

JOB DESCRIPTION

Job Title	Senior Occupational Therapist
Pay Band	6
Reporting to	Team Leader
Accountable to	Clinical Therapy Manager
Key relationships	All O.T./Physiotherapy/Rehab colleagues Patients, carers and relatives Community Therapy/ Rehab Teams Wheelchair Services Other external agencies

Job Summary

1. To assess and treat patients within Southport & Ormskirk Hospital NHS Trust including home visits when required.
2. To assist senior therapist in service development and the provision of a quality service.
3. To take responsibility for members of staff and delegate duties as necessary, providing appropriate level of support at all times.
4. To meet the Occupational Therapy/Rehabilitation Service objectives.
5. To cover for absence when required

Main duties & responsibilities

Clinical

1. To assess and identify the individual needs of patients and their carers, planning and implementing appropriate treatment programmes within both hospital and community settings.
2. To record and report findings appropriately following the standard procedures used by the department to maintain high levels of written/verbal communication.
3. To share skills/knowledge with other disciplines and patient/carers.
4. To liaise with hospital/community based staff as appropriate to ensure continuity of treatment and provision of equipment/adaptations to facilitate hospital discharge/prevent re-admission and support resettlement/re-enablement into the community.
5. To ensure treatments offered to patients are based on the best available clinical evidence
6. To attend ward rounds, case conferences and goal planning meetings.

An integrated care organisation

PROFESSIONAL LEADERSHIP AND MANAGEMENT RESPONSIBILITIES

1. To provide professional practice education of O.T. students on placement and to assist in the education and development of other health professionals.
2. To actively assist in the promotion of Occupational Therapy through professional practice and delegated activities.
3. To ensure continued professional development including attendance at relevant postgraduate training and actively participating in in-service training.
4. To keep an up to date Personal Development Plan and Professional Development Portfolio.
5. To participate in activity around clinical audit and work towards initiatives within department/service/directorate as appropriate.
6. To ensure treatments offered to patients are based on the best available clinical evidence.
7. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts/omissions.
8. To ensure that any equipment, furniture or building in need of repair is reported in line with Trust procedure.
9. To take advantage of clinical network opportunities and working parties within and outside the organisation.
10. In close liaison with senior staff, to identify and contribute towards service development to address quality issues.
11. To operate systems of supervision/appraisal for junior staff members.
12. To develop own clinical knowledge and leadership skills and to share expertise for the improvement of patient care.
13. To undertake research and ensure compliance with all Trust Research governance procedures.
14. To be aware of and identify changes in service demand and report to senior staff.
15. Contribute to the ordering and maintaining of materials / equipment / resources to facilitate patient care.
16. In the absence of senior staff to take responsibility for the daily running of the department.
17. To attend/participate in O.T. briefing sessions and to feedback and inform others as appropriate.

Organisational

1. To be responsible for a designated area of work, as agreed with the occupational therapy team Leader to plan and organise efficiently and effectively with regard to patient management and use of time.

2. To decide priorities for own work area, balancing other patient related and professional demands, and ensure that these remain in accordance with those of the department as a whole.
3. To maintain accurate, comprehensive and up-to-date documentation, in line with legal and Trust requirements, and communicate assessment and treatment results to the appropriate multi professional groups in the form of reports and letters.
4. To be actively involved in the collecting of appropriate data and statistics for the use of the Trust.
5. To be aware of Health and Safety aspects of your work and implement any policies, which may be required to improve the safety of your work area, including the prompt recording and reporting of incidents via the Datix system, informing the occupational therapy team leader
6. To comply with the organisational policies and procedures, with involvement in reviewing and updating these as appropriate.
7. To undertake any other duties that may be considered appropriate by the occupational therapy team leader.
8. Develop and improve information sheets and booklets for patients, in line with trust policy as directed by occupational therapy team leader.

General

1. To abide by the relevant Codes of Professional Practice if applicable and NHS Codes of Conduct.
2. It is a requirement of employment within Southport and Ormskirk Hospital Trust that all staff must comply with the obligation of confidentiality to person identifiable information. The Data Protection Act 1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by the trust to uphold the principles of the Act.

Any employee disclosing confidential/patient records or information to any unauthorised person or persons will render the employee subject to disciplinary action.

3. The Freedom of Information Act 2000 requires all public organisations to provide any member of the public, upon receipt of a written request, with the information they require, subject to certain exemptions. Every member of staff employed by the Trust must take responsibility for any request for information that they receive and respond in line with Southport and Ormskirk Hospital Trust's Freedom of Information Policy and guidance.
4. All employees are required by Section 7 of the Health and Safety at Work Act (1974) to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
5. All staff employed by Trust must adhere to the standards of record keeping outlined in the Records Management Policy and guidance documents.
6. To ensure compliance with all Trust Risk Management, Research Governance and Infection Control Policies and Procedures and abide by the Essential Standards of quality and safety.

7. Undertake appropriate Induction and Mandatory training, including infection control and comply with all Trust Infection Control policies relevant to the post, particularly with regard to the hand hygiene policy. To remind and challenge colleagues of their Infection Prevention and Control responsibilities if there is a potential or actual breach of policy.
8. It is incumbent on the post holder to continually update his/her professional awareness and carry out other duties deemed appropriate to the grade of the post.
9. The post holder is required to take all reasonable measures in relation to their health and well-being.
10. The post holder is required to adhere to Trust procedures in relation to Equality and Diversity, including the Staff Charter and NHS Constitution.
11. The post holder is required to adhere to the values of the Trust. **SCOPE: Supportive, Caring, Open and Honest, Professional, Efficient**
12. Staff must be aware of and comply with Safeguarding Policies and Procedures for both adults and children in order to promote safeguarding and prevent abuse to vulnerable people who may be working, visiting or receiving treatment within the organisation. All staff have a responsibility to report any suspicion of abuse to their Line Manager or Safeguarding Leads.
13. This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder.
14. The duties listed above may change over time and additional duties may be required appropriate to the pay band of the post.

Date job description reviewed	Jan 2017
Author	Caitlin Edwards

Table below to be inserted for job description reviews only (please delete for recruitment to vacancies)

I agree that this job description is an accurate reflection of the duties and responsibilities the post holder is expected to perform.	
Manager's Signature	
Manager's Name	
Date	
Post holder's Signature	
Post holder's Name	
Date	

PERSON SPECIFICATION

Recruitment Criteria	Essential	Desirable
Qualifications		
Diploma/Degree in Occupational Therapy	E	
Current HCPC registration	E	
Evidence of relevant post-graduate courses/CPD	E	
Fieldwork/practice educator qualification		D
Knowledge & Experience		
Substantial clinical experience since qualifying which amount to several rotations at band within a variety of medical and surgical areas or at band 6	E	
Experience in the specialist field as a band 5	E	
Membership /participant of a special interest group	E	
Have up to date knowledge of NHS issues and relevant policies/standards	E	
Skills & Abilities		
Excellent communication skills, and ability to share information at MDT including case conference experience	E	
Ability to deal with conflict and resolve issues	E	
Ability to work autonomously independently and with the MDT	E	
Have excellent time management, prioritisation and self-management skills	E	
Ability to manage change in a flexible, diplomatic and positive manner	E	
Ability to maintain own clinical role and have awareness of boundaries with other professionals	E	
Have a wide range of excellent clinical reasoning skills for assessment, treatment and be able to problem solve and make decisions	E	
Ability to delegate appropriately and supervise junior staff	E	
Effective teaching and presentation skills		D
Be able to be reflective and demonstrate good personal development of self and others	E	
Physical effort		
To be able to assess complex patients by carrying out full assessments that often require physical strength and dexterity including standing and sitting	E	
Mental Effort		
Concentration is required for investigating problems, analysis of performance data and policies, interruptions may be frequent where immediate response is required	E	

Emotional Effort		
Be able to deal with distressing situations on the and support more junior staff to manage these situations	E	
To be able to impart distressing information to patients/carers or relatives in a sensitive and supportive way where targets are not met or a patient has deteriorated.	E	
Working Conditions		
To work in a pressured environment that is busy and maintain excellent working relationships with the MDT team.	E	
Ability to fulfil the travel requirements of the post	E	