

Job Description

Title: Occupational Therapist

Band: Band 5

Staff Group: Allied Health Professionals

Reports to: Occupational Therapy Clinical Lead/Therapy Manager

Job Purpose:

1. To provide a professional occupational therapy service to an allocated caseload of patients
 2. To assess patients, plan treatment / interventions and maintain associated records
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Key Responsibilities

Clinical/Professional

- Assess, plan and implement Occupational Therapy to a designated caseload and adapt intervention to meet client needs e.g. therapeutic handling, participation in treatment activity, dealing with distressing/sensitive issues.
- To ensure patients and carers are an integral part of their treatment planning and goal setting.
- To be responsible for assessment, prescription and fitting of equipment, whilst demonstrating an awareness of local cost implications.
- To ensure that up to date written and electronic records, reports and activity data are maintained in accordance with professional and Trust standards.
- To provide intervention in a variety of environments, e.g. clients home, hospital/healthcare settings, schools, work environment to meet client needs.
- To take part in procedures to ensure smooth running of the team such as patient registration, liaison reporting and recording data.
- To adhere to national and local manual handling guidelines.
- Flexibility to adapt to rotational placements.

Management

- To plan and prioritize own workload. As an autonomous practitioner, taking responsibility for arranging own appointments.
- To contribute to and support OT students, support staff and peers.
- Demonstrate skills to manage exposure to unpleasant working conditions e.g. unavoidable hazards, body fluids, challenging behaviour etc.
- To be part of a team in updating/ obtaining relevant information.
- To undertake any other duties as delegated by your line manager, which will contribute to the efficient provision of the OT service.

Communication

- To communicate effectively with users and carers, team members, OT colleagues, Multidisciplinary team members and other agencies. Whilst adhering to the Trust/BAOT confidentiality guidelines.

Education and training

- To participate in supervision sessions, appraisal and undertake identified training in line with CPD Policy.

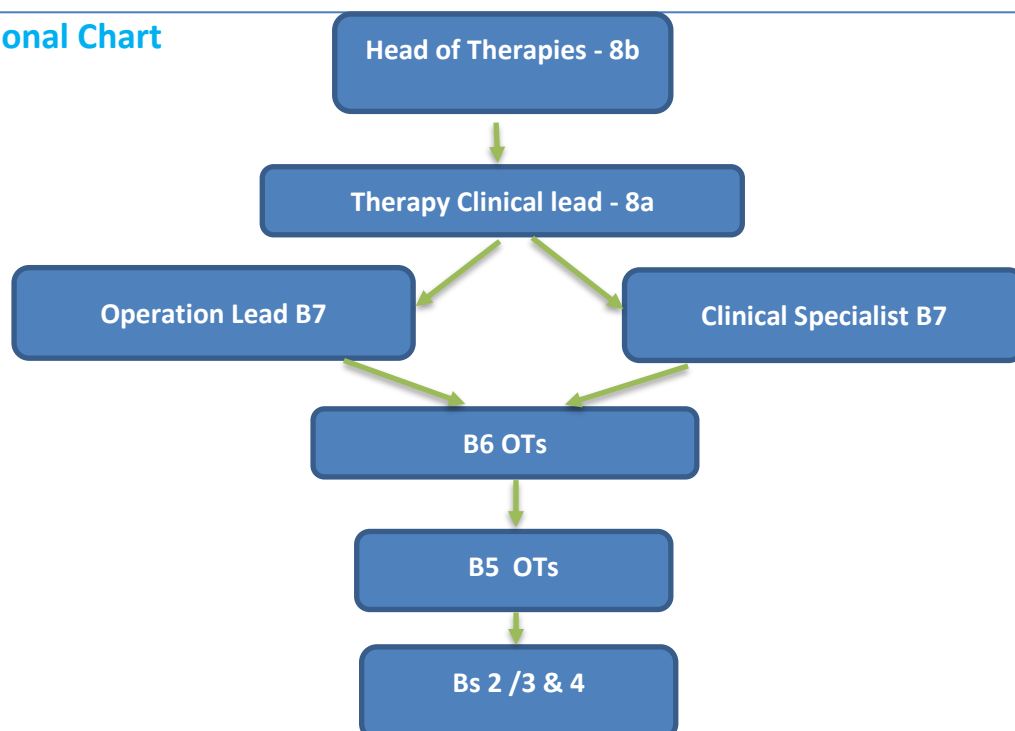
Research and development

- To participate in the planning, critical evaluation and audit of clinical pathways and protocols and apply to your professional practice.

Other

- Over a nine-month period, follow an agreed, documented development plan to demonstrate competence at a Band 6 level in line with the B6 job description. Key areas of development might include: Clinical intervention and treatment planning, managerial/supervisory tasks (including supervising junior staff), and education of peers. Development plans will be individualised taking into account previous experience and current competence in key areas.
- 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 well-being 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 GDPR, including the responsibility to ensure that personal data is accurate and kept up to date
- This post may require in the future 7 day working
- It is desirable that you be a car driver and owner with the relevant business insurance cover, and be able to use your car for work.

Organisational Chart



Other

This job description does not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility

 <h3>Management Essentials</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 here for further information on the Management Essentials programme.</p>	 <h3>Leadership Insights</h3> <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 here for further information on the Leadership Insights programme.</p>
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Person Specification

Qualifications

Essential

- Diploma/Degree OT
- Health Professions Council registration

Experience

Essential

- Individual, group and team work
- Documented evidence of clinical placements and CPD
- Of applying the OT process
- Of using functional assessment and activity analysis
- Of undertaking literature review/research

Skills & Knowledge

Essential

- Basic knowledge of health legislation and current practice, including risk management and health/safety issues
- Committed to CPD
- Some knowledge of best practice in OT
- Understanding of professional ethics and their application in practice
- Basic knowledge of the principles of clinical governance
- Understanding of team dynamics

- Group work skills
- Prioritisation skills
- Ability to manage pressure of work / own stress
- Effective written and oral communication skills
- Word processing and internet skills
- Presentation skills
- Personal organisation skills
- Ability to reflect on and critically analyse own performance
- Ability to engage service users
- Ability to travel between sites and community settings
- Ability to lone work

Working Together For Patients with Compassion as One Team Always Improving

- Demonstrate an understanding of the importance of quality of care
- Accountable
- Demonstrate an understanding of equal opportunities
- Respects the privacy and dignity of individuals
- Ability to work efficiently, effectively and professionally in a multidisciplinary team
- Demonstrate that you value everyone's contribution
- Understanding and experience of improving efficiency and reducing waste
- Demonstrate that you will be open to improving everything you do

Strategic approach (clarity on objectives, clear on expectations)

Relationship building (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

Personal credibility (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

Passion to succeed (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

Harness performance through teams (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff , respect diversity)

Job holders are required to act in such a way that at all times the health and well being 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.

Print Name: Rhonwen Hyslop

Date: 16/05/2025

Signature: *R.M. Hyslop*