

Job Title:	Occupational Therapist B5 (Agenda for Change)
Reports to (job title):	Team Lead Occupational Therapist
Line Manager to:	Amanda Edwards

## Job purpose

We are looking for an enthusiastic and keen band 5 Occupational Therapist who is looking to develop knowledge and skills in treating patients in the community hospital environment. This includes the treatment of patients undergoing:-

- stroke inpatient rehabilitation
- care of the elderly rehabilitation
- amputee rehabilitation

HCRG is a private organisation that is employed by the NHS to provide therapy input in Farnham Community Hospital. We are on Agenda for Change Terms and conditions.

## Key Responsibilities

The Band 5 Occupational Therapist will provide OT intervention for referred patients as part of a multi-disciplinary approach to meet their health and social care needs. With the support of the Team Lead OT, you will be responsible for **own caseload including the assessment, treatment, discharge planning and longterm management advice (when applicable) to these patients.**

The role includes

- To undertake assessment of individuals including physical, functional and social factors.
- With support of senior colleagues assess and plan appropriate treatment interventions for patients with these complex acute or chronic presentation.
- Using effective outcome measures and through clinical reasoning evaluate intervention.
- To ensure that the individuals full potential and functional independence has been achieved with the appropriate provision of equipment if required.
- To communicate effectively to the multi-disciplinary team to promote patient safety and the management of risk.
- To liaise with family and carers in a sensitive way maintaining confidentiality.

- To provide a specific and effective high quality service to patients.
- With support of team lead, to participate in training and supervision of OT assistants within the service.
- To monitor and improve standards of care through supervision and reflection on own practice. (CPD); beign responsible for completion of stat & mand training
- To participate in evidence based projects and implement recommendations for change. **To be involved in service developments with the support of the senior staff**
- To be responsible as an autonomous practitioner to undertake a clinical workload with weekly supervision.

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

- To be able to mangle caseload on a daily, weekly basis and prioritise when required - using team prioritisation criteria.
- To work as part of the Occupational Therapy team to provide an efficient and effective service working flexibly when required.
- To attend relevant wards rounds, meetings and case conferences to ensure appropriate management and effective and timely discharge of patients.
- To delegate and plan work with the OT assistants as required.
- To develop skills in managing own diary in ensuring an appropriate balance of clinical and other responsibilities. To develop skills to prioritise effectively and be flexible in changing tasks when dealing with emergencies.
- To work collaboratively with patients and families on the provision of equipment and resources
- To participate in service related and group meetings where appropriate, planning, organising, chairing or minute taking when required.

## Professional responsibilities

- To be responsible for maintaining own CPD keeping upto date with new trends and developments, especially In relation to evidenced based practice.
- To participate in the development and training of Occupational Therapy assistants.
- To participate in monthly clinical supervision and staff appraisal scheme.
- To participate In service development projects and audit
- To ensure membership of appropriate professional bodies remains upto date - HCPC and to have knowledge of standards required
- To participate and maintain upto 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.
- After period of 6 months this post will require occasional weekend working - approx one day every 2 months .
- The post holder must hold a valid driving licence - own car is not essential.
- We provide support through clinical supervision, In-service training, Journal reviews and preceptorship programmes.

## Personal Specification

### Essential

- Car driver/valid driving licence
- HCPC registered (or newly qualified waiting on registration)

### Desirable

- Placement expereince of inpatient work
- Some experience in discharge planning
- Experience of Multidisiplinary working -placement based if newly qualified

## 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 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.

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.

# Job Description

## 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.

# Job Description

Employee signature

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Manager signature

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