

Job Title:	Senior Occupational Therapist – Band 6
Reports to (job title):	Therapy Leads – Jane Fitz-James & Jo Reed
Line Manager to:	B4 Assistant Practitioner, Therapy Assistant

Job purpose

To be successful in the post you must demonstrate a keen interest in care of the older person and be able to deliver high quality patient rehabilitation and discharge planning of complex patients within a community hospital ward environment using evidence-based practice. You must be able to prioritise and organise your caseload, support in the development of new staff, students and be experienced in supporting and delegating to therapy assistants.

You will be an excellent communicator, enthusiastic, flexible, work autonomously using strong clinical assessment and reasoning skills as well as supporting and leading on complex discharges.

You will demonstrate a desire to work creatively to bring about innovative service development and commit to putting the patient at the centre of your work

Base location

Chippenham Community Hospital

Key responsibilities

In this role you will:

- To provide a specialist Occupational Therapy service within the community hospital.
- To work within a multi-professional team.
- Assess, interpret, plan and implement treatment and care to patients on the pathways available.
- Wherever possible to reduce in-patient length of stay by promoting and supporting early discharge.
- Apply a patient centred approach.
- To provide advice and support to Teams.

Patience Care

- Ensure own clinical credibility through professional accountability and maintaining clinical skills.
- To deliver clinical care for patients by providing specialist assessments and treatment and formulating clear treatment pathways to assist community workers.
- Accountable for assessing, interpreting, 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 participate in MDT meetings, white board meetings, and case reviews to assist in the implementation of multidisciplinary, client centred goal planning.
- To obtain consent for any treatment undertaken.
- Ensure effective communication of complex, sensitive patient information, between hospital, community professionals, this will include overcoming communication difficulties (e.g. hearing/language).
- To be responsible when appropriate for the assessment of equipment and ensure the safe use of the equipment by others through teaching, training and supervision of practice.
- To promote, lead and ensure implementation of new practices/developments within the ward OT team.
- To enable patients to reach their optimum level of independence: re-establishing previous routines and roles with the family and wider community.
- To have sound knowledge of infection control, to reduce risk of health care acquired infections.

Responsibilities for People or Training

- To act as a mentor, preceptor and supervisor of work experience students, Occupational Therapy / Physiotherapy students, NVQ candidates and non-registered members of staff.
- To promote best practice, monitor and support junior staff and students' practice.
- Provide clinical/fieldwork education placement for pre-registration student of own profession and to support that provision for other disciplines.
- Develop and maintain skills required for patients within a community hospital setting in line with appraisal.
- To participate in in-service training and provide training sessions to colleagues in other teams.

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	
• Inspire • Challenge •	Accountability
• Understand • Improve •	Involve
• Communicate • Learn •	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 , 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 always observe strict fire and security precautions.

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.

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 cannot 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

- HCPC Registered
- Professional Qualification in Occupational Therapy
- Evidence of ongoing education
- Minimum of 2 years postgraduate experience as an Occupational Therapist
- Experience of working in a range of clinical specialties with particular focus on complex discharge planning
- Prescription of daily living equipment
- Broad range of occupational therapy skills gained through post-registration experience
- Ability to manage complex situations
- Ability to use initiative
- Excellent communicator
- Excellent time management

Desirable

- Fieldwork supervisors or mentorship course
- MSK / Community / Acute work-based training
- Leadership Training
- Participating in clinical and/or operational audits /evaluations
- Experience working as part of a multi-disciplinary team in hospital and community settings
- Supervision of other staff
- Ability to delegate clinical work
- Use of electronic records

Other requirements:

- Access to a vehicle that can be used for business purposes and hold a full and valid driving licence.

Employee signature

Manager signature
