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| Job Title:  | Band 5 Occupational Therapist – Rotational Swindon Community Health Service  |
| Reports to (job title):  | Therapy Team Leader on site Band 7 & band 6 Occupational Therapists.  |
| Line Manager to:  | N/A |
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## Job purpose

Manage and be responsible for an assigned clinical caseload using an interdisciplinary, patient focused, rehabilitative or compensatory approach for a broad range of conditions, within hospital/ community settings including: Home Based Rehabilitation, Early Discharge - Home First, Falls Services, Reablement Service, Rapid Response Services, Discharge to Assess Unit, Physical Disability Day Service, Motor Disorders and Vestibular Services.

Working within the interdisciplinary team you will prevent unnecessary admissions for patients, support earlier discharge home from bed based facilities and share the overall therapeutic aim of enabling patients to work towards their potential level of physical, mental and social independence and support carers in their role. By assessing occupational performance then planning, implementing and evaluating evidenced based client centred interventions maintaining the associated records in compliance with the standards from the College Of Occupational Therapy, Great Western Hospitals NHS Foundation Trust and Community Intermediate Care Team.

Base

Great Western Hospital / North Swindon District Centre

This post is responsible for

* To communicate with other multi-disciplinary team members, families, carers, and external agencies concerned with the management of the patient.
* Participate in the Band 5 Rotation Scheme.
* To develop skills and knowledge through the competency framework and participate in continuous professional development, in-service training and any other developmental activities.
* To screen and prioritise referrals within an assigned caseload, following service standards and referring to other agencies where necessary.
* To undertake standardised and non-standardised basic Occupational Therapy assessments and analyse in the context of the patient’s daily activities, for a designated caseload following department standards and protocols.
* To assess the need for and to carry out assessment of the home environment making recommendations and referral for adaptations or equipment provision i.e. an access assessment without patient or a home assessment with patient.
* To assess the need for and carry out functional assessments within hospital, home or community setting. This may involve therapists working in cramped, uncomfortable, unpleasant surroundings, which require constant risk assessment.
* To assimilate and use information and assessments provided by other professionals.
* To be aware of own limitations in clinical experience and utilize the expertise of senior staff and other agencies involved in patient care.
* To devise Occupational Therapy treatment plans and goals in collaboration with the patient, relatives, their carers and the Multidisciplinary Team and Interdisciplinary Team.
* To educate patient, relatives and carers in issues relating to their diagnosis and promote an understanding of its functional implications.
* To use and develop skills in analysing, selecting and grading activity to achieve therapeutic goals, on an individual and or group basis, monitoring and evaluating outcomes and adjusting interventions. E.g. Activities include therapeutic handling of patients, pushing wheelchairs, using hoists, taking therapeutic equipment into patient’s home or to a ward area.
* To assess for, prescribe and issue basic equipment, and advise on basic adaptations appropriate to meet the patient’s needs, following manufacturer’s instructions, local guidelines and departmental competencies.
* To deliver and fit adaptive equipment for patients which may be transported in vehicles (own / lease car) and involve carrying equipment manually on a daily basis in adherence with safe systems of work.
* To ensure that up to date written and electronic records, reports and activity data are maintained in accordance with professional and local standards
* To participate and contribute to multidisciplinary/ interdisciplinary team diagnostic process and decisions regarding patient / client care.
* To communicate effectively, share information appropriately and work collaboratively, with other members of the Interdisciplinary Team, Multi-disciplinary Team, carers, families and external agencies
* To provide input to the discharge process, ensuring adequate follow-up and appropriate referral onto other agencies e.g. Social Services, voluntary sector, health professionals and specialist colleagues.
* To ensure effective communication with patient, relatives or carers regarding therapy ensuring valid informed consent is acquired, within the legal framework.
* To communicate the needs of patient and carers effectively, in a professional manner at ward rounds, case conferences, multidisciplinary meetings and other patient-focused discussions utilising effective listening skills and demonstrating clinically reasoned rationale and using sound negotiating skills on a daily basis.
* To provide support and education to patients and carers regarding aspects of occupational therapy e.g. equipment fitting, wheelchair assessments rehabilitation programmes, manual handling, personal care, and the role of occupational therapy within the context of the Multidisciplinary Team.
* To ensure that the patient is involved in all aspects of their therapy by making information / communication accessible and understandable to patients, families, carers and other lay people, especially when barriers exist. e.g. Language barriers, hearing deficits, memory difficulties and challenging family dynamics.
* To communicate sensitive or unwelcome information regarding patients rehabilitation, goals, progress, potential for recovery and recommended discharge destinations to patients, relatives, carers and associated agencies. At times this process may be stressful and involve difficult issues e.g. patient being unsafe to go home which can result in dealing with anger, anxiety and distress.
* To develop and use basic skills to issue and custom make splints.
* Participate in weekend working scheme and extended service hours where appropriate.
* To assist in the management and maintenance of department equipment, monitoring resources in collaboration with senior staff.
* To contribute to the achievement of financial balance within the department by using resources in a responsible manner within day-to-day practice in accordance with Great Western Hospitals NHS Foundation Trust policy.
* To be responsible for organising and planning own caseload to meet service priorities. Readjusting plans as situations change / arise.
* To manage a professional diary to incorporate sufficient time for, face-to-face contact, professional development, meetings, travel time and time to concentrate on analysis of assessments and written work.
* To work collaboratively with team lead to allocate and organise workloads to meet service demands when senior staff are absent.
* To maintain a safe working environment for patients, relatives, carers and staff in accordance with health and safety regulations
* Attend and participate in departmental staff meetings.
* To manage clinical and personal risk within own caseload. e.g working at times as a lone practitioner, dealing with exposure to bodily fluids, environmental hazards, unpredictable environments / people e.g. fleas, excrement, animals, illegal substances, aggression, firearms or gas leaks
* To follow departmental Great Western Hospitals NHS Foundation Trust policies and procedures as required.
* To promote the profession and service appropriately e.g. career promotion events and educating other professionals informally, work experience students, open days for new graduates.
* To comply with Health Professions Council (HPC) and the College of Occupational Therapy Standards, Code of Ethics and Professional Conduct, national guidelines and Trust procedures.
* To respect the individuality, values, cultural and religious diversity of patients whilst contributing to the provision of a service sensitive to these needs.
* To review and modify professional practice where needed using guided reflection and effective use of professional and operational supervision.
* To participate in the appraisal process as an appraisee developing a personal development plan and a portfolio which reflects the development of clinical knowledge and the experience needed to be able to manage the assigned clinical caseload.
* To be responsible for maintaining and developing own competency by taking every opportunity to further both personal and professional development in line with Health Professions Council (HPC) guidelines and local basic grade competencies e.g. attending and contributing to continuous professional development activities such as attending peer support groups, in-service training sessions, journal clubs and conducting basic teaching sessions with less experienced staff and peers.
* To attend mandatory training as required by the Great Western Hospitals NHS Foundation Trust and maintain accurate attendance records.
* To contribute to the departments clinical governance plan and it’s implementation e.g. assisting in audits, using care pathways.
* To demonstrate a basic awareness and understanding of national guidelines and legislation relating to health and social care and their impact on service provision.
* To provide support and guidance to the assistants by assessing and contributing to the evaluation of competence.
* Represent peers at the professional forum.

## 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
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## 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

* Diploma /Degree: Occupational Therapy
* Registered with Health Profession council
* Application of OT process.
* Use of functional assessment and activity analysis.
* Broad clinical experience.(placement level or post graduate)
* Use of basic outcome measures.
* Evidence of Continuing professional development e.g. a Portfolio
* Awareness of current best practice.
* Apply professional ethics to practice.
* Basic clinical reasoning skills
* Up to date clinical knowledge.
* Basic understanding of health legislation.
* Basic understanding of Clinical Governance.
* Health & Safety and Risk assessment awareness.
* Computer literacy skills.
* Good personal organisational skills e.g. time management.
* Ability to work independently with individuals or groups.
* Ability to reflect and critically appraise own performance.
* Goal setting.
* Good communication skills, verbal and written.
* Understanding of client centred non-discriminatory practice.
* Ability to access research evidence to support best practice.
* Willing to work in other areas of the Trust or Trust-wide as and when required to do so.
* Willingness to work flexibly.
* Ability to travel within the community
* Ability to participate in rotational scheme

Desirable

• Member of professional body / special interest groups

* Audit.
* Experience of planning and co-ordinating treatment programmes

• Experience of a broad range of clinical interventions

* Basic knowledge of OT models used in practice
* Basic leadership skills.
* Basic ability to develop others, using supervision and delegation skills.
* Understanding of other professionals working within the inter-professional team.

• Basic teaching and presentation skills.

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| Employee signature |
| Manager signature |