

Job Title:	Band 5 Occupational Therapist
Reports to (job title):	Clinical Leads
Line Manager to:	

## Job purpose

We are offering the opportunity to join our team on the stroke specialist ward at Chippenham community hospital.

Mulberry ward is a 20 bed IP ward with a multi-disciplinary approach to the patient stroke pathway. Patients are admitted to our ward from 3 acute hospitals for ongoing specialist rehabilitation following their stroke.

As a Band 5 you are supported through regular in-service training, peer support with our team of Band 5's, competency development and the preceptorship program. Furthermore, you will receive an annual appraisal and regular one to one supervision with your assigned supervisor.

The role provides you with a comprehensive first-hand experience of working in multidisciplinary teams. The post holder will promote independence utilising rehabilitation and enablement interventions, working collaboratively with a range of key health and social care teams and services.

Whilst the post is on Mulberry ward (Stroke specialist rehabilitation) at Chippenham Community Hospital there is the opportunity to experience Cedar ward, our general rehabilitation ward next door and the community teams. Conditions you will come across include orthopaedics, neurological, musculoskeletal, frailty, dementia and end of life.

## Base location

Chippenham Community Hospital – Mulberry ward

## Key responsibilities

### In this role you will:

- To provide safe, patient focused, effective and evidence-based Occupational Therapy within HCRG in collaboration with other team members and actively contribute to on-going service improvements.

- To assess, plan, implement and evaluate Occupational therapy intervention and provide and clinically effective treatment for patients.
- To undertake all aspects of clinical duties as an autonomous practitioner, seeking clinical support when required and working within sphere of competence.
- Working in accordance with the Royal College of Occupational Therapy (RCOT) Standards, plus national and local guidelines, policies and procedures.
- To be professionally and legally accountable for all aspects of work, insuring a safe and high standard of care, and appropriate mandated record keeping.
- To ensure up to date evidence-based knowledge and skills, with maintained competence in a range of therapeutic interventions.
- To contribute to undertaking audits, evaluation of outcomes, and formulation of and completion of action plans.
- To integrate with the multi-disciplinary teams throughout Wiltshire.
- To promote the patient's adherence to treatment and self-management, resulting in the best outcome for the patient.
- To participate in extended hours and weekend working as service demands require.

## 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"> <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

- HCPC Registered
- Professional Qualification in Occupational Therapy
- Completion of student placements
- Evidence of on-going CPD / Reflective Practice in-line with job role
- Broad placement-based experience in cardiopulmonary, MSK, neuro, community and/or ward as Band 5 or in student rotations.
- Delivering group-based treatment
- Participating in clinical and/or operational audits
- Experience of NHS working (student level acceptable)
- Good verbal and written communication skills including the ability to keep legible and accurate records
- Good communication skills within a multidisciplinary setting. Ability to communicate with individuals with communication difficulties
- Good organisational skills including time management
- Ability to manage a varied caseload
- Ability to make clinically reasoned judgements and diagnosis on a variety of conditions
- Ability to work as an autonomous practitioner and seek appropriate advice / guidance when required
- Discharge planning
- IT Skills including the use of Outlook, Patient Administration Systems, Imaging Viewers, Word, PowerPoint.
- Ability to work integrally within a team

### Desirable

- RCOT
- Neuro / Community / Acute work based training
- Accredited Training
- Participating in clinical and/or operational audits /evaluations
- Experience of working in a community-based service

# Job Description

- Ability to communicate with patients who require a translator
- Ability to work as a sole practitioner and seek appropriate advice / guidance when required
- Presentation and teaching skills which can be utilised for In-Service Training / External Training
- Ability to direct and lead team activities where appropriate.
- Experience of working with electronic patient records in a paper light environment.

## Other requirements:

- Willing to work in other areas of the Trust or Trust-wide as and when required to do so.
- Ability to travel between sites in a timely manner
- Ability to attend service and departmental meetings held at various locations.

Full driving licence and access to a car for community work.

**Employee signature**

---

**Manager signature**

---