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| Job Title: | Band 4 Occupational Therapist Technical Instructors Agenda for Change |
| Reports to (job title): | Team Lead Occupational Therapist |
| Line Manager to: | N/A |

Job purpose

To work as a proactive member of the Occupational Therapy Team providing a high quality, efficient and effective service to patients.

To work autonomously, assuming responsibility for delegated aspects of healthcare delivery, working within a scope of practice under the direction and supervision of a registered practitioner. To work within relevant legal and ethical frameworks and in accordance with organisational protocols and policies.

To work with patients providing assessment, rehabilitation, support and treatment programmes; either ward based or in the community.

Working as a trusted assessor undertaking initial assessments and functional assessments as delegated by registered staff and supporting clinical staff with treatment and rehab input. To work within scope of competence and as part of an MDT.

To be proficient, knowledgeable and competent in rehab and functional assessment. Educated to Foundation Degree, Level 5 NVQ in Health and Social Care or be able to evidence that they are working towards/ willing to undertake further work-based learning.

To be able to demonstrate comprehensive experience of working at band 3 level - including undertaking additional training and responsibilities, with a willingness to take on additional work-based learning.

To continue to develop in the role through the acquisition of further skills, knowledge and competences, to be determined by the needs of patients, the service and the team.

To work as part of a rota covering - supporting weekend working if required.

Base

Farnham Hospital, Runfold and Bentley ward OR Farnham Community Team

Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

- Provide patient focused care, support and rehabilitation to patients on the ward or in patients own home to support the delivery of an agreed plan of care. Promote patient independence. Support the patients to achieve their individualised goals- set in agreement with clinicians and the wider MDT
- Undertake initial assessments of new patients as delegated by the registered staff including early identification of risks and development of appropriate care plans.
- Following training be responsible for a clinical case load in consultation with the relevant professionals and following organisational policies and procedures.
- Following training be responsible for the provision of equipment to promote patient independence and safety
- Record and report information in a timely and accurate manner, in line with policies and standards.
- Observe and report relevant changes in patients' condition to the appropriate MDT members , so that appropriate actions can be taken, recorded and acted upon.
- To be competent in the progression of specialised programme of treatment under the guidance and indirect supervision of the appropriate therapist
- To further develop and evaluate groups, with support from qualified Therapy staff - utilising evidence based guidance and best practice guidelines (ward based)
- To be able to work flexibly across the business unit as required by service need.
- Demonstrate safe and effective moving and handling and positioning skills specific to patients' care. This will include use of specialist equipment and demonstration to others outside of the discipline.
- Complete Band 4 core competencies within agreed time scale, up to a maximum of one year
- Maintain good relationships and communication (verbal and written) with all members of the team and others who are involved in patient care, in order that the best quality of care can be delivered, and all are well informed
- Participate in team projects, including service development, audit and quality initiatives as requested
- Monitor supplies of equipment available to use and ensuring equipment is in good working order including recoding of annual safety checks
- To participate in the collection of data, contributing towards annual reporting.

HCRG CARE GROUP

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 1998 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.

Job Description

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.

Job Description

Personal Specification

Required

- Foundation degree, NVQ Level 5 or evidence/ willingness to work towards one of these qualifications, relevant to this role
- English Language and Maths qualification at GCSE level or equivalent.
- Previous experience of working at band 3 TI level
- Computer Literate

Desirable

- Formal qualification in relevant subject e.g. City and Guilds/NVQ level 3
- Advanced computer skills eg Spreadsheets, data collection
- Experience of working in rehabilitation - both within and outside of current role
- Excellent communication skills
- Car driver/ owner

Employee signature

Manager signature
