

## Job Description

<b>Job Title:</b>	Occupational Therapist
<b>Job Band:</b>	5
<b>Department:</b>	Therapy Services
<b>Responsible to:</b>	Clinical Team Lead

### Why join The Dudley Group?

Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a high-quality patient experience in a caring and supportive environment that aligns with our vision of providing safe, caring, and effective services because people matter.



## **Job Summary**

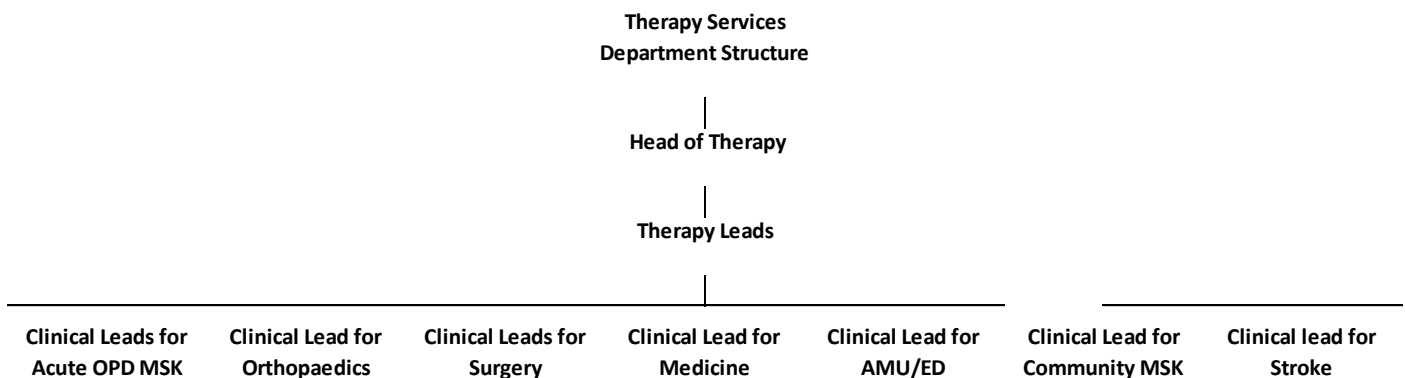
This is a qualified post and provides an opportunity for the Therapist to consolidate core skills and competencies.

The key function of this role is mainly clinical and concentrates on the assessment of patients referred to the service.

The post holder will work as an autonomous practitioner and will have the support of a senior therapist, and be part of the planning and implementation of therapy intervention in partnership with patients under their care.

These posts are rotational to ensure a rounded learning opportunity.

## **Structure Chart**



## **Principal Duties & Responsibilities**

- To participate in the band 5 rotation scheme. This may involve working across the Trust in a range of ward settings. The rotations are of 5 months duration, and allow the consolidation and development of knowledge and skills in a variety of clinical settings.
- To provide occupational therapy assessment and treatment for patients in an acute setting ensuring that a professional, high quality service is delivered.
- To liaise with patient, families and carers and the multidisciplinary team.
- To liaise externally with colleagues in social services and primary care, voluntary sector and other agencies.
- To establish good communications within the therapy service, members of the multi-disciplinary team, patients and visitors.
- To hold responsibility for own case load and be responsible for a defined area of the service, often working without direct supervision. Access to advice and support from the team member(s) is available as required. To undertake all aspects of clinical duties as an autonomous practitioner.

## **Clinical Responsibility**

- To be professionally and legally accountable for all aspects of your own work including the management of a caseload of patients in your care.



- To select and apply specialist occupational therapy assessment of patients for a designated caseload.
- To provide a lead role within the multi-agency team in facilitating and making recommendations regarding the safe and timely discharge of patients from hospital.
- To plan and implement client-centred individual and/or group interventions, using graded activity to achieve therapeutic goals.
- To monitor and evaluate treatment in order to measure progress and ensure effectiveness of intervention and alter treatment programmes as required.
- To apply a basic level of understanding of the effect of disability and provide training and advice on lifestyle changes for patients and carers, and adaptations to the patients physical and social environment.
- To assess the occupational needs of patients on the ward and establish and evaluate appropriate treatment programmes.
- To carry out environmental home assessments at the patients residence when appropriate taking sole responsibility for ensuring the wellbeing of hospitalised patients when undertaking such visits.
- To advise on suitable equipment and adaptations, making recommendations and referrals to the community services as necessary.
- To have the physical ability to carry out the necessary therapeutic handling and dexterity for assessment and manual treatment of patients.
- To take responsibility for the fitting and training in the safe use of items of equipment for patients and family members.
- Assess patient understanding of treatment proposals, gain valid consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.
- To impart complex information to patients, carers, and other members of the multidisciplinary team in a way that is informative and at a level that is understandable by the individual.
- Evaluate patient progress, reassess and alter treatment programmes if required.
- To manage clinical risk within own caseload and have a working knowledge of clinical governance.
- To be an active member of one of the following teams: weekend orthopaedics, weekend stroke, weekend medicine rehab or acute medicine as soon as appropriate competency has been assessed and attained.
- To provide spontaneous and planned advice, teaching and instruction to patients, carers, relatives and other professionals to promote the understanding of occupational therapy.
- When working on any of the out of hours services, undertake the assessment and treatment of acutely ill patients who may have a complex presentation, provide advice and information to the multidisciplinary team, and maintain appropriate records as an autonomous practitioner, often without direct supervision.
- Represent the occupational therapy service at multidisciplinary team meetings to ensure the delivery of a coordinated service.
- To provide support for therapy assistant staff working in the specified area.
- To delegate some relevant treatment and or assessments to therapy assistant members of staff, following completion of the competency framework.
- In line with local guidelines, review and reflect on own practice and performance through effective use of professional and operational supervision and personal development review.



#### CARE

A CARING, KIND AND COMPASSIONATE PLACE: We will support people to have joy in work and to treat each other with compassion and kindness.



#### RESPECT

A PLACE WHERE COLLEAGUES RESPECT ONE ANOTHER: We will behave with respect towards everyone we meet to encourage an inclusive culture where we all believe in and live by our Trust values.



#### RESPONSIBILITY

A WORKFORCE FOR NOW AND THE FUTURE: Making Dudley the place people want to be and stay because everyone has a role to play and takes responsibility for themselves and their teams.

- To contribute to the training of occupational therapy staff and students on placement in the specified area.
- To provide teaching and supervision of work experience students on placement.
- To supervise student and assistant documentation in accordance with Trust and department standards.

### Professional

- To use sound analytical and judgement skills to ensure continuity of therapy for both the patient and their carers throughout the period of their treatment.
- To take responsibility for ensuring and maintaining skills and knowledge in order to establish professional competence, and fitness to practice.
- To ensure that up to date written and electronic records and activity data are maintained in accordance with professional and Trust guidelines, and provide reports on specialist occupational therapy intervention, relevant to this setting.
- To comply with Royal College of Occupational Therapy (RCOT) and HCPC code of ethics and professional conduct, and national and local guidelines and procedures.
- To uphold the vision and values of the Trust providing safe, caring and effective services at all times.
- To support the service/senior staff in provision of student placements.
- To be an active member in the in-service training programme by attendance at, and participation in in-service training programmes, tutorials, journal club, external courses and reflective practice.
- To participate in the appraisal scheme as an appraisee.
- Maintain and develop current knowledge of evidence based practice in the areas of each rotation, developing specialist knowledge of particular conditions and patient types.
- Undertake measurement and evaluation of your work through evidence based projects, audit, and outcome measures under the direction and supervision of more senior staff.

### Communication

- To provide and receive complex, sensitive or contentious information from a number of sources.
- To use empathetic, motivational or reassurance skills during intervention.
- To liaise effectively with patient, family and carers and colleagues within the multi-disciplinary team on a day to day basis.
- To liaise effectively with colleagues in social services and primary care, voluntary sector and other external agencies.
- To promote awareness of the role of occupational therapy within the local and wider team.
- To communicate discharge arrangements and completion of reports via the Trust electronic discharge database.
- Use a range of verbal and non-verbal communication tools to communicate effectively with patients and carers to progress rehabilitation and treatment programmes. This will include patients who have difficulties in understanding or communicating, or who may be unable to accept diagnosis.





### Organisational/Service Delivery

- To exercise good personal time management, punctuality and consistent, reliable attendance.
- To ensure the effective and efficient use of occupational therapy resources.
- To be responsible for maintaining stock, advising on resources to carry out the job and requesting replacement stock when issued to patient.
- To coordinate and prioritise the day to day activities and own caseload within the specified area.
- To maintain up to date mandatory training in line with job role and Trust policy.
- Report any near misses via the Trust incident reporting system – DATIX.
- Be responsible for organising own caseload to meet service and patient priorities.
- Assist the team in the daily supervision and coordination of assistants and students.
- Contribute to team developments, practice change or policies through ideas and actions.
- To liaise closely with the therapy lead and clinical team leaders to ensure that adequate occupational therapy staffing levels and skill mixes are maintained.
- To participate in the operational planning and implementation of policy and service development, for the specified area.
- To participate in the delivery of the occupational therapy development objectives to ensure continued development of the service.
- To contribute to the Trust, Directorate and department clinical governance arrangements and quality agenda, including setting and monitoring of practice standards.
- To implement national guidelines/legislation relating to health and social care.
- The service will embrace new working patterns with the move towards a service to cover 7 days per week and extended working days beyond traditional working hours. This will require participation in 7-day working pattern. Until this occurs, to be an active member of one of the following weekend team rotas: orthopaedics, stroke, medicine rehab and medicine acute unless specifically negotiated with the therapy lead or head of therapy.

### Education and life-long learning

- To keep abreast of modern trends within in the specified area applying related evidence based practice.
- To demonstrate ongoing personal development through participation in internal and external development opportunities, recording learning outcomes in a portfolio.
- To participate in the induction and the training of students and other staff both within and external to the Trust.
- To maintain a professional portfolio which meets the standards required for HCPC registration.
- To be an active member in the in-service training programme by attendance at, and participation in in-service training programmes, tutorials, journal club, external courses and reflective practice.
- To participate in research and/or audit projects relevant to occupational therapy and/or service area, disseminating findings at local level.



## **Organisational Values**

### **The post holder will:**

**Care:** You will listen, be respectful and treat others with compassion and kindness.

**Respect:** You will behave with respect to everyone you meet and encourage an inclusive culture where we respect the contribution everyone makes.

**Responsibility:** You will take responsibility for yourself and your team.

There may also be a requirement to undertake other similar duties as part of this post to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time considering developments and may be amended in consultation with the post holder.

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## **Location**

The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russells Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as various community-based sites across the borough.

## **Code of Conduct**

It is expected that all staff would be able to show that they live our trust values in their work and that they will deliver the essential behaviours in their role.

Staff are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

## **Equality, Diversity, and Inclusion**

All Trust staff have a responsibility to embrace the diverse cultures of both our staff and the communities that we serve, and as such, all staff should ensure that equality, diversity, and inclusion are embedded in their work philosophy and reflected in their behaviour. Equality, Diversity, and inclusion are pivotal to the values and vision of the Dudley Group so that they shape everything that you do every single day.

## **Safeguarding Children and Adults**

All Trust staff have a responsibility to ensure the safeguarding of children, young people, and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults policies and procedures and inter-agency guidance as showed in the Trust's Safeguarding policies and procedures.



## **Improvement Practice**

The trust has a long-term commitment to its continuous quality improvement programme; “Dudley Improvement Practice.” As part of your role, you will be asked to take part in improvement activity relevant to your post.

## **No Smoking**

The Trust is a completely Smoke Free Organisation and all premises will be considered No Smoking Zones.

## **Health and Safety**

The Trust has a duty of care to employees and will ensure that, as far as is practical, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employee’s responsibility, however, to manage their own health and wellbeing.

All Trust employees must follow relevant Health and Safety legislation and the Trust’s policies relating to Health & Safety and Risk Management.

<b>Prepared by:</b>	Louise Brookes, Therapy Lead
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<b>Job evaluation reference number:</b>	

