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| Job Title:              | Occupational Therapist – Community Neuro Rehab Team Band 5 |
| Reports to (job title): | Band 6 Occupational Therapist CNRT                         |
| Line Manager to:        | Rehab Assistant (Band 3 or 4)                              |

## Job purpose

Working within the Community Neuro Rehab Team in the Dartford, Gravesham, and Swanley areas of Kent.

To provide specialist assessment, diagnosis and therapeutic interventions for adult patients living in the community with neurological conditions, who have rehabilitation needs, and referred into the service.

In addition, to provide advice, support and education for patients and their families/Carers, voluntary agencies and all those working with the patient regarding their medical condition and how this affects the person's lifestyle and environment to maintain relationships, roles and independence.

To offer training to students.

To be able to work independently and as part of a Team, and to participate in innovation and service development under Band 6 supervision to benefit patients and colleagues.

## Base

The primary base for this position is Gravesend Community Hospital, Bath Street, Gravesend, DA11 0DG.

The post holder will be required to travel timely between patient's home environments and be expected to visit other sites within the locality for meetings. Training etc.

## Proposed job plan

The service operates five days a week, Monday to Friday, 9am -5pm

### 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: -

- To work in partnership with other professionals. Supporting staff, patients and carers within the Team and organisation.
- To manage and prioritise own caseload, including responding to urgent referrals and occasional unpredictable work patterns, with guidance and support as needed.

- Work closely with patients/ clients and their carers in goal setting and decision making.
- Communicate highly complex and sensitive information to patients, carers, families and members of the multi-disciplinary team and/or those in other professions, from initial assessment to discharge.
- To prioritise own workload and organise and carry out own work in a manner that maintains and promotes quality.
- To keep accurate and complete records of activities and communications consistent with RCOT, HCPC, local OT guidelines and HCRG care group policies and procedures.
- To communicate effectively with a wide variety of people e.g., using specialist communication skills to ensure people are communicated with in a form and manner that is consistent with their level of understanding, culture, background, and preferred methods of communication.
- To raise issues and concerns in occupational therapy and in wider contexts, including vulnerable adults and safeguarding to Leads
- To communicate effectively, reflecting knowledge, throughout the care of patients on your caseload.
- To record daily activity in accordance with local record keeping policies.
- To participate in training, both own training and development, and in helping to train others.
- To participate in Student placements as appropriate
- To be aware of and adhere to Team, Service & HCRG care group plans and policies e.g., Clinical Governance
- To participate in audit as appropriate.
- To be accountable for your own professional actions and know the limits of practice and your own professional boundaries and knowing when to seek advice.
- To attend and be an active participant in clinical forums, clinical supervision, and team meetings.
- To be able to balance clinical work and other patient related and professional activities and the team requires, seeking advice and guidance when needed.
- To work as an effective, proactive, and productive member of The Community Neuro Rehab Team
- To exercise a professional duty of care.

## **Patient Care Responsibilities**

- To provide a therapy service to patients with neurological conditions, offering assessment, diagnosis, therapeutic intervention, goal setting, review, and discharge planning.
- To gather and evaluate relevant information in order to assess a patient, reflect on findings and formulate a plan of therapy and support.

- To select appropriate assessment materials and approaches in line with the patient's individual needs and evidence-based practice
- To analyse, evaluate and interpret the information collected in line with evidence-based practice.
- To make a differential diagnosis based on evidence from assessment and other relevant information, seeking advice where appropriate
- To monitor patients throughout their sessions and take appropriate action in relation to any significant changes or risks.
- To record diagnosis, activity, and treatment plans in accordance with local policy.
- To use and demonstrate sound clinical reasoning skills throughout the therapeutic process to ensure best practice and identify risk.
- To assess patients, carers and other professionals understanding of treatment proposals and recommendations. Gain valid consent and work within a legal framework with clients who have capacity and those who lack capacity to consent to treatment.
- To formulate accurate prognosis and best course of interventions, developing comprehensive treatment and discharge plans, to benefit the patient.
- To regularly review and evaluate a patients progress and alter therapy programmes as required.
- To listen to patients and their families/carers and offer support, or refer on to senior colleagues, other services, an agency, organisations when the support needed is beyond your professional scope or individual knowledge.
- To plan and manage your working day to maximise clinical time and provide an effective service

## **Formulation and delivery of plans and strategies for meeting identified needs.**

- To formulate specific management plans including setting goals and timescales with the patient and considering the views/beliefs and wishes of the patient or carers, and evidence-based practice.
- To develop programmes of care based on best practice for intervention to be implemented by the therapist or others e.g., Rehabilitation assistants.
- To provide clinical and professional advice to those receiving care and to others regarding the management and care of patients.
- To conduct appropriate diagnostic or monitoring procedures, therapy, treatment, or other actions, professionally, safely and skillfully
- To share information as appropriate with patients, carers, and other relevant professionals in adherence with local and HCRG care group policies including information governance

- To respond to, record and report any adverse events, incidents or near misses with an appropriate degree of urgency, and inform your Leads.
- To listen to patients and their families/carers and offer support, or refer on to senior colleagues, other services, agencies, organisations when the support needed is beyond your professional scope or individual knowledge.

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

- To facilitate the development of others' problem solving/negotiation skills within peer review/support.
- To support more junior staff.
- To provide full student placements
- To explain the role of Occupational Therapy to visitors, students and volunteers.
- To continue to develop own knowledge and skills through personal & Team objectives and the appraisal process

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

- To advise the Team Lead 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 Band 6/7 Occupational Therapist, including participation in working groups, policy development groups.
- To participate in the development of rehabilitation pathways relating to the specialist area in liaison with the Band 6 and 7 Occupational Therapist, to improve client care.
- 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 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.

## **Quality**

- Responsibility to maintain the quality of own work and improve standards and quality for self and others.

## **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.
- Work as part of a team to ensure that National and local policies and guidelines, relevant to the provision of Occupational Therapy, are implemented into own practice under guidance from more senior colleagues.

## **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.
- Plan and implement training programmes to others.

## **Patient Care Responsibilities**

- Be able to work autonomously, with a specialist neurological, often complex caseload, to assess, diagnose, develop and implement programmes of care. Supported by clinical supervision.
- Assess, differentially diagnose, formulate treatment plans (in collaboration with patients and carers), write assessment reports, identify and choose appropriate therapeutic or clinical management techniques from a range of options, provide appropriate therapeutic intervention and evaluate treatment outcomes.
- Demonstrate clinical effectiveness by use of evidence-based practice and outcome measures.
- Provide complex and sensitive information to patients in a manner that they can understand e.g. regarding cognitive changes
- Refer on for specialist assessment/ intervention. Liaise with specialist services to provide continuity of care and suitable equipment.
- Liaise with a wide range of professional colleagues and other agencies to ensure comprehensive management of the patient e.g. attendance at ward meetings and case conferences and telephone liaison e.g. with GP's, all health and allied to health professionals and social services.
- Plan for patient discharge, ensuring appropriate onward referral and liaison as required.
- Adapt practice to meet individual patient circumstances, including due regard for cultural and linguistic differences.
- Complete incident forms where appropriate and discuss pertinent issues regarding safeguarding/incidents with Band 6 or 7 Occupational Therapist and others involved.

- Work with patients with a variety of neurological conditions and their carers/families, across the Teams geographical patch. Working flexibly in order to provide an equitable service to all patients, as the caseload determines and to cover periods of staff absence
- Work with a designated caseload and carry out work in other areas of the wider therapy team in order to facilitate equity of service provision for all patients (according to level of experience and competence) as requested by the Band 6 or 7 Occupational Therapist, and to further develop own professional practice.

## **Responsibility for financial and other physical resources**

- Be aware of Team budget.
- Be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained.
- Raise any concerns with Senior staff.

## **Responsibilities for information resources**

- To maintain up-to-date and accurate case notes in line with Royal College of Occupational Therapy Professional Standards and National and Local Trust 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 EMIS applications .

## **Physical Skills**

- Excellent auditory processing
- Excellent computer skills
- Excellent listening skills

## 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

### Think

- Challenge

### Do

- Accountability

- Understand
- Communicate

- Improve
- Learn

- 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
- 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.



# Job Description

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

- Hold a current, recognised Occupational Therapy Degree/Qualification
- Registered with the Health and Care Professions Council
- Member of the British Association of Occupational Therapists
- Understanding of the principles of clinical governance and audit
- Knowledge of standards of record keeping.
- Evidence of continuing professional development with identifiable outcomes.
- Good presentation skills, both verbal & written.
- Evidence of applying evidence-based practice and research.
- Knowledge and experience of working with Adults with a varied range of neurological conditions
- Excellent interpersonal skills, including advanced observation, empathy and listening.
- Excellent analytical, auditory discrimination and reflection skills.
- Excellent experience of setting patient centered goals & providing outcomes.
- An excellent working knowledge of IT
- Experience of assisting with training and supporting students.
- Excellent interpersonal skills including observation, listening and empathy.
- Able to work as part of a Team but also using own initiative.
- Good organisational and problem-solving skills.
- Good analytical and reflection skills.
- Committed to personal/professional development and skill acquisition.
- Able to take theoretical knowledge and professional skills and apply them to the management of patients.
- Able to work in busy environment, maintaining calm and a sense of humour.
- Able to offer a flexible approach to work and caseloads.

### Desirable

- Member of and regular attendance at relevant Special Interest Group OR ability to demonstrate knowledge and skills in relevant clinical areas.
- Evidence of contribution to publications and/or locally known within field of emerging expertise.
- Evidence of presentations at conferences locally/nationally / or provision of training

# Job Description

- Experience of translating government and professional guidance into departmental policy and procedure.
- Working knowledge and appreciation of NHS strategy, policies and research ethics.
- Updated knowledge of National Policies and procedures relevant to working with Adults with Neurological Conditions.
- Evidence showing completion of previous Statutory & Mandatory training e.g. Safeguarding Adults, Mental Capacity Act, Information Governance etc.
- Evidence of maintaining and ongoing development of clinical skills and theoretical knowledge in area of clinical specialism
- Experience of supporting students
- Experience of treating patients in the community and lone working safety.

## Other requirements:

- Full driving licence and access to a car, to carry out Community visits to patients in their homes, & visit other Team bases for meetings etc.
- The primary base for this position is Gravesend Community Hospital, Bath Street, Gravesend, DA11 0DG

Employee signature

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Manager signature

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