

## Job Description

**Title:** Senior Occupational Therapist - Acute

**Band:** 6

**Reports to:** Team Leader/ Clinical Lead

 <h3>Management Essentials</h3>	 <h3>Leadership Insights</h3>
<p>We are proud to offer a comprehensive development programme, Management Essentials, designed to equip staff with the skills and knowledge to become effective managers.</p> <p>This post has been identified as a role that will benefit from this training, and you will be able to enrol in both mandatory and, relevant, optional modules upon commencement with the Trust.</p> <p>Please click <a href="#">here</a> for further information on the Management Essentials programme.</p>	<p>Additionally, our new leadership development programme, Leadership Insights, aims to help all newly promoted, existing and aspiring leaders, at every level at the Trust, to recognise, reflect and role model the core principles of people-centred leadership.</p> <p>If, this is of interest to you, you will be able to enrol upon commencement with the Trust.</p> <p>Please click <a href="#">here</a> for further information on the Leadership Insights programme.</p>

### Job Summary:

- To undertake all aspects of clinical duties as an autonomous practitioner.
- To deliver integrated care between Occupational Therapy, Physiotherapy and Speech and Language Therapy.
- To supervise and provide clinical support to Occupational Therapists, OT Therapy Support Workers, Associate Practitioners and students.
- To participate in clinical activity across all teams as demand requires.
- Will be required to work a 7 day working pattern to support weekend working

### Key Responsibilities:

#### Professional/Clinical

- To be professionally and legally accountable for all aspects of own work, including the management of patients in your care.
- To undertake a comprehensive assessment of patients including those with diverse or complex to formulate and deliver an individual occupational therapy treatment programme.
- Recommend best course of intervention, developing comprehensive care plans in conjunction with the patient and the multi-professional team.
- Evaluate patient progress, reassess and alter treatment programmes as required to meet the patient's needs.
- Assess patient understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with patients who lack the capacity to consent to treatment.



- To carry out mobility assessment and interventions to Band 4 level once competent to do so to provide cross-disciplinary care between Physiotherapy and Occupational Therapy.
- To plan and co-ordinate rehabilitation programmes delivered by other healthcare support workers.
- Manage clinical risk within own patient case load.
- To have sound knowledge of evidence-based practice and treatment options.
- To keep accurate, legible records of patient care in line with service guidelines
- Work effectively with those patients whose first language is not English and take into consideration diversity issues in particular differing cultural awareness.
- Use a range of verbal and non-verbal communication tools to communicate effectively with patients to progress rehabilitation and treatment programmes. This will include patients who may have difficulties in understanding or communicating. For example, patients may be dysphasic, depressed, deaf, and blind or who may be unable to accept diagnosis.
- Work within trust clinical guidelines, HCPC standards and Royal College of Occupational Therapy guidelines, and to have a good working knowledge of national and local standards and monitor own and others quality of practice as appropriate.
- A 7 day working pattern, including shift patterns, weekend working and days off will be adhered to.

## Management and Leadership

Responsibility for ensuring that:

- Staff are managed and standards of work are maintained and Trust policies for the management of staff performance are adhered to.
- Appraisals of staff directly managed are undertaken and that the appraisal process is maintained throughout the team.
- Staff receive appropriate health and safety and other mandatory training as prescribed and that relevant records are maintained.
- Other records are maintained by the team ensuring compliance with the agreed record keeping systems of the Trust.
- Informed consent is obtained where appropriate and documented in accordance with Trust procedures.
- Appropriate risk and other assessments are completed and documented in a timely manner in accordance with Trust policy.
- Defective equipment is reported and made safe without delay in accordance with Trust procedures.
- Equipment is maintained in accordance with Trust policy.
- To be responsible for the safe and competent use of all equipment/aids/appliances used by patients; ensure that junior staff/assistants attain competency prior to use.
- Infection prevention and control procedures are followed by all staff within their area of responsibility.
- All staff follow Trust clinical governance requirements.
- Prioritise and plan the daily management of a caseload of patients including responding to urgent referrals and occasionally unpredictable work patterns.
- Be responsible for the supervision and co-ordination of junior staff, therapy support staff and students on a daily basis.
- To supervise OT undergraduates as a placement supervisor as required by the Trust.
- Represent Occupational Therapy and / or individual patients at the multi-disciplinary team meetings, to ensure the delivery of a co-ordinated multi-disciplinary approach. This



will include discussion of patient progress and involvement in discharge and transfer of care planning.

- To be able to manage potentially stressful, upsetting, or emotional situations in an empathic manner including.
- To be involved in the proposal/development and implementation of departmental policies and the annual business plan.
- To maintain and provide accurate and timely statistical information as required in consultation with senior staff.
- To participate in the Trust appraisal scheme as an appraisee and appraiser.
- To ensure that all complaints are reported to your line manager and Senior Clinical Lead immediately to ensure that appropriate action may be taken in line with Trust Policy.

## Administrative/Communication

- To liaise with members of the therapy team as necessary with regard to patient care.
- To communicate effectively with other agencies /disciplines across the care setting to ensure a multidisciplinary approach to care.
- To be able to communicate complex and sensitive information to patients, carers and other staff including imparting unwelcome news.
- To ensure timely and effective communication with the Team Leader and other senior staff on all professional matters.
- To maintain an accurate record keeping system in line with HCPC standards, RCOT standards and local guidelines.
- To attend any ward rounds, meetings, case conferences as appropriate in order to ensure appropriate and timely management of patients through to discharge.
- To attend and be an active participant in specialty, peer group and departmental staff meetings

## Education

- To be responsible for the supervision and training of students on clinical placement and assistant/technicians within the clinical area.
- To be responsible for, and actively record your own personal development.
- To keep abreast of all new developments which includes attending relevant study days and visits to specialist units in consultation with the therapy team.
- Organise and implement training sessions when required in the relevant department.
- To disseminate knowledge to physiotherapy staff through in-service training and be available for training other healthcare professionals as required.
- To participate in the in-service and post registration education programme.
- To be proactive with regard to learning from senior staff within the therapy service.

## Research and Audit

- To participate in appropriate work related audit, research/evaluation projects and to be aware of current research relevant to the specialty.
- To undertake and present relevant evidence based projects.
- In line with the Trust's commitment to Clinical Governance, to participate in clinical audit and evaluate your own clinical effectiveness.



## Effort

- Carry out assessments and treatments with moderate physical effort on a daily basis for patients presenting with a range of clinical presentations relevant to the specific Band 6 role.
- To comply with the Trust Manual Handling Policy and local therapeutic handling guidance at all times. This job may require frequent handling of patients with significant mobility problems and can involve the use of hoists, wheelchairs and other mobility and manual handling equipment; it also involves regular fitting of equipment.
- To deal sensitively with patients who may have high levels of anxiety and aggression caused by pain, dementia or limited mobility.
- The job involves frequent exposure to unpleasant working conditions on a regular (daily basis) e.g. bodily fluids including sputum, vomit, urine, and occasional exposure to verbal and physical aggression.

## Job Holders are required to:

- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training
- Always keep requirements in mind and seek out to improve, including achieving customer service performance targets
- Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.
- Act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date.
- This post may require to work a 7 day working pattern to support weekend working.

## Trust Organisational Expectations

- Proactively and positively contribute to the successful overall performance of the Trust.
- Deliver excellent levels of customer service to all patients/visitors and staff at the Trust.
- Develop effective ways of working and create strong partnerships and relationships with all stakeholders to support the implementation of the Government's policies on Health.
- Develop an organisational culture that fosters collaborative working among all staff groups, to ensure a focused commitment to delivering quality services and outcomes.
- Act as an advocate for the Trust & its contribution to the Health Service arena through creating effective partnerships and relationships with internal and external stakeholders.
- Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.
- Support the Trust culture of collaborative, flexible cross-team working and commitment to delivering quality services and outcomes, which support the Government's policies on public health
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- In compliance with the Trust's practices and procedures associated with the control of infection, you are required to: Adhere to Trust Infection Control Policies assuring compliance with all defined infection control standards at all times:
  - Adhere to Trust Infection Control Policies assuring compliance with all defined infection control standards at all times.



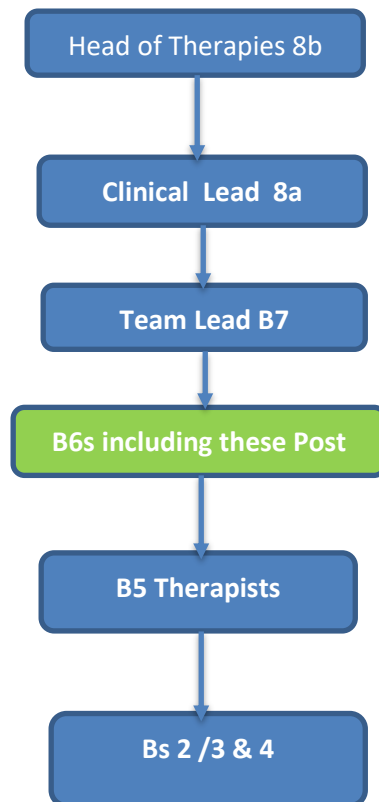
- Conduct hand hygiene in accordance with Trust policy, challenging those around you that do not.
- Challenge poor practice that could lead to the transmission of infection.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues

## Shared Core Functions

- Proactively and positively contribute to the achievement of deliverables through individual and team effort. Manage the production of the required deliverables and control risks,
- Support team members to deliver on their functionally relevant objectives through offering advice, guidance and support as appropriate.
- Ensure that approved budgets are spent effectively and in accordance with agreed procedures
- Liaison with Senior Professionals and related functions to ensure that work is neither overlooked nor duplicated
- Build and sustain effective communications with other roles involved in the shared services as required
- Maintain and continuously improve specialist knowledge in an aspect of Health Service which significantly contributes to the Trust's stated objectives & aims
- Establish and maintain strategic links with a range of external partners/stakeholders or manage the links made through the team. Engage with external partners/stakeholders to gain their necessary level of contribution & commitment to the successful delivery of your work.
- Undertake proactive horizon scanning for either developments relating to Trust work or opportunities for Trust involvement around health issues
- Increase the level of knowledge & skills within the Trust through documenting key learning and supporting others to develop their professional abilities.
- Dissemination of knowledge through engagement in report writing, and reviewing, taking full responsibility for technical accuracy and reliability and being sensitive to the wider implications of that dissemination.
- Ensure that expertise is seen as a resource within and outside the Trust and form working partnerships with government departments, national agencies and key stakeholders.
- Develop structures, systems, ways of working and personal values that will support the Trusts sustainable development objectives with regard to issues such as Carbon reduction and waste minimisation; and to encourage all stakeholders of the Trust to act as enthusiastic agents of change.



## Organisational Chart



## Person Specification

### Qualifications

#### Essential

- Degree in Occupational Therapy or equivalent, e.g. Occupational Therapy Diploma
- Health and Care Professions Council Registration

#### Desirable

- Post registration training within specialist area of care
- Member of Royal College of Occupational Therapy
- Practice Placement Qualification

### Skills and Knowledge

#### Essential

- Broad based clinical occupational therapy skills consistent with those expected at Band 6 level
- Supervisory skills
- Effective written and oral communication including ability to engage service users including those with communication, sensory and behavioural impairments



- Ability to plan, review and evaluate therapy treatment plans
- Ability to risk assess and clinically reason decisions
- Ability to delegate
- Ability to set own priorities
- Ability to reflect and critically analyse own performance
- Ability to build effective working relationships
- Computer literacy
- Presentation skills/training skills
- Commitment to lifelong learning
- Able to work flexibly and manage pressure of work
- Ability to lone work
- Knowledge and application of Therapy assessments and interventions including outcome measures within specialist area of care
- Sound knowledge of evidence based occupational therapy practice
- Knowledge of relevant legislation and some aspects of current practice/ risk Assessment
- Basic knowledge of audit/research methods
- Knowledge of clinical governance framework
- Knowledge of Health/Safety issues
- Knowledge of professional/ethical issues in practice
- Competency to carry out B4 level Physiotherapy assessment and intervention competencies to support the delivery transdisciplinary (integrated) care between Physio and OT (please note training will be given for this during your first placement with PHU)

## Desirable

- Driving license and access to a car to travel between sites and community settings

## Experience

### Essential

- Experience of discharge planning and of working with external agencies
- Experience of working with service users and their families
- Documented evidence of CPD

### Desirable

- Supervising students
- Undertaking literature reviews and research
- 18 month to 2 years of post-qualification experience





## Respect and Dignity

- Respects the privacy and dignity of individuals
- Demonstrate an understanding of equal opportunities

## Quality of Care

- Demonstrate an understanding of the importance of quality of care
- Accountable

## Working Together

- Ability to work efficiently, effectively and professionally in a multidisciplinary team
- Demonstrate that you value everyone's contribution

## Efficiency

- Understanding and experience of improving efficiency and reducing waste
- Demonstrate that you will be open to improving everything you do

Job holders are required to act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.

