

Job Title:	Social Care Occupational Therapist
Reports to (job title):	Service Manager Occupational Therapy
Line Manager to:	N/a

Job purpose

To undertake occupational therapy assessments for people who have complex and long-term physical disabilities who are experiencing difficulties in daily living activities and/or accessing facilities in their home. You will work with them to explore solutions for increased function and independence in carrying out daily living activities and prevent, reduce or delay the need for care.

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Base

Adult Social Care Team Office, Kempthorne House, St Martin's Hospital Bath BA2 5RP and working remotely from home. Staff have free parking on site.

Key responsibilities

- To visit people with substantial disabilities in their own homes to carry out needs led occupational therapy assessments of their functional needs and environmental difficulties, taking into account the needs of carers and other family members.
- To use activity analysis, maintaining the concept of occupation at the core of your critical thinking.
- To arrange for the provision of equipment that will meet the person's needs and to give instructions on the use of the equipment to the individual and carers.
- To undertake moving and handling risk assessments, promoting single handed care when possible. To arrange delivery and demonstration of equipment. To identify and analyse when specialist or bespoke equipment is required.
- To provide moving and handling plans, when these are necessary, to ensure the safety of individuals and carers.
- Assess for and recommend minor and major adaptations in accordance with the Care Act and housing legislation.

- Use professional skills and clinical reasoning to analyse, discuss and negotiate options with the service user to improve accessibility within their own home or recommend re-housing and liaise with housing services as appropriate.
- To assess for and make written recommendations to B&NES Housing Team to support individual's applications for Disabled Facilities Grants (DFGs) housing adaptations.
- To work with B&NES Housing team, local housing improvement agency, housing associations and companies, to design major adaptations and monitor the adaptation installation to ensure that the works meet individuals' needs.
- To carry out Occupational Therapy Housing Assessments to address needs of individuals and their families/ carers when re-housing is necessary.
- To work closely with other professionals within the adult social care teams, health and voluntary services, and external agencies to provide a service which is responsive, timely and clinically effective.
- To keep accurate and timely records and case notes of all work carried out, using the department's policy, procedure and standards on case work recording, and those of the governing HCPC.
- To uphold standards of practice for occupational therapists as determined by the Health and Care Professions Council (HCPC) and in accordance with the Professional Standards and Code of Ethics and Professional Conduct of the Royal College of Occupational Therapists.

Personal Specification

Please see last page of the document

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	Think	Do
<ul style="list-style-type: none"> • Inspire • Understand • Communicate 	<ul style="list-style-type: none"> • Challenge • Improve • Learn 	<ul style="list-style-type: none"> • 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 expect 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

- Occupational Therapy Degree or Diploma.
- Registered with HCPC.
- Minimum 2 years post qualification experience in a health or social care environment.
- Thorough assessment and clinical reasoning skills.
- Skills and knowledge in moving and handling.
- Knowledge of relevant legislation, e.g. Care Act, Mental Capacity Act, Moving and Handling legislation.
- Experience in managing a caseload and prioritising own workload independently.
- Understanding of strengths-based occupational therapy principles.
- Understanding of safeguarding principles
- Able to demonstrate continuous professional development (CPD) portfolio.

Desirable

- Knowledge of Disabled Facilities Grants (DFGs)
- Knowledge of assistive technology.

Other requirements: Worker must have access to a vehicle to enable travel across the area, subject to the provisions of the Equality Act 2010.

Employee signature

Manager signature
