

Job Title:	Community Occupational Therapist
Reports to (job title):	Band 6 Occupational Therapist/Community Team Manager
Line Manager to:	

## Job purpose

To provide occupational therapy assessment, treatment and advice to patients in their home environment or outpatient setting in order to promote and facilitate patient independence and well-being, within professional guidelines and protocols.

## Base

Community Hub

**This post is responsible for**

## Key responsibilities

- To be accountable for assessing, interpreting, planning and implementing occupational therapy treatment and care to patients within professional guidelines, with the support of specialist team members and the Team Leader.
- To undertake assessments, care planning and evaluation.
- Wherever possible to avoid hospital admission and reduce inpatient length of stay to ensure those patients receive the appropriate care in the most appropriate setting.
- To keep the patient at the centre of his or her care, ensuring patient and carer participation in decision making.
- With support of a specialist nurse or therapist to be accountable for the assessing, 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 interpret situations acting and referring on appropriately.
- To enable patients to reach their optimum level of independence.
- To deliver clinical care for a variety of patients.
- To prescribe care, dressings or medication as appropriate.
- To provide guidance to patients, carers and team members as necessary

- To have sound knowledge of infection control, to reduce risk of health care acquired infections.
- To ensure consent for any treatment is undertaken and documented.
- To maintain competencies and attend mandatory training.
- Provide support and education to peers, new staff non-registered staff and students.
- To work within the integrated multi-professional team.
- Ensure effective communication of sensitive patient information, between hospital, community professionals, patients and carers, promoting collaborative inter agency working, this will include overcoming difficulties (e.g. hearing/language).
- Support terminally ill patients and their carers/relatives, ensuring other relevant agencies are involved.
- To promote best practice and monitor support workers practice.
- To act as a mentor, preceptor and supervisor of work experience students, NVQ candidates and non-registered members of staff.
- To support the provision of clinical/fieldwork placements of pre-registration students.
- To provide peer support.
- To maximise the use and skills of staff by appropriately delegating tasks.
- To assist support workers to deliver care.
- To develop and maintain clinical credibility through participation in regular supervision and development sessions.
- Develop and maintain skills required for patients within a community setting in line with appraisal and KSF.
- To participate in supervision and appraisal and take responsibility for own professional development.
- To support the provision of an effective learning environment.

## 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 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

- Dip COT/BSc/BSc(Hons)/MSc OT
- Registered as an OT with the Health professional Council
- To possess a current, valid full driving licence
- Evidence of continuing professional development
- Knowledge of legislation affecting professional practice
- Experience of applying research based information to practice
- Assessment and care planning
- Working with a multi-disciplinary team
- Experience within a range of patient/client care groups
- To be able to communicate with people from a wide range of backgrounds
- To be able to work flexibly and sensitively
- Wide range of interpersonal and communication skills
- Competence in a wide range of occupational therapy skills
- I.T. literate
- Typing / data inputting skills for accessing patient information
- Manual handling skills and experience
- Ability to sensitively inform service users on emotional issues
- To be flexible and adaptable
- Organisational skills
- Report writing
- Experience of dealing with difficult situations
- Driven to achieve
- Self-motivated
- Good time management

### Desirable

- Teaching and Assessing in Clinical practice
- Further qualifications relevant to the role

# Job Description

- Awareness of recent Government Papers that may affect future clinical practice
- Evidence of innovative and flexible approach to care and the organisation of care

Community experience

Employee signature

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Manager signature

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