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

The post holder will play an integral role within our Therapy Services which includes Adult Community Rehabilitation encompassing GP referrals and hospital discharges, Falls Prevention, Intermediate Care, Neurological Rehab and Urgent Rapid Response.

As a Rotational Occupational Therapist you will take deliver high quality Occupational Therapy to adults with a variety of conditions working across a range of community care settings. You will undertake assessments of adults who are referred to the Teams and services requiring Occupational Therapy input and to be able to adapt to ever changing patient and service needs.

The aim of our service is to improve independence, health, and wellbeing by supporting people in their home environment and local community. The service provides non- timed limited interventions which are goals led. The purpose of this role is to provide specialist person-centred assessment, rehabilitation, and management for people with various therapy needs including the promotion of health and prevention of secondary complications.

Patients are provided with a service in a variety of settings appropriate to their needs i.e. own homes, residential settings, and outpatient clinics across the West Lancashire area. This role requires the successful applicant to be mobile, visiting several locations across a wide geographical area so the post holder must hold a valid UK driving license and have access to an appropriate means of transport to undertake the job effectively.

This service operates over a seven-day rota, 365 days a year and is operational seven days per week. Rota based on call duties are also required.

**Base:**

Bickerstaffe House, Ormskirk Hospital, although this is a community-based role travel across West Lancashire & Lancashire will be required.

## Key responsibilities

* To undertake all aspects of clinical duties as an autonomous practitioner, seeking support and guidance from senior staff when necessary.
* To undertake comprehensive Occupational Therapy assessments including accurate diagnosis of patients, using investigative, analytical, and clinical reasoning skills.
* To formulate patient led goals, develop, and deliver rehabilitation programmes.
* To provide spontaneous and planned advice, teaching and instruction to relatives, carers, other disciplines, and agencies to promote understanding of the aims of Occupational Therapy and to ensure a consistent approach to patient treatment.
* To assess for and organise the provision of necessary and appropriate minor adaptations and major adaptations and conduct reviews of provision and safety checks as appropriate.
* To demonstrate equipment and ensure patients/ clients families, carers and support workers are confident in the safe and correct use of equipment and adaptations at the time of issue.
* To be able to continually evaluate patient progress, reassess and adjust treatment as appropriate as part of the integrated multidisciplinary team care delivery model.
* To hold responsibility for own caseload and be responsible for a defined area of the service or a particular patient type, working without direct supervision.
* To be responsible for managing and prioritising own caseload, which will involve the assessment, treatment and discharge planning for those patients referred to the Community Rehab teams, under the supervision of a more senior clinician.
* To represent the Occupational Therapy service and / or individual patients at multi-disciplinary meetings.
* To contribute to the delivery of a co-ordinated multi-disciplinary service and to integrate Occupational Therapy treatment into the overall treatment programme.
* To be responsible for assessment and management of clinical risk within own caseload.
* To be professionally and legally accountable for all aspects of professional and clinical work.
* To maintain accurate, comprehensive and up to date treatment notes in line with legal, organisational and HCPC requirements for each patient.
* When appropriate to communicate timely and informative verbal and written reports and discharge summaries to other agencies, for example GP’s, Consultants and other AHP’s.
* To communicate effectively with patients, and carers to gain informed consent to treatment and to agree expected treatment outcomes.
* Contribute to Community Therapy development discussions.
* Participate in continuing professional development as identified through supervision and annual appraisal and through keeping abreast of new developments within the clinical field.
* Be actively involved in the in-service training programme.
* To provide support to new or less experienced staff and students on clinical placement.
* Contribute to the ordering and maintaining of materials / equipment / resources to facilitate patient care.
* To be able to work in the community setting as a lone practitioner seeking support from Senior staff when required.

## 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

* Hold a recognised professional qualification in Occupational Therapy.
* Registered with HCPC.
* Experience of Clinical Professional Development.
* Experience of working in an Occupational Therapy Team.
* Varied clinical experience during training as a student or within existing role.
* Good understanding of National standards and guidance related to role.
* Excellent communication skills.
* Ability to work independently as well as part of a team.
* Excellent interpersonal skills.
* Good time management/ prioritisation skills.
* Good levels of IT literacy including good knowledge of service-related systems.
* Flexible and adaptable.

**Desirable**

* Experience of working in the NHS.
* Experience of working in a multidisciplinary team.
* Experience of working in a community or social services setting.
* Experience in promoting health and wellbeing.
* Experience of delivering training.

**Other requirements:**

* This role requires the successful applicant to be mobile, visiting several locations across a wide geographical area so the post holder must hold a valid UK driving license and have access to an appropriate means of transport to undertake the job effectively.

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| Employee signature |
| Manager signature |