Rotational)</b>
<b>Band:</b>	<b>5</b>
<b>Responsible To:</b>	<b>Senior Therapist</b>
<b>Accountable To:</b>	<b>Cluster Therapy Manager/Team Lead/Therapy Service Lead</b>
<b>Section/Department/Directorate:</b>	<b>Therapies / North Devon District Hospital and Community / Clinical Support and Specialist Services and Community</b>

### **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 patients 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.

### **Context:**

The Band 5 Occupational Therapist may rotate between inpatient, MSK and community settings.

- 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**

There is a commitment to weekend working for Physiotherapy and Occupational Therapy staff in some localities.

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.

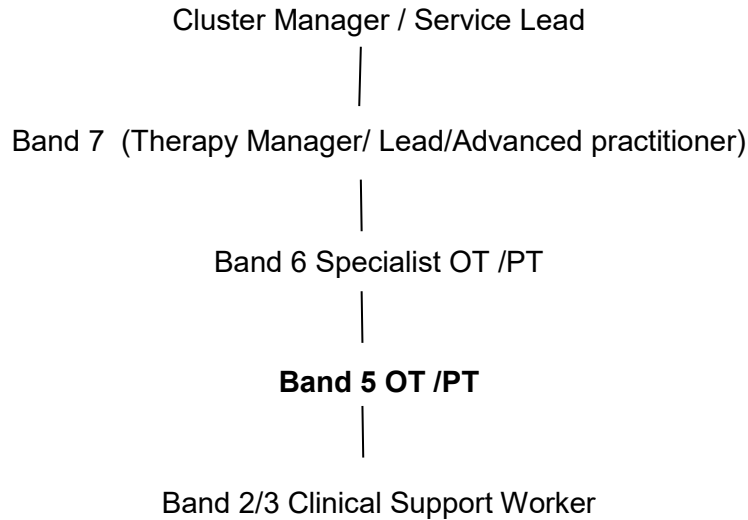
**Key Working Relationships:**

To establish effective communications amongst all staff within the service thus creating conditions conducive to good patient care.

<b>To work collaboratively with:</b>	<b>Frequent</b>	<b>As Required</b>
Clerical Staff	√	
Cluster Manager, Service Lead or Team Lead	√	
Community equipment store		√
Complex Care Teams	√	
Consultants	√	
GPs and other practice staff		√
Head of Physiotherapy and Occupational Therapy Services		√
NDHT staff at all levels	√	
Nursing Staff /specialist nurses	√	
Other specialist services		√
Patients, relatives and carers	√	
Social Services	√	
Voluntary agencies		√

The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

**Organisational Chart (Operational Structure):**



**\*Professional Lead OT/PT (community) provide professional leadership for community teams**

**Key Result Areas/Principal Duties and Responsibilities**

**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).

### **Communication and 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 and Judgement 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 and 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.

### **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.

### **Responsibility for Patient and 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.

### **Responsibility for Policy and 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.

### **Responsibility for Financial and 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.

### **Responsibility for 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.

### **Responsibility for 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.

### **Responsibility for 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.

### **Decision Making**

- 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.

### **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.

### **GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

## **SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

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.

## **HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

## **INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Attending mandatory and role specific infection prevention education and training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

## **CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.





**JOB DESCRIPTION AGREEMENT**

**Job holder's Signature:** .....

**Date:** .....

**Manager's Signature:** .....

**Date:** .....

**PERSON SPECIFICATION**

**POST :**        **Band 5** Physiotherapist/Occupational Therapist (Rotational)

REQUIREMENTS	E/ D*	HOW TESTED?  Application Form/Interview/ Reference/Test	INTERVIEW COMMENTS	SCORE  (1 Low – 10 High)
<u>QUALIFICATIONS/SPECIAL TRAINING :</u>  Diploma/ Degree in OT  HCPC registration  Evidence of having completed a preceptorship programme	E  E  D			
<u>KNOWLEDGE/SKILLS:</u>  Clinical experience in a range of specialities.  Community /Hospital based experience ( <i>as appropriate</i> )  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 placements at undergraduate level	E  D  D  E  E  E  E  E			
<u>EXPERIENCE:</u>  Experience of multi-disciplinary and team working  Experience in specific clinical area.  Evidence of working as autonomous practitioner	E  E  D			

<u>PERSONAL REQUIREMENTS:</u> 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			
<u>OTHER REQUIREMENTS:</u> 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	Interview Interview		

\*Essential/Desirable

<b>HAZARDS :</b>					
Laboratory Specimens Proteinacious Dusts		Clinical contact with patients	√	Performing Exposure Prone Invasive Procedures	
Blood/Body Fluids	√	Dusty Environment		VDU Use	√
Radiation		Challenging Behaviour	√	Manual Handling	√
Solvents		Driving	√	Noise	
Respiratory Sensitisers		Food Handling		Working in Isolation	√
Cytotoxic drugs		Night working			