

Job Title:	Occupational Therapist – Stroke and General Rehabilitation – Band 6
Reports to (job title):	Therapy Manager – Anne Kettlewell
Line Manager to:	

Job purpose

To provide specialist Occupational Therapy intervention and management for patients requiring stroke and general rehabilitation as part of an interdisciplinary team in hospital and community settings. You will supervise more junior staff and be involved with service development keeping the patient at the centre of care.

Base

GWH Swindon Intermediate Care Centre

This post is responsible for

- To be jointly responsible with the other Band 6 Occupational Therapists for the rehabilitation and day to day running of the Occupational Therapy Team in your designated area. Designated areas may be with inpatients, outpatients or in community settings or a combination of these.
- To take responsibility for a designated caseload of patients and to organise this effectively and efficiently with regard to clinical priorities and use of time.
- To undertake advanced comprehensive assessment of patients with a complex presentation using highly specialised assessment and clinical reasoning skills to formulate individualised management and treatment plans, utilising a wide range of treatment skills and options to formulate a specialised programme of care.
- To perform highly specialised therapeutic handling techniques in order to manually assess quality of movement and muscle tone and to facilitate normal movement patterns and functional ability.
- To measure and evaluate treatment outcomes using validated outcome measures.
- To implement Goal orientated practice, working in partnership with the interdisciplinary team, patients and carers, by setting appropriate goals and monitoring outcomes.
- To be professionally and legally responsible and accountable for all aspects of your own work.
- To ensure a high standard of clinical care for the patients under your own management and support more junior staff to do the same.

- To train, supervise and performance manage more junior staff, Occupational Therapists, Assistants and students by participating in Individual Performance Review.
- To coordinate and deliver training to appropriate staff as needs are identified to ensure competency in carrying out assessments and treatments. To participate in the support and development of junior staff and the supervision of students.
- To be a source of advice on neurological Occupational therapy for other Occupational Therapists across Great Western Hospital.
- To provide highly specialist advice to more junior Occupational Therapists, assistants and students or other colleagues working within your clinical field.
- To foster good communication and establish and maintain strong interdisciplinary and collaborative team working.
- To maintain and develop professional and communication links with therapists working within the Great Western Hospital to maximise smooth patient transfer through the service.
- To regularly communicate highly complex, contentious and sensitive information, using a variety of skills, regarding the patient's rehabilitation goals, progress and potential for recovery to patients, family, carers and associated agencies. There may be barriers to communication such as Dysphasia, cognitive deficits or confusion.
- To Key Work and chair patient and family case conferences in order to coordinate discharge plans for clients with highly complex needs.
- To be responsible for the Occupational Therapy input to the interdisciplinary ward meetings.
- To work closely with all appropriate agencies and colleagues for exchange of information and to ensure comprehensive management of the client, and a seamless service.
- To respect the individuality, values, cultural and religious diversity of clients whilst contributing to the provision of a service sensitive to their needs.
- To regularly educate patient, family and carers in issues relating to their diagnosis and promote an understanding of its functional implications.
- To write accurate referrals and detailed reports with therapeutic and discharge recommendations to other agencies e.g. Consultants, GPs, outpatient services, Social Services, Voluntary agencies. This may include recommending readmission to hospital.
- To assess, recommend and supply aids and adaptations to clients' social and physical environments.
- To assess capacity, gain consent and have the ability to work within a legal framework with patients who lack capacity to consent or where there are significant barriers to understanding. E.g. Dysphasia, cognitive deficits or confusion.
- To be aware of the total needs of the service and discuss change in consultation with the Team Leader.
- To liaise with department staff and staff of other disciplines to ensure that effective communication takes place.

- To maintain a high standard of accurate, comprehensive and up to date documentation in the interdisciplinary notes in line with legal and team requirements.
- To be directly involved in the delivery of the Clinical Governance plan for Stroke Therapy Services.
- To be responsible for recording your own statistics and those of your Occupational Therapy Team (currently recorded in SystemOne)
- To be aware of and comply with Team and GWH policies and procedures and to be involved in their review and update.
- To be aware of Health and Safety aspects of your working environment and team and implement any policies which may be required to improve the safety of your area, including the prompt reporting of incidents and near misses and ensuring equipment is safe.
- To take part in working parties/forums developing policy changes within SwICC, Stroke Therapy Services and Intermediate Care in line with National Guidelines and evidence based practice.
- To work with Team Leader in developing and implementing the strategic and operational management of the team.
- To work collaboratively to facilitate the interdisciplinary services for the Stroke Therapy Services in line with current practice and trends, especially in respect to any Intermediate care and community rehabilitation developments.
- To actively promote the Stroke Therapy Services within GWH and the wider health and social community.
- To undertake any other duties that might be considered appropriate by the Team Leader.
- To deputise for the Team Leader in terms of operational issues.
- To maintain own clinical professional development (CPD) by keeping abreast of any new trends and developments and incorporate them as necessary into your work to ensure expertise.
- To comply with HCPC and the Royal College of Occupational Therapy Code of Ethics and Professional Conduct, national guidelines and trust procedures.
- To attend mandatory training as required by GWH and maintain accurate attendance records.
- To be an active member of the In-Service Training programme by the attendance and delivery of presentations and training sessions at staff meetings, tutorials, training sessions in house and by attending external courses and practising reflective practice.
- To communicate effectively and work collaboratively with medical, nursing, social work and therapy colleagues; to ensure delivery of a coordinated interdisciplinary service.
- To demonstrate the ability to reflect on ethical issues and to provide professional guidance to staff as necessary.
- To participate in the staff appraisal scheme and Personal Development Plan (PDP) as both appraiser and appraisee.

- To undertake the measurement and evaluation of your work and current practices through the use of Evidence Based Practice projects, audit and outcome measures, either individually or with clinical specialist or manager. Make recommendations for change.
- To demonstrate a sound understanding of Clinical Governance and Risk Management and apply to work situations
- To participate in relevant audit and other clinical governance activities within the team.
- To demonstrate an understanding of national guidelines and legislation relating to Health and Social Care and their impact on service provision.
- To keep the Team Leader informed of OT professional issues and developments.

Other Key Features of the role

- To have a driving licence and be able to travel independently within the community
- To carry out assessment and treatment of patients for rehabilitation requiring moderate physical effort for several periods of over 20 minutes on a daily basis.
- Requires frequent manoeuvring/mobilising of people in a therapeutic way.
- There is a frequent need to crouch or kneel in cramped situations for short periods during assessments and treatments of patients.
- There will be occasional exposure to inclement weather conditions.
- There is daily contact with bodily fluids.
- When undertaking home visits patients' houses may be unclean, smokey and cluttered with possible exposure to uncontrolled pets.
- There may be exposure to face to face physical aggression.
- To concentrate during daily, occasionally unpredictable, clinical activities in order to constantly evaluate therapeutic interventions as they are performed. Lapses in concentration could cause a patient to fall or injure themselves.
- To deal sensitively with patients and carers on a daily basis who have high levels of anxiety and distress due to their situation. They may have any of the following :pain, communication deficits, cognitive impairments, limited mobility, fear of falling and psychosocial issues.
- To frequently chair meetings e.g. patient case conferences with the patient and family and or carer present. To occasionally take minutes of such meetings.
- Frequent exposure to highly emotional circumstances including terminally ill and those with chronic long-term disabilities and dealing with patients who frequently present with communication difficulties, eg stroke/MS/Head Injury patients.

- It is an occasional requirement to give unwelcome news about prognosis and response to therapy to patients who may have little insight into their problems

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
- Understand
- Communicate

Think

- Challenge
- Improve
- Learn

Do

- 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](#) , [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.

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
- HCPC registered
- Postgraduate training and experience in neurological stroke and elderly care rehabilitation eg STARS online,
- Evidence of CPD
- Computer literacy
- Post graduate training in selecting, implementing and analysing cognitive/perceptual assessments.
- Broad base of experience as a Band 5 Occupational Therapist
- Experience of working in the NHS or NHS commissioned services.
- Experience of working in stroke and elderly care rehabilitation
- Experience of supervising others including junior staff and students
- Experience of delivering inservice training
- Experience of working within a Multidisciplinary Team
- Experience in the use of outcome measures
- Experience of complex discharge planning and case management
- Experience in selecting, implementing and analysing cognitive/perceptual assessments.
- Knowledge of relevant governmental and local guidelines, and national service frameworks
- Knowledge in the use of outcome measures
- Knowledge in selecting, implementing and analysing cognitive/ perceptual assessments.
- Knowledge of the Mental Capacity Act and its practical application.
- Advanced knowledge and application of current best practice
- Ability to lead training sessions

Desirable

- Post graduate training in rehabilitation / neurology eg Bobath Adult Hemiplegia course, MSc modules or equivalent
- Relevant teaching qualification eg Clinical Educator Accreditation
- Introductory Management training
- Neurological rehabilitation experience at Band 6 level
- Experience of “team leadership”

Employee signature

Manager signature
