

Job Title:	Rotational Band 5 Occupational Therapist
Reports to (job title):	Senior physiotherapist on current rotation
Supervise:	N/A

## The Job Purpose

To provide Occupational Therapy assessments and treatments in a variety of clinical locations on a 6 monthly rotational basis. Rotations currently include: Forest ward (Stroke and general rehabilitation) and Orchard ward (General Rehabilitation) in Swindon Intermediate Care Centre. Future rotations may include the Integrated Neighbourhood team.

To maintain and further develop professional standards, skills, knowledge, and strive to empower service users to reach their full potential following injury or illness.

To undertake clinical duties as an autonomous practitioner, working within a supervisory structure and participating in supervision and training as required

## Base

Swindon Intermediate Care Centre

## The Role and Key Responsibilities

### Clinical

1. To be professionally and legally accountable for all aspects of own work. To manage a patient caseload, minimizing clinical risk and ensuring a high standard of care.
2. To carry out Occupational Therapy assessments, treatment planning and implementation to a high standard, evaluating and modifying your input as appropriate.
3. To communicate effectively with patients and carers, in order to gain informed consent, achieve accurate assessment, to facilitate patient choice and maximize patient engagement.

# Job Description

4. To communicate effectively with colleagues of all professions and with other agencies to achieve goals, including effective discharges. To ensure that confidentiality standards are maintained.
5. To work within organizational clinical guidelines and RCOT guidelines and to have a good working knowledge of national and local standards. To participate in collating CQC standards.
6. To be responsible for maintaining accurate and comprehensive patient treatment records, primarily electronic, in line with organizational and RCOT standards of practice.
7. You will need to hold a driving license and your vehicle will need to be insured for business use. You will transport equipment, including walking aids, in your vehicle.

## Professional/organisational

9. To be responsible for maintaining own competency to practice through CPD activities, and maintain a portfolio which reflects personal development, To ensure that own practice meets the required professional standards of physiotherapy practice
10. Assist with supervision or training of other staff e.g. rehabilitation support workers as required. Occasional clinical supervision of Occupational Therapy students, with monitoring from a senior Occupational Therapist.
11. Participate in the staff appraisal scheme as an appraisee and be responsible for complying with agreed personal development programmes to meet required knowledge and competencies.
12. Maintain and develop current knowledge of evidenced-based practice in the areas of each rotation, developing knowledge of particular conditions and patient types.
13. Undertake the measurement and evaluation of your work and current practices through the use of evidence-based practice projects, audit and outcome measures, with more senior physiotherapists.
14. To be an active member of the in-service training programme by attending and sometimes leading inservice training programmes, tutorials, and individual training sessions.
15. To be responsible for the safe and competent prescription and use of equipment by patients and student Occupational Therapists, carers, assistants and technical instructors through teaching, training and supervision of practice.

## 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, organization 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
<ul style="list-style-type: none"><li>• Inspire</li><li>• Understand</li><li>• Communicate</li></ul>	<ul style="list-style-type: none"><li>• Challenge</li><li>• Improve</li><li>• Learn</li></ul>	<ul style="list-style-type: none"><li>• Accountability</li><li>• Involve</li><li>• Resilience</li></ul>

## 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	Desirable
<ul style="list-style-type: none"> <li>• Diploma/ Degree in Occupational Therapy</li> <li>• Membership of The Royal College of Occupational Therapists and/ or evidence of other professional liability insurance to practice</li> <li>• Registered with HCPC</li> <li>• Evidence of continuing professional development (CPD) recorded in a portfolio, as recommended by HCPC.</li> <li>• To have gained effective experience in a range of practice areas from student placements and/or previous recent experience as a Band 5 Occupational Therapist</li> <li>• To demonstrate knowledge of principles and practices within Occupational Therapy to include knowledge of medical conditions prevalent in the elderly such as Parkinson's Disease, Stroke, MS, COPD, falls, orthopaedic conditions, general ageing and diabetes.</li> <li>• Good working knowledge of typical work-related systems, procedures, equipment and technology</li> <li>• Knowledge and understanding of the legislation that applies to care and health work</li> <li>• Car driver with access to vehicle, business Insurance and be able to travel Independently around the area.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous recent experience as a Band 5 Occupational Therapist.</li> </ul>

**Employee signature**

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**Manager signature**

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