

Job Title:	Band 5 Occupational Therapist
Reports to (job title):	Occupational Therapist Team Lead and Clinical Lead
Line Manager to:	

Job purpose

To provide occupational therapy assessment, treatment and advice to patients in their home environment or other settings in order to promote and facilitate patient independence and well-being, within professional guidelines and protocols.

Key Responsibilities

- To be accountable for assessing, interpreting, planning and implementing Occupational Therapy treatment and care to patients within professional guidelines, with the support of team members and Team Leader.
- To undertake assessments, care planning and evaluation of patients
- To ensure work efficiently considering clinical and team priorities
- Develop and implement individualised treatment plans keeping the patient at the centre, ensuring patient and carer participation in decision making.
- To act as an autonomous clinician accountable for your own clinical tasks.
- To interpret situations acting and referring on appropriately.
- To enable patients to reach their optimum level of independence.
- To deliver clinical care for a variety of patients.
- To work within the integrated multi-professional team.
- To use recognised outcome measures to evaluate the effect of therapy interventions and ensure the treatment programmes are progressing appropriately.
- To establish good relationships with patients promoting and empowering a lifelong model of self-care and appropriate activity to maintain good health.
- This job will involve frequent exposure to unpleasant working conditions e.g. Bodily fluids, including sputum, unpleasant smells and occasional exposure to hostility in the form of verbal and physical aggression.
- To actively participate in supervision, training, and team meetings
- To provide patients, families, and carers with Occupational Therapy advice and/or instruction. This is essential to gain patient engagement with treatment, maximise potential and to ensure

Job Description

consistent patient management.

- To use interpreters when required to ensure effective communication with patients who are hard of hearing or do not speak/understand enough English for the purposes of consent and co-operation for treatment.
- To develop and maintain close working relationships with colleagues, referring clinicians and other appropriate professions and agencies ensuring optimal communication and patient care.
- To report all complaints/incidents immediately to the senior member of staff and document accordingly
- To maintain comprehensive and accurate patient records in accordance with professional body and Trust guidelines and to ensure the safe keeping and confidentiality of these
- records.

This job description is an indication of the type and range of tasks that are expected of the postholder, and other duties may be required, in line with the role and the banding. It will be reviewed and amended from time to time in consultation with the postholder to take account of changing organisational need.

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

Qualifications

- Occupational Therapy Degree
- HCPC Registration

Experience

- Highly developed professional knowledge base, supported by educational development and different work environments.
- Knowledge of current political drivers in relation to health and social care issues
- Highly developed knowledge of general management practice, including organisational performance management, finance, human resources and equality and diversity.

Skills & Knowledge

- Significant relevant B6 experience
- Leadership experience
- Experience of multidisciplinary working
- Experience of audit
- Understanding & involvement of Clinical Governance and risk assessment
- Highly specialist clinical and technical skills in recovery and rehabilitation
- Strong analytical and judgement skills, with the ability to interpret complex situations and make appropriate decisions.
- Excellent interpersonal skills and ability to build and maintain relationships with other health and social care professionals, patients, carers, and the public.
- Excellent written and verbal communication skills
- Strong IT Skills – including word, excel, Teams and power-point
- Ability to plan and manage resources within allocated budget effectively.
- Ability to work autonomously without supervision.
- Ability to meet deadlines and work under pressure.
- Ability to adapt to the demands of a constantly changing environment.
- Able to reflect and critically appraise own performance.
- Analytical skills demonstrated both clinically and managerially.
- Able to present information to a group.

Job Description

Special Requirements

- To be able to cover shifts 7 days a week 8am-8pm
- To work cross site

Desirable

- Clinical Educator / Student Educator qualification
- NHS Leadership Training
- Educated to Masters level.
- Key drivers in community health and social care
- Hospital discharge policies and processes
- Clinical experience in different settings eg acute/community
- Community experience

Employee signature

Manager signature
