

Job Title:	Occupational Therapist Band 6
Reports to (job title):	Team Lead Occupational Therapist
Line Manager to:	Therapy technicians and junior staff

## Job purpose

We are looking to recruit a motivated Band 6 Occupational Therapist to join our team, providing inpatient rehabilitation for patients with stroke, long term neurological conditions and care of the elderly.

The post is based on Runfold Ward at Farnham Hospital, Surrey. The ward is a 21 bedded inpatient unit, which comprises of a minimum of 11 stroke beds, with 10 additional beds for other neurological conditions and elderly care rehabilitation. You would be working alongside a multi-disciplinary team, which includes Doctors, Nurses, Occupational Therapists, Physiotherapists, Psychologists, Speech and Language Therapists, Adult Social Care and Dieticians.

## Keen to develop further specialist neuro-rehabilitation skills?

We are looking for an experienced Occupational Therapist, with experience in neurology who is enthusiastic and keen to develop further clinical skills within a Stroke and Neurology inpatient rehabilitation setting.

## HCRG- Who are we?

Established in 2006 we are one of the UK's leading independent providers of community health and care services, working with health and care commissioners and communities to transform services with a focus on experience, efficiency and improved outcomes. Across England, we



# Job Description

support communities of many millions and directly help more than half a million people each year - guided by our simple values: we care, we think, we do.

As part of HCRG care group you will be providing an NHS service. Your contract will align with the NHS Agenda for Change Pay Scheme along with NHS pension and continuous years of service. You will be eligible for NHS benefits and additional benefits specific to HCRG Care Group, through our rewards scheme.

## Key Responsibilities

### Professional responsibilities

- To be responsible for maintaining own CPD keeping up to date with new research and developments, especially in relation to evidenced based practice.
- To participate in the development and training of Occupational Therapy assistants.
- To participate in clinical supervision and annual staff appraisal scheme.
- To participate in service development projects and audits
- To ensure membership of appropriate professional bodies remains up to date - HCPC and to have knowledge of the standards required
- To participate and maintain up-to-date statutory and mandatory training relevant to the role.

### General

- This is a varied role where a degree of flexibility is required to ensure we can provide an equitable service, working with colleagues and line manager to ensure that the activities of the post make a real difference to our patients.
- Depending upon experience this post may require occasional weekend working.
- The post holder must hold a valid driving licence.
- We provide support through clinical supervision, in-service training, journal clubs and reviews and preceptorship programmes.

## The ideal candidate

- **BSc/Diploma in Occupational Therapy or equivalent**
- **HCPC (Occupational Therapy) registration**
- **The ability to work flexibly across specialities as need arises**
- **Clinical skills related to the job role as outlined above**

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- **Experience of working within a Health Care organisation at preregistration or post registration level**
- **Knowledge of relevant national guidance and other relevant initiatives**
- **Excellent communication skills**
- **Motivation, adaptability and innovation skills**
- **Access to a car and hold a valid UK driving license.**
- **You will also need to be confident using IT systems and be able to demonstrate working knowledge of Microsoft Office packages i.e. Outlook, Word, Excel.**

## 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
- Communicate

### Think

- Challenge
- Improve
- Learn

### Do

- Accountability
- Involve
- 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 1998 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

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- 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.

## 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.

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## 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

- **BSc/Diploma in Occupational Therapy or equivalent**
- **HCPC (Occupational Therapy) registration**
- **The ability to work flexibly across specialities as need arises**
- **Experience of discharge planning from a hospital setting**
- **Clinical skills related to the job role as outlined above**
- **Experience of working within the Health Care organisation at preregistration or post registration level**
- **Knowledge of relevant national guidance and other relevant initiatives**
- **Excellent communication skills**
- **Motivation, adaptability and innovation skills**
- **Access to a car and hold a valid UK license**
- **You will also need to be confident using IT systems and be able to demonstrate working knowledge of Microsoft Office packages i.e. Outlook, Word, Excel.**

### Desirable

- **Experience in inpatient rehabilitation setting**
- **Experience with goal setting and intervention planning following rehabilitation guidelines**
- **Specific NHS experience**



# Job Description

For more information about the role or to chat to one of our team, please contact us on: 01483 908179

Employee signature

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Manager signature

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