|  |  |
| --- | --- |
|  | |
| Job Title: | Band 6 Occupational Therapist |
| Reports to (job title): | Therapy Team Leader |
| Line Manager to: | N/A |
|  | |

## 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 Senior Occupational Therapist you will take responsibility, using a case management approach to work with the patient, family, carer, and the patient’s GP to manage / stabilise the patients’ delivering a collaborative approach for avoidable hospital admissions.

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:**

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

## Key responsibilities

* To provide safe, effective, and efficient interventions working with all relevant services (internal and external) to ensure patient/carer needs are met as identified by assessment.
* To undertake all aspects of clinical duties as an autonomous practitioner.
* Be responsible for a clinical caseload working within a multidisciplinary team ensuring service users receive optimum level of rehabilitation within available resources.
* To manage clinical risk within own patient caseload.
* To undertake the comprehensive assessment and accurate diagnosis of patients, including those with a complex presentation, using investigative, analytical, and clinical reasoning skills.
* 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 formulate individualised clinical management programmes, utilising a wide range of treatment skills and options to plan a specialised programme of care.
* 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 continuation of the treatment programme.
* 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 actively involved in the review of assessment methods used for this group of patients/ clients across the service and be involved in implementing changes in line with evidence-based practice, Health and Care Professions Council for the UK standards and clinical governance findings, as delegated by senior staff.
* To actively assist in the promotion of Occupational Therapy through professional practice and delegated activities.
* Communicate effectively with the wider multidisciplinary team and case manage services users as appropriate.
* Work with service users and their carers towards shared goals providing advice education and training and assessing for and providing specialist equipment.
* To employ appropriate skills to facilitate motivation and gain co-operation in the continuation of the agreed treatment programme.
* To communicate with empathy, patient information which may be of a complex and sensitive nature.
* Encourage independence and enable service users and their carers to manage their condition.
* To communicate complex patient related information effectively to ensure collaborative working within the physiotherapy service and with other professionals across health and other agencies to ensure the delivery of a coordinated multidisciplinary service.
* Provide specialist support and advice to other services.
* Be responsible for a clinical caseload working within a multidisciplinary team ensuring service users receive optimum level of rehabilitation within available resources.
* Share skills and knowledge and promote interdisciplinary working in the team to provide a flexible workforce that can deliver high-quality person-centered care.
* To maintain accurate and up to date records on patients/ clients’ intervention in line with the HCPC guidelines on record keeping and ensure the adherence to guidance of junior and unregistered staff.
* To produce comprehensive patient related reports for other disciplines or agencies relating to assessment findings and/or treatment outcomes.
* To actively participate in the measurement and evaluation of own work through audit, outcome measurement, the application of evidence-based practice and research where appropriate.
* Contribute to Community Therapy development initiatives.
* 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 service training program, participate in potential research opportunities and work with team members on poster presentations for national conferences.
* To regularly supervise Occupational Therapy students on placement.
* To provide leadership for junior staff through supervision, competencies, and appraisal.
* Assist the Team Leaders and other senior team members in the day to day running of the service, by assisting with monitoring caseloads and managing and prioritising referrals.
* To delegate to and supervise the day-to-day work of Therapy Assistants and Technical Instructors.
* To be responsible for teaching individual areas of practice to students, unregistered and junior staff.
* To be aware of and identify changes in service demand and report to senior staff.
* Contribute to the ordering and maintaining of materials / equipment / resources to facilitate patient care.
* In the absence of senior staff to take responsibility for the daily running of the department.
* To attend/participate in Organisational / Department briefing sessions and to feedback and inform others as appropriate.
* To be able to work in the community setting as a lone practitioner and can self-monitor and seek peer support when required, outside of supervised sessions.

## 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 * 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.
* Student Clinical Supervisor or willing to undertake training.
* Able to role model and promote interdisciplinary working, to ensure efficient and person-centered care.
* Have relevant experience of working closely and effectively in a multidisciplinary team and with other health, social care, and voluntary sector colleagues.
* Have experience of working with people with a range of conditions, including Orthopaedic, neurological and general long-term conditions and be able to demonstrate an understanding of the long-term impact on individuals and their carers.
* Experience of frailty and falls prevention.
* Knowledge of a range of OT models and to have kept up to date with trends and developments in OT and Community Services.
* Good Understanding of Community OT and equipment provision.
* Experience of working in a variety of settings including community working.
* Demonstrate comprehensive knowledge of relevant professional, national, and organisational guidelines and standards required for safe and effective service delivery.
* Demonstrable continuing professional development within the field of Occupational Therapy.
* Ability to manage own caseload effectively and delegate to rehabilitation assistant appropriately.
* Demonstrate flexibility and ability to respond to changing service priorities.
* Have experience of providing clinical supervision, education, and support to staff to identify learning objectives and personal development opportunities.
* Good levels of IT literacy including good knowledge of service-related systems.

**Desirable**

* Member of a relevant special interest group or network.
* Experience of working in the NHS.
* Experience of helping to develop team members and of seeking ways to improve services.
* Experience and knowledge of professional and management practices within interdisciplinary and community settings.
* Experience in promoting health and wellbeing, with a focus on empowering patients and their families to gain confidence and competence in managing their condition.

**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.

|  |
| --- |
| Employee signature |
| Manager signature |