

Job Title:	Occupational Therapist Band 6
Reports to (job title):	Therapy Leads
Line Manager to:	

## Job purpose

To work as a specialist clinician to utilise, develop and enhance Occupational Therapy clinical and professional skills within the Community.

To apply the Occupational Therapy process within a multi-disciplinary format providing specialist assessment and treatment in the stroke pathway.

To take a lead in developing the stroke service. This involves promoting high quality clinical practice and ensuring professional standards are maintained in the workplace.

To deliver specialist Occupational Therapy interventions within the ward environment, requiring flexibility/adaptability in recognising the complexities of the patients to maximise their abilities and opportunities for rehabilitation.

## Base

Calne, Corsham and Box Community Team

## This post is responsible for

## Key responsibilities

- To provide a specialist Occupational Therapy service within the community
- To work within a multi-professional team.
- Assess, interpret, plan and implement treatment and care to patients on the stroke pathway.
- Wherever possible to reduce in-patient length of stay by promoting and supporting early discharge.
- Apply a patient centred approach.
- To provide advice and support to Teams.

## Patient Care

- Ensure own clinical credibility through professional accountability and maintaining clinical skills.
- To deliver clinical care for patients by providing specialist assessments and treatment and formulating clear treatment pathways to assist community workers.
- Accountable for assessing, interpreting, planning, implementing, and evaluating clinical care plans, ensuring that care, needs and wishes of the individual are carefully and accurately documented in the clinical records.
- To participate in MDT meetings, clinics, and case reviews to assist in the implementation of multi-disciplinary, client centred goal planning.
- To obtain consent for any treatment undertaken.
- Ensure effective communication of complex, sensitive patient information, between hospital, community professionals, this will include overcoming communication difficulties (e.g. hearing/language).
- To be responsible when appropriate for the assessment of equipment and ensure the safe use of the equipment by others through teaching, training and supervision of practice.
- To promote, lead and ensure implementation of new practices/developments within the ward OT team.
- To enable patients to reach their optimum level of independence: re-establishing previous routines and roles with the family and wider community.
- To have sound knowledge of infection control, to reduce risk of health care acquired infections.

## Budget Responsibilities

Not applicable – this is not a budget-holder post.

## Responsibilities for People or Training

- To act as a mentor, preceptor and supervisor of work experience students, Occupational Therapy / Physiotherapy students, NVQ candidates and non-registered members of staff.
- To promote best practice, monitor and support junior staff and students' practice.
- Provide clinical/fieldwork education placement for pre-registration student of own profession and to support that provision for other disciplines.
- Develop and maintain skills required for patients within a community setting in line with appraisal.
- To participate in in-service training and provide training sessions to colleagues in other teams.

## 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	Think	Do
<ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## 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

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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

- BSc/BSc (Hons) and or equivalent qualification in Occupational Therapy
- Registered with HCPC
- Post registration qualification in relevant area of clinical practice.
- Delivering patient focused care
- Case management
- Excellent inter-professional communication
- Teaching (both professionals, students and patient/carers) and holds recognised Teaching and Assessing in Clinical practice qualification.
- Evidence of innovative and flexible approach to care and its organisation
- Demonstrate professional development and experience.
- Multi-disciplinary working across a range of agencies/professional groups
- Providing evidence-based practice through clinical audit
- Assessment and care planning with a particular focus on complex discharge planning
- Working in partnership with other agencies
- Evidence of on-going personal development
- Experience within a wide range of patient/client care groups.
- Experience of gathering and interpreting information to shape service development
- Undertake specific therapy skills.
- Typing/data inputting skills – to use computerised system for accessing patient information.
- Physical skills to manually handle patients and appropriate lifting aids.
- Dealing with bad news – ability to sensitively inform service users on emotional issues. Able to support and facilitate staff in dealing with these situations.
- Required to challenge and lead practice.
- Ability to manually handle patients and equipment.

### Leadership Desirable

Evidence of inpatient experience as a qualified therapist

Employee signature

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Manager signature

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