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| Job Title:  | Band 5 Occupational Therapist  |
| Reports to (job title):  | Band 7 Therapist |
| Line Manager to:  | N/A |
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Job purpose

HCRG care group are seeking a motivated and caring Occupational Therapist to join the inpatients rehabilitation team. The aim of the inpatient rehabilitation team at Paulton Memorial Hospital and St Martin’s is to improve independence, health and wellbeing.

While the service is mainly delivered to older people, it also meets the needs of some younger disabled adults when indicated. It is essential that the applicant has knowledge and skills gained through a combination of work experience and training for older people with a range of physical, cognitive difficulties.

To provide an effective patient centred occupational therapy service, working in conjunction with other members of the team and with support of a senior Occupational Therapist where required. You will manage a defined caseload, often complex, using evidence based principles to assess, plan, implement and evaluate interventions in hospital and within the patient’s home.

You will work closely with community based colleagues from Health and Social Care to provide a safe, timely and effective discharge. Ability to organise own workload and work flexibly to meet changing demands on the service and changing status of the patient, maintaining clear comprehensive clinical records.

As part of service improvement we complete regular rotations across site as part of learning and development for the individual, other staff and the service. The community hospitals provide therapy over the weekend and you will therefore be included in the weekend rota, to cover a service over 7 days.

Base

This post will be based on Sulis Ward at St Martin’s Hospital.

## Key responsibilities

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

•To undertake assessment of individuals within the inpatient setting, considering functional and environmental factors in the community.

•To devise, implement and evaluate patient centred treatment plans through selective techniques and graded activities with supervision from an Advanced OT where required.

•To ensure that individual’s full potential and functional independence is developed or maintained.

•To communicate effectively to the multi-disciplinary team to promote patient safety and the management of risk, and attend weekly MDT meetings.

•To provide a specific and effective high-quality service to patients.

•To participate in training and supervision of band 5 OT’s, technicians and OT students within the inpatient speciality.

•To monitor and improve standards of care through supervision and reflection on own practice and that of junior staff and assistants/technicians.

•To undertake evidence-based projects, including recommendations for change in practice.

•To be responsible as an autonomous practitioner to undertake a comprehensive clinical workload with supervision.

•To contribute to the assessment of capacity, gaining valid informed consent and having the ability to work within a legal framework with those who lack capacity to consent to treatment.

•To understand the underlying cause of difficulties with clients who have specific needs and utilise strategies for managing challenging behaviours and communication with supervision.

•To hold clinical responsibility for a designated caseload of patients and to manage this efficiently and effectively with regard to clinical priorities and efficient use of time with supervision.

•To work in partnership with client and carer, negotiate goals and prioritise interventions, which respect to client’s choice and values.

•To work in partnership with client and multi-disciplinary teams to ensure timely and co-ordinated approach to intervention and discharge.

•To train client and carers in safe and appropriate use of prescribed equipment.

## 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.

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| **Care** | **Think** | **Do** |
| * Inspire
* Understand
* Communicate
 | * Challenge
* Improve
* Learn
 | * 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 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](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/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

* Diploma/ degree in Occupational Therapy and registration on Health and care Professions Council register.
* Experience of working with older people with a range of physical, cognitive and psychological issues.
* High level assessment and activity analysis skills.
* Knowledge of legislation and implementing this in the clinical setting.
* Good working knowledge of typical work-related systems, procedures, equipment and technology.
* Demonstrate effective team working skills, demonstrating the ability to work with other members of the MDT along with other service providers.
* High level communication skills, written, verbal and non-verbal.
* Good IT skills.
* Knowledge of adaptation prescription and provision of equipment.
* Experience in assessment of physical ability.
* Experience in supporting other team members through informal and formal supervision.

Desirable

* Previous experience working in acute and community hospitals.
* Experience of leading group sessions.
* Lone working experience.
* Experience in the role of audit and evaluation.
* Involvement in special interest groups or RCOT
* Appraisal/ line management of staff
* Supervision of students

Other requirements:

* Must have a full current driving licence, access to a vehicle for work purposes and appropriate insurance.

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| Employee signature |
| Manager signature |