

Job Title:	Occupational Therapist
Reports to (job title):	Clinical Lead Occupational Therapist
Line Manager to:	

Job purpose

Provide occupational therapy service to patients within Dartford, Gravesham, Swanley & Swale Intermediate Care & Rapid Response Service, this includes community patients and community hospital patients.

Perform therapeutic assessment and treatment for patients with diverse presentations and complex physical and psychological conditions. To provide/contribute to diagnosis of the condition and develop and deliver an appropriate individualised treatment programme.

To be able to work independently and as part of a team, as well as managing a clinical caseload of patients and maintaining appropriate records autonomously, with support of senior therapist as required.

Base

Flexibly across Dartford, Gravesend, Swanley and Swale Localities.

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: -

Communication and Relationship Skills

- Communicate complex and sensitive information to patients, carers, families and members of the multi-disciplinary team and/or those in other professions, from initial assessment to discharge.
- Use communication skills to convey complex information in an easy to understand format where there may be significant barriers to understanding.
- Work closely with patients/ clients and their carers in goal setting and decision making.
- Demonstrate negotiation and influencing skills, both with colleagues and other professionals as well as patient and carers e.g. motivating patients to engage with the therapeutic process.
- Use empathy, tact, sensitivity and discretion when communicating life changing events e.g. patient remaining at high risk of Rapid Response and potentially requiring 24hr care

- Act as an advocate for patients who have difficulty communicating.
- Understand and maintain the required standards of clinical record keeping in line with Organisational and professional guidelines.
- To work in partnership with other professionals. Supporting staff, patients and carers within the Team and organisation.
- To raise issues and concerns in occupational therapy and in wider contexts, including vulnerable adults and safeguarding to Leads

Analytical / Judgmental Skills

- To use knowledge to inform sound clinical judgments/decision making for management of own caseload, making differential diagnosis based on evidence from assessment, seeking advice if appropriate.
- To develop clear care plans based on evidence and best practice.
- To reflect on own practice with peers and mentors and identify own strengths and development needs.
- To prioritise own workload, and organise and carry out own work in a manner that maintains and promotes quality

Responsibilities for human resources including personal and people development

- To explain the role of Occupational therapy to visitors, students and volunteers.
- To continue to develop own knowledge and skills through personal & Team objectives and the appraisal process.
- To participate in training, both own training and development, and in helping to train others
- To participate in student placements, as appropriate

Health, safety and security

- Responsibility to maintain own health, safety and security in the workplace including strict adherence to infection control and Information Governance Policy & Guidelines, and to work with colleagues to maintain the health, safety and security of the public and colleagues in the workplace.

Responsibility for Policy and Service Improvement/ Development

- To advise the Team Lead on issues of service delivery including under or over performance, service pressures etc. that may affect service delivery.
- To contribute to interagency/multi-disciplinary team building.
- To be aware of, adhere to and implement service and team objectives.
- To attend and contribute to departmental meetings and Clinical Forums

Responsibility for Audit/Research & Development

- To share innovative ideas for service development to benefit patients and services.
- To collect and provide research data as required.

- Participate in audit, as appropriate

Quality

- Responsibility to maintain the quality of own work and improve standards and quality for self and others.

Freedom to Act

- Be accountable for own professional actions and recognise own professional boundaries.
- Be able to work independently with support from more senior colleagues where necessary.
- Actively evaluate the effectiveness of own clinical practice and demonstrate commitment to personal development, accessing appraisal at pre-determined intervals.
- Take responsibility for updating own clinical knowledge through attendance at relevant training and courses, identified through appraisal.
- Act within defined departmental, HCRG and National protocols/policies and professional codes of conduct.
- Work as part of a team to ensure that National and local policies and guidelines, relevant to the provision of Occupational therapy, are implemented into own practice under guidance from more senior colleagues.

Equality, diversity and rights

- Responsibility to support, promote and develop a culture which promotes equality & diversity.

Planning and organisational tasks / duties

- To manage and prioritise own caseload and workload independently.
- Participate in training programmes to others.

Patient Care Responsibilities

- Be able to work autonomously, with a diverse caseload, to assess and implement programmes of care. Supported by clinical supervision and Team Leader.
- Assess and formulate treatment plans (in collaboration with patients and carers), write assessment reports, identify and choose appropriate therapeutic or clinical management techniques from a range of options, provide appropriate therapeutic intervention and evaluate treatment outcomes.
- Demonstrate clinical effectiveness by use of evidence-based practice and outcome measures.
- Provide complex and sensitive information to patients in a manner that they can understand e.g. regarding cognitive changes
- Refer on for specialist assessment/ intervention. Liaise with specialist services to provide continuity of care and suitable equipment.
- Liaise with a wide range of professional colleagues and other agencies to ensure comprehensive management of the patient e.g. attendance at ward meetings and case conferences and telephone liaison e.g. with GP's, dieticians and social services.

- Plan for patient discharge, ensuring appropriate onward referral and liaison as required.
- Adapt practice to meet individual patient circumstances, including due regard for cultural and linguistic differences.
- Complete incident forms where appropriate and discuss pertinent issues regarding safeguarding/incidents with Clinical Lead Therapists and others involved.
- Work with patients with a variety of diagnoses and their carers/families, across the Teams geographical patch. Working flexibly in order to provide an equitable service to all patients, as the caseload determines and to cover periods of staff absence
- Work with a designated caseload and carry out work in other areas of the wider therapy team in order to facilitate equity of service provision for all patients (according to level of experience and competence) as requested by the Clinical Lead Therapists, and to further develop own professional practice.

Responsibility for financial and other physical resources

- Be aware of Team budget, monitor stock levels in own service area and request new resources/equipment as appropriate.
- Be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained.
- Raise any concerns with the Clinical Lead Therapists.

Responsibilities for information resources

- To maintain up-to-date and accurate case notes in line with CSP Professional Standards and National and Local Trust policies.
- To share information with others, observing data protection and information governance guidelines.
- To record activity data accurately and in a timely manner.
- To develop an excellent working knowledge of EMIS applications.

Physical Skills

- Good computer skills
- Good listening skills

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

- Degree/Diploma in occupational therapy
- Appropriate State registration with the Health Professions Council
- Driving Licence and access to a car, with appropriate insurance for work purposes

Experience

- Broad clinical experience from placements; Neurology, Orthopaedics, Musculo-skeletal
- Other relevant experience in rehabilitation

Knowledge

- Understanding of clinical governance and its implication
- Awareness of recent government initiatives and their impact on practice
- Evidence of relevant Continuing Professional Development, within the last two years
- Knowledge and understanding of relevant NICE guidelines and National Service Framework.

Skills & Abilities

- Good assessment and treatment skills
- Established communication and documentation skills.
- Prioritisation and organisational skills.
- Accurate and legible note taking.
- Able to work in challenging environments.
- Ability to adapt to changes in the organisation.
- Competent IT skills.
- Able to work as part of a team
- Able to travel efficiently across the Kent Health Economy

Personal Attributes

- Able to work autonomously.
- Team player
- Flexible
- Empathetic
- Logical/analytical approach

- Good Time Management
- To be proactive in day to day work.
- Openness to work with people from different backgrounds, demonstrating empathy when appropriate
- Enthusiasm for role

Desirable

- Membership of the Royal College of Occupational therapy
- Other relevant recent qualifications
- Clinical experience within community, respiratory, medical/surgery, amputees, mental health/learning disabilities
- Other relevant experience
- Evidence of ability to delegate appropriately
- Able to train and supervise others
- European Computer Driving Licence

Employee signature

Manager signature
