

Job Title:	Band 6 Occupational Therapist- Livingstone community Hospital
Reports to (job title):	Team Leader

## Job purpose

- To provide and develop a high standard of Occupational Therapy (OT) services to the patients with a focus on re enablement of patients to return home.
- To provide Occupational Therapy treatment within the community inpatient setting.
- To provide focused OT assessments, interventions and advice for patients and relatives, using evidence-based client-centred principles.
- To manage, supervise and develop junior therapists, rehab assistants, apprentices, and students.
- To promote the role of Occupational Therapy within the inter-professional team and ensure that good communication exists with all staff in HCRG care group and outside agencies.
- To maintain a high standard of care and clinical practice in Neurology through liaison with those working in the team and to maintain close working relationships with other Therapists and nursing staff to facilitate integrated and collaborative rehabilitation programmes.
- To facilitate home visits/access visits establishing what equipment needs are.

## Base

Livingstone Community Hospital.

## Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

### **Internal Relationships:**

### **To communicate effectively with:**

- Patients, carers and other staff imparting complex and sensitive information and unwelcome news.
- Occupational Therapy staff to maintain a coordinated approach to service delivery and development.
- Qualified Occupational Therapy staff, Rehab Assistants, Apprentices, and students on clinical placement to support team working on a day-to-day basis.
- All therapists and nurses, to promote a coordinated approach to patient care and multi-disciplinary team working in the preparation and implementation of treatment/care policies, procedures, and care pathways.

## **External Relationships:**

### **To communicate effectively with:**

- All disciplines in the community inpatient ward to provide continuity of care across the Acute Health Service Unit, Social Services, Community Health Trusts, and Carers.
- To contribute to and execute the Patient treatment plan through effective communication with the patient, family, and carers.
- Appropriate disciplines in other Trusts as required, to promote patient care and service objectives.

## **Working relationships and communication requirements of the post**

- To work with patients, family, and MDT staff to identify goals as part of the overall care plan.
- To attend reviews, team meetings as applicable, communicating relevant observations and information as a member of the Team.
- To demonstrate effective written and verbal communication skills with patients and carers, Team members, and other external agencies.
- To use sound judgment, reasoning, communication, and negotiation skills to establish a therapeutic relationship in complex and sensitive cases, managing barriers to communication.
- To ensure that up-to-date written and electronic records are maintained in accordance with professional and HCRG care group standards
- To provide Timely OT reports relevant to case load.

- To respect the individuality, values, cultural and religious diversity of patients and to contribute to the provision of a service sensitive to these needs.
- To communicate and receive sensitive and complex information to/from patients and their families where training, empathic, reassurance, persuasive, negotiating, and motivational skills are required, e.g., when discussing life changing medical conditions and its impact on activities of daily living.

### **Analytical / Judgmental Skills**

To use knowledge and experience to inform sound clinical judgments/decision making for management of client caseload, making differential diagnosis on the basis of evidence from assessment, seeking advice if appropriate.

To develop clear care plans based on evidence and best practice.

To reflect on own practice with peers and mentors and identify own strengths and development needs.

### **Responsibilities for human resources including personal and people development.**

To facilitate the development of others' problem solving/negotiation skills within peer review/support.

To explain the role of an Occupational Therapist to visitors, students, and volunteers.

To continue to develop own knowledge and skills through personal & team objectives and the appraisal process.

### **Management & Leadership**

To ensure the provision of a high quality, efficient and effective Occupational Therapy service within specified specialist care group(s)

To adhere to quality guidelines and lead in service monitoring and clinical audit in area of specialism, in liaison with the Service Manager and clinical leads.

To work effectively and flexibly within an interdisciplinary framework to provide integrated rehabilitation care programmes.

To be actively involved in planning, monitoring, and implementing clinical service policies.

To act as a source of clinical expertise and advice providing clinical leadership within the team.

To adhere to agreed administrative procedures for the service including the collection of statistical data.

To propose, develop and adhere to the service plan and agreed policies.

To supervise assistants, volunteers and junior staff and contribute to their development.

To provide student placements including the assessment of placements as appropriate

To provide mentoring and clinical supervision for more junior Occupational Therapists/Therapy Assistants.

To manage and develop equipment and identify resource needs.

## **Health, safety, and security**

Responsibility to maintain own health, safety and security in the workplace including strict adherence to infection control and Information Governance Policy & Guidelines, and to work with colleagues to maintain the health, safety, and security of the public and colleagues in the workplace.

## **Responsibility for Policy and Service Improvement/ Development**

To advise the Service Manager on issues of service delivery including under or over performance, service pressures etc. that may affect service delivery.

To assume delegated tasks as requested by the Service Manager, including participation in working groups and policy development groups.

To develop care protocols/packages relating to specialist area

To contribute to interagency/multi-disciplinary team building and policy development.

To be aware of, adhere to and implement service and team objectives.

To attend and contribute to departmental meetings and Clinical Forums

## **Responsibility for Audit/Research & Development**

To share innovative ideas for service development to benefit patients and services.

To initiate and undertake Research/Clinical Governance/Audit projects as required.

To collect and provide research data as required.

Regularly participate in Clinical audit and those included in the annual audit plan e.g. client satisfaction and case note standards.

## **Freedom to Act**

Be accountable for own professional actions and recognise own professional boundaries.

Be able to work independently with support from more senior colleagues where necessary.

Actively evaluate the effectiveness of own clinical practice and demonstrate commitment to personal development, accessing appraisal at pre-determined intervals.

Take responsibility for updating own clinical knowledge through attendance at relevant training and courses, identified through appraisal.

Act within defined departmental, HCRG Care Group and National protocols/policies and professional codes of conduct.

### **Equality, diversity, and rights**

Responsibility to support, promote and develop a culture which promotes equality & diversity.

### **Planning and organisational tasks / duties**

To manage and prioritise own caseload and workload independently.

Delegate cases and oversee care via rehabilitation assistants.

Plan and implement training programmes to others.

### **Specific Responsibilities**

#### **Clinical responsibilities:**

To be professionally and legally accountable for all aspects of own work, including the management of patients in your care.

To hold responsibility for own case load and working without direct supervision. Members of the team are always available for advice and supervision.

To undertake all aspects of clinical duties as an autonomous practitioner.

Represent HCRG Care group externally regarding the Occupational Therapy services provided to patients.

To undertake a comprehensive assessment of patients with a neurological (Parkinson's and MS) condition including those with diverse or complex presentations/multi-pathologies; use advanced clinical reasoning skills and assessment techniques to provide an accurate diagnosis of their condition.

To liaise with patients, carers, and colleagues to assess the safety of a patient's home environment.

To plan and implement individual treatment plans, in collaboration with the patient, using graded activity to achieve therapeutic goals.

To order a range of specialist disability equipment for patient use based on the understanding and knowledge of a range of assistive equipment and utilising the correct eligibility criteria and policies relevant to social care, health, and housing organisations.

To provide appropriate instructions to patients on equipment issued for their homes.

To demonstrate effective personal co-ordination of day-to-day activities, including prioritising caseloads, decision-making and problem solving.

Formulate accurate prognoses and recommend best course of intervention, developing comprehensive discharge plans.

Assess patient understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment.

Use a range of verbal and non-verbal communication tools to communicate effectively with patients to progress rehabilitation and treatment programmes. This will include patients who may have difficulties in understanding or communicating.

Evaluate patient progress, reassess, and alter treatment programmes if required.

To manage clinical risk within own patient case load.

Work within clinical guidelines and Royal College of Occupational Therapy (RCOT) guidelines and to have a good working knowledge of national and local standards and monitor own and others quality of practice as appropriate.

To be responsible for maintaining accurate and comprehensive patient treatment records in line with RCOT standards of practice.

Carry out assessments and treatments.

To always comply with the Manual Handling Policy and local therapeutic handling guidance.

To deal sensitively with patients who have high levels of anxiety and aggression caused by their neurological condition, pain, dementia, or limited mobility.

Raise any concerns with the Service Manager.

### **Managerial responsibilities:**

- To exercise good personal time management, organisational skills, punctuality, and consistent reliable attendance.

- To ensure production of written or verbal reports as appropriate, being aware of the issues of presenting a 'legal document'.
- To respond to complaints in line with the complaints procedure at a level determined by the line manager.
- To be responsible for the supervision and co-ordination of junior staff, apprentices, students, and assistants daily.
- Ensure that your own practice and that of staff under your supervision meet the required professional standards of Occupational Therapy practice.
- Working with the other senior members of the team and taking responsibility for operational management of the team, allocating and organising the work of junior and assistant staff to meet service priorities daily.
- To be responsible for organising and planning own caseload to meet service and patient priorities. Readjusting plans as situations change/arise.
- To be responsible for/lead in the gathering and monitoring all necessary statistical data for Occupational Therapy service/ National requirements.
- To lead in monitoring the standard of care by implementation of audit in conjunction with audit requirements.

## **Professional responsibilities:**

- To be responsible for maintaining own competency to practice through Health and Care Professions Council registration and Royal College of Occupational Therapy membership, CPD activities, and maintain a portfolio which reflects personal development.
- Be actively involved in professional clinical groups, such as RCOT Clinical Interest Groups, Peer Review Groups, and other professional development activities.
- To provide clinical education and training to Occupational Therapy students to graduate level. Provide support, guidance and training to more junior Occupational Therapists and assistants, assessing and evaluating competence when required.
- To report immediately any defective equipment and remove or arrange for removal from use and label as being defective.

## **Education and development responsibilities:**

- Participate in the staff appraisal scheme as an appraisee and be responsible for complying with your agreed personal development programmes to meet set knowledge and competencies.

- Teach, assess, and contribute to the performance assessment and appraisal of newly qualified Occupational Therapists and Rehab assistant staff.
- Be an active member of the in-service training programme by attendance at, participation in and delivery of, in-service training programmes, tutorials, individual training sessions, external courses, and peer review.
- To undertake as directed the collection of data for use in service audit, research projects and National guidelines.
- To use evidence-based practice within the speciality and develop improvements to service delivery and clinical practice. Make recommendations for change to the Professional Lead Occupational Therapist/ Clinical Services Manager.

### **Other responsibilities:**

- To be able to concentrate for frequent long periods of 1 to 2 hours at a time, e.g., with assessments, treatments, and meetings.
- The job involves frequent exposure to unpleasant working conditions on a regular basis e.g. bodily fluids and occasional exposure to verbal and physical aggression. Visiting houses of poor hygiene or poverty.

### **Responsibilities for information resources**

To maintain up-to-date and accurate case notes in line with Professional Standards and National and local policies.

To share information with others, observing data protection and information governance guidelines.

To record activity data accurately and in a timely manner.

To develop an excellent working knowledge of our electronic patient record system (EMIS).

### **Physical Skills**

Excellent auditory processing

Excellent computer skills

Excellent listening skills

Full UK driving license with access to own vehicle



## 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 Datix 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 with the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

## 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

#### Education and Qualifications

- BSc, MSc or Diploma in Occupational Therapy.
- HCPC registration.
- Member of the Royal College of Occupational Therapy
- Evidence of CPD maintained in a portfolio including attendance at recent postgraduate courses relevant to the clinical field

#### Experience

- Experience in different specialist areas as a junior Occupational Therapist within the NHS, or equivalent.
- Junior rotations eg Medicine, Surgery, Rehabilitation, Outpatients, Orthopaedics.
- Participation in in-service training programmes.
- Participation in an audit or other evidence based practice activity
- Experience of working as part of an Occupational Therapy team and/or multi-disciplinary team within the NHS.
- Supervision experience of Occupational Therapy under-graduate students, Apprentices or Assistants

#### Knowledge

- Knowledge of a broad range of assessments and therapy interventions relevant to a caseload of adults with acquired communication and swallowing difficulties arising from stroke
- Up-to-date knowledge of research to inform evidence based practice
- Excellent understanding of relevant national guidelines around stroke care
- Understanding and experience of the principles of clinical governance and audit

## Skills and personal qualities

Up to date with professional practice and new research.

Understanding of the legal responsibilities of the profession.

Able to present information, written and orally, in a clear and logical manner

Ability to organise, prioritise and delegate

Able to keep accurate and legible patient records

Competent IT skills.

Ability to comprehend and work within the Trust's policies of data protection, equal opportunities and health and safety and meet differing needs of the patients.

Able to cope working in a stressful environment and with emotional or aggressive patients and carers

## Other requirements

- Full driving licence and access to a car, in order to carry out community visits to patients in their homes and visit other bases.

## Desirable:

Member of Special Interest Group or Branch.

Knowledge of the workings of community therapy services and intermediate care services.

Involvement in audit, research and understanding of quality issues

Knowledge and experience in handling different cultures and religious beliefs

**Employee signature**

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**Manager signature**

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