

|  |  |
| --- | --- |
| **JOB DESCRIPTION** |  |
| **Job Title:** | **Occupational Therapist** |
| **Band:** | **5** |
| **Responsible To:** | **Specialist Therapist** |
| **Accountable To:** | **Therapy Manager** |
| **Section/Department/Directorate:** | **Health and Social Care Directorate** |

**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.
 |
| **Context:** |
| The Occupational Therapistwill be based in the 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.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Key Working Relationships:**To establish effective communications amongst all staff within the service thus creating conditions conductive to good patient care.

|  |  |  |
| --- | --- | --- |
| To work collaboratively with:  | **Frequent**  | **As Required**  |
| 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):**Community Services Manager\* Therapy ManagerClinical Team Lead Occupational Therapist/Physiotherapist  Band 6 Occupational Therapist / Physiotherapist**Band 5 Occupational Therapist/Physiotherapist** Band 2/3 Clinical Support Worker**\***Professional Lead OT/PT (community) provide professional leadership for community teams |
| **Key Result Areas/Principal Duties and Responsibilities**Some services will require post holders to work autonomously on weekend rotas. |
| **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 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 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.

**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.
* 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.

**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 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.

**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 assessment.
* Lift and carry equipment (wheelchairs, health care equipment) and furniture frequently.
* Treatment will necessitate working in restricted positions or limited space.
* 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:**

* To take part in regular performance appraisal
* To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling
* To contribute to and work within a safe working environment
* The post holder is 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

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

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

**THE TRUST – Vision and Values**

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:

* Honesty, Openness & Integrity
* Fairness
* Inclusion & Collaboration
* Respect & Dignity

We recruit competent staff that 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.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

**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.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.



**PERSON SPECIFICATION**

**POST : Occupational Therapist (Static)**

**BAND: 5**

|  |  |  |
| --- | --- | --- |
| **REQUIREMENTS** | **At recruitment** | **At PDR** |
| **QUALIFICATIONS/ TRAINING :*** Diploma/ Degree in Occupational Therapy/Physiotherapy
* HCPC registration
* Evidence of having completed a preceptorship programme
 | EED |  |
| **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
 | EDDEEEE |  |
| **EXPERIENCE:*** Experience of multi-disciplinary and team working
* Experience in specific clinical area.
* Evidence of working as autonomous practitioner.
 | EED |  |
| **PERSONAL REQUIREMENTS:*** Able to work as a team member
* Supervisory skills – elementary level
* Able to work in isolation
* Able to manage own time
* Self-motivated
 | EEEEE |  |
| **OTHER REQUIREMENTS:*** The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.
* Ability to travel between locations meeting time restraints and / or holds a valid driving licence and access to road worthy vehicle.
 |  EE |  |

\*Essential/Desirable

|  |
| --- |
| **HAZARDS - Updated 31st May 2013** |
| Laboratory SpecimensProteinacious Dusts |  | Clinical contact with patients | X | Performing ExposureProne Invasive Procedures |  |
| Blood/Body Fluids | X | Dusty Environment |  | VDU Use | X |
| Radiation |  | Challenging Behaviour | X | Manual Handling | X |
| Solvents |  | Driving | X | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation | X |
| Cytotoxic drugs |  | Night working |  |  |  |