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| Job Title:              | Band 5 Occupational Therapist               |
| Reports to (job title): | Community Rotation with Specialist services |
| Line Manager to:        | Service Lead                                |

## Job purpose

### Job Purpose:

HCRG Care Group are pleased to offer a unique Occupational Therapy rotation within specialist services. These specialist services may include: Falls and Parkinson's Clinic, the Community Neuro and Stroke Service - Early Supported Discharge Team (ESD) and the ward at St Martins Hospital.

This will be a 9 month rotation into each service. Some locations provide a 7 day a week service, including bank holidays. Intervention is completed either in a clinic/ward or within the patient's own home across Bath and North East Somerset.

Specialist Services within HCRG Care Group provide highly skilled, evidence based, multi-professional rehabilitation to services users within Bath and North East Somerset. The specialist teams work collaboratively with other services such as social care colleagues, specialist wheelchair and seating services alongside other community and voluntary organisations. This role provides a unique opportunity to develop both your core Occupational Therapy skills alongside specialist knowledge and clinical abilities.

Each service provides a robust supervisory structure as well as regular team meetings which are held at St Martins Hospital. There is a commitment from all services to continuing professional development. Staff have access to remote working in the community.

## Key responsibilities

- Key Responsibilities
- This list is intended to summarise key responsibilities and is not intended to cover every task that may be required of the role:
- • Carry a caseload independently but under the supervision of the Band 6 OTs
- • To carry out standardised and service led assessments in order to formulate individualised management and treatment plans.
- • Implement evidence based Occupational Therapy intervention.
- • Evaluate Occupational Therapy intervention through the use of outcome measures.
- • Communicate effectively with members of the service and with members of other organisations.

- • Work with service users and their carers towards shared goals, providing advice, signposting, education and training where required.
- • Assess for and provide equipment and adaptations to assist service users in the completion of activities of daily living and reduce risk.
- • Deliver safe moving and handling practice as part of clinical intervention.
- • Participate in audits and service development projects
- • Actively engage within the supervisory process including support workers and students.
- • To keep accurate and up to date clinical records and maintain patient statistics as required
- • To adhere to national, organisational and departmental procedures, protocols and guidelines and at all times to act in accordance with professional code of conduct.
- Actively engage within the supervisory process.
- To participate in in-service training and provide training/advice to colleagues. To keep up to date with evidence based practice literature including The Royal College of Occupational Therapists Practice Guidelines for Prevention and Management of Falls and Occupational Therapy for people with Parkinson's: Best Practice Guide and NICE guidelines for both Falls and Parkinson's Disease.

## Outline of Provisional Job Schedule:

Depending on the rotational there may be weekend working and some evenings

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

### Care

- Inspire
- Understand

### Think

- Challenge
- Improve

### Do

- Accountability
- Involve

- Communicate

- Learn

- Resilience

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that

clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make 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 recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- Diploma/Degree Occupational Therapy
- State Registration (HCPC)
- Evidence of Continued Professional Development
- Relevant clinical experience
- Experience of multidisciplinary team working
- Relevant clinical skills working with older people
- Knowledge of falls including evidence based practice
- Experience of working with other agencies
- Knowledge of standardised assessments/outcome measures.
- Awareness of Neurological conditions such as Stroke and Parkinson's Disease and related Parkinson's conditions
- Must have full current driving licence, access to a vehicle for work purposes and appropriate insurance
- Knowledge of relevant health and social care legislation that impacts practice.
- Knowledge and experience of adaptive equipment.
- Experience in assessment of physical, cognitive and social skills.
- Experience in supporting other team members through informal and formal supervision.
- To be motivated in completing relevant training appropriate to the role.
- To demonstrate a commitment to continuing professional developme

### Desirable

- Relevant clinical skills working with older people.
- Experience working in falls prevention.
- Experience of working with those who have experienced a neurological condition.
- Awareness of relevant best practice guidelines
- Previous experience working within a community setting – loan working
- Previous experience working in acute and community hospitals.
- Activity analysis skills.
- Experience of leading group sessions

Employee signature

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Manager signature

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