

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

Job purpose

Working within the Adult Occupational Therapy Team in Swale areas of Kent. Providing Occupational therapy assessment, diagnosis and treatment for patients presenting with a range of medical, surgical and neurological conditions.

Base

The Rapid response & Intermediate Care teams are based at Sheppey Community Hospital. Patients are seen in the community in their own homes and on the community hospital wards. Patients will have a Swale GP. Band 5 role will rotate between rapid response, community rehab and community wards 6 monthly.

This post is responsible for

Within this role, you will:

- Undertake 6-month rotations into Intermediate Care, Rapid Response and on the In-patient Rehabilitation Unit
- Complete holistic initial assessments with patients
- Devise treatment plans in line with patient's goals
- Liaise with family members/relatives and carers
- Implement and deliver treatment interventions
- Complete follow up review visits with patients
- Delegate to support worker colleagues
- Attend and participate in clinical meetings, team meetings and in-service training

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: -

- To work in partnership with other professionals. Supporting staff, patients and carers within the Team and organisation.
- To manage and prioritise own caseload, including responding to urgent referrals and occasional unpredictable work patterns, with guidance and support as needed
- To prioritise own workload, and organise and carry out own work in a manner that maintains and promotes quality
- To provide a therapy service to patients with communication and swallowing difficulties, offering assessment, diagnosis, therapeutic intervention, goal setting, review, and discharge planning.
- To keep accurate and complete records of activities and communications consistent with BAOT, HCPC, local OT guidelines and Virgin Care policies and procedures.
- To communicate effectively with a wide variety of people e.g., using specialist communication skills to ensure people are communicated with in a form and manner that is consistent with their level of understanding, culture, background, and preferred methods of communication.
- To raise issues and concerns in occupational therapy and in wider contexts, including vulnerable adults and safeguarding to Leads
- To communicate effectively, reflecting knowledge, throughout the care of patients on your caseload.
- To record daily activity in accordance with local record keeping policies.
- To participate in training, both own training and development, and in helping to train others
- To participate in Student placements as appropriate
- To be aware of and adhere to Team, Service & Virgin Care plans and policies e.g., Clinical Governance
- To participate in audit as appropriate.
- To be accountable for your own professional actions and know the limits of practice and your own professional boundaries and knowing when to seek advice.
- To attend and be an active participant in clinical forums, clinical supervision, and team meetings.
- To be able to balance clinical work and other patient related and professional activities and the team requires, seeking advice and guidance when needed.
- To work as an effective, proactive, and productive member of the SLT team
- To exercise a professional duty of care.

Patient Care Responsibilities

- To provide a therapy service to patients with medical, surgical, and neurological conditions, offering assessment, diagnosis, therapeutic intervention, goal setting, review, and discharge planning.
- To gather and evaluate relevant information in order to assess a patient, reflect on findings and formulate a plan of therapy and support.
- To select appropriate assessment materials and approaches in line with the patient's individual needs and evidence-based practice
- To analyse, evaluate and interpret the information collected in line with evidence-based practice.
- To make a differential diagnosis on the basis of evidence from assessment and other relevant information, seeking advice where appropriate
- To monitor patients throughout their sessions and take appropriate action in relation to any significant changes or risks
- To record diagnosis, activity, and treatment plans in accordance with local policy.
- To use and demonstrate sound clinical reasoning skills throughout the therapeutic process to ensure best practice and identify risk
- To assess patients, carers and other professionals understanding of treatment proposals and recommendations. Gain valid consent and work within a legal framework with clients who have capacity and those who lack capacity to consent to treatment
- To formulate accurate prognosis and best course of interventions, developing comprehensive treatment and discharge plans, to benefit the patient.
- To regularly review and evaluate a patients progress and alter therapy programmes as required
- To listen to patients and their families/carers and offer support, or refer on to senior colleagues, other services, an agency, organisations when the support needed is beyond your professional scope or individual knowledge.
- To plan and manage your working day to maximise clinical time and provide an effective service

Formulation and delivery of plans and strategies for meeting identified needs

- To formulate specific management plans including setting goals and timescales with the patient and taking into account the views/beliefs and wishes of the patient or carers, and evidence-based practice.

- To develop programmes of care based on best practice for intervention to be implemented by the therapist or others e.g., Rehabilitation support worker (RSW) personal care assessment and progression of skills.
- To provide clinical and professional advice to those receiving care and to others regarding the management and care of patients.
- To conduct appropriate diagnostic or monitoring procedures, therapy, treatment, or other actions, professionally, safely and skillfully
- To share information as appropriate with patients, carers and other relevant professionals in adherence with local and Virgin care policies including information governance
- To respond to, record and report any adverse events, incidents or near misses with an appropriate degree of urgency, and inform your Leads
- To listen to patients and their families/carers and offer support, or refer on to senior colleagues, other services, agencies, organisations when the support needed is beyond your professional scope or individual knowledge.

Outline of Provisional Job Schedule:

Community services are 7 days working 8am until 8pm, community hospital therapy provision operates Monday to Friday 8am to 4pm. All rotations are required to partake in bank holiday and weekend working.

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 	<ul style="list-style-type: none"> • Challenge • Improve 	<ul style="list-style-type: none"> • Accountability • Involve

- Communicate

- Learn

- 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.

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 / Special Training

- B.S.C Hons/MSc or recognised degree equivalent qualification in Occupational Therapy
- Health & Care Professions Council – License to Practice
- Registered Member of British association of occupational therapists

Experience:

- Clinical placement experience in relevant area for post

Knowledge / Skills:

- Core professional knowledge from qualifying course
- Core professional values beliefs and attitudes
- A developing understanding of the role of other professionals
- Developing critical thinking skills including analytical, interpretation and reflection skills
- Developing negotiation and problem-solving skills
- Developing caseload / workload management skills
- Developing prioritisation skills
- Good presentation skills, both written and verbal
- Good auditory discrimination skills and ability to record accurately
- Knowledge of a range of recent developments in practice
- Knowledge of a range of professional principles
- Knowledge of clinical governance and audit
- Computer and internet literate

Personal Attributes:

- Able to work as a team member and individually
- Flexible, Punctual and Reliable
- Respectful, empathetic, supportive, and encouraging
- Willingness to undertake professional self- development
- Commitment towards partnership working with patients, carers and colleagues
- Able to deal with difficult situations

Desirable

Qualifications / Special Training:

- Membership of relevant Special Interest Groups

Experience:

- Experience of working with occupational therapy assistants and or rehab support workers.

Other requirements:

- Car Driver

Employee signature

Manager signature
