

# Candidate Information Pack

## Including Job Description & Person Specification



Croydon Health Services provides integrated NHS services to care for people at home, in schools, and health clinics across the borough as well as at Croydon University Hospital and Purley War Memorial Hospital.

CUH provides more than 100 specialist services and is home to the borough's only Emergency Department and 24/7 maternity services, including a labour ward, midwifery-led birth centre and the Crocus home birthing team.

Purley War Memorial Hospital (PWMH) in the south of the borough offers outpatient care, including diagnostic services, physiotherapy and ophthalmology services run by Moorfields Eye Hospital, alongside an onsite GP surgery.

Our experienced staff take care of people of all ages across the borough of Croydon.

We are a very close-knit and friendly organisation where everyone of our 3600 members of staff is valued. We strongly believe that our employees are our greatest asset.

**Join us and be a part of the team that is making Croydon proud.**



## Our values

We will always be **professional**, **compassionate**, **respectful** and **safe**.

### Professional

- Set ourselves very high standards and share best practice
- Keep our uniforms smart, and be professional and consistent in our approach
- Work in partnership to best support our community's needs
- Use resources wisely without compromising quality or safety

### Compassionate

- Treat everyone as we would want to be treated ourselves
- Demonstrate kindness, dignity, empathy and compassion
- Make time for the people we are caring for, to understand their needs and wants
- Organise our services to give people the best possible experience of care

### Respectful

- Be courteous and welcoming, and introduce ourselves
- Value the diversity and needs of everyone
- Always involve people in decisions about their care, listening to and respecting their wishes
- Appreciate the contribution that staff from all backgrounds bring to our services

### Safe

- Be open and honest in everything we do, sharing what we do well and admitting our mistakes, to constantly improve our care
- Protect the confidentiality of those in our care and show sensitivity to people around us
- Feel free to raise concerns so we are always learning
- Make time for training and development and support research so people always receive the highest standards of care.



## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Rotational Occupational Therapist</b>
<b>DIRECTORATE</b>	<b>Integrated Adult Care</b>
<b>DEPARTMENT</b>	<b>Initial Response Acute Therapies</b>
<b>BAND</b>	<b>6</b>
<b>RESPONSIBLE TO</b>	<b>Operational Clinical Lead</b>
<b>ACCOUNTABLE TO</b>	<b>Operational Clinical Lead</b>
<b>RESPONSIBLE FOR</b>	

### JOB SUMMARY

#### JOB SUMMARY

- To manage a caseload of clients with complex needs, using evidence based/client centred principles to assess, plan, implement and evaluate interventions
- To provide leadership for junior staff through supervision, competencies and appraisal
- To participate in the planning, development and evaluation of Therapy services within a designated area/team, holding responsibility for defined projects
- To contribute to the maintenance and development of the trust Therapy service
- To regularly supervise Occupational Therapy students on practice placements
- To participate in the rotations as assigned by your manager

### MAIN DUTIES AND RESPONSIBILITIES

1. To provide safe, effective and efficient rehabilitation interventions working with all relevant services (internal and external) e.g. Social Services, voluntary services to ensure patient/carer needs are met as identified by assessment.



2. To negotiate with patients and carers to develop individual care plans to meet the assessed needs and to maximise independence in an efficient and sensitive way, offering choice where possible.
3. To assess for and organise the provision of necessary and appropriate minor adaptations, and carry out reviews of provision and safety checks as appropriate.
4. 2.To demonstrate equipment and ensure patients, families, carers and support workers are confident in the safe and correct use of equipment and adaptations at the time of issue, with regard to the services liability.
5. To be actively involved in the review of assessment methods used for this group of patients across the service and be involved in implementing changes in line with evidence-based practice, Health and Care Professions Council for the UK standards and clinical governance findings, as delegated by senior staff.
6. To communicate effectively with patients and / or carers appropriate complex information regarding the patient's medical condition and inform them of the benefits and risks of suggested treatment options.
7. To communicate complex information to a multicultural and ethnically diverse client group, where there are potential barriers to understanding.
8. To maintain accurate and up to date records on patients treatment in line with the HCPC guidelines on record keeping and ensure the adherence to guidance of junior and unqualified staff.
9. To co-operate with other senior staff in standardising record keeping across acute and community services.
10. To set and maintain a high personal standard of work, ensuring an ethical, sensitive and culturally aware approach and to act as a role model for junior staff, assistants and students.
11. To keep professionally up to date in clinical practice relating to patient care within and maintain a portfolio of evidence for Continuous Professional Development (CPD).
12. To participate in the department training programme, team and staff meetings and other appropriate Trust training activities and contribute to multi-disciplinary training programmes as appropriate.
13. To delegate to and supervise the day to day work of healthcare assistants and carers.
14. To be responsible for teaching individual areas of practice to students, unqualified and junior staff.
15. To be responsible for Occupational Therapist students/work experience on clinical placement, as delegated by the Band 7 Occupational Therapist.
16. To participate in the Trust's staff development and performance appraisal scheme



17. To be able to work in the community setting as a lone practitioner and have the ability to selfmonitor and seek peer support when required, outside of supervised sessions
18. To ensure confidentiality on all matters relating to patients and information obtained in the course of employment in accordance with current Trust policy.
19. To use the Trust's electronic systems to enter patient data, access emails, and use basic word processing when appropriate.
20. To provide written reports/letters for referrers and relevant Health and Social Service personnel to inform of outcome of physiotherapy intervention.
21. To participate in and comply with all Trust / Service / Team policies and procedures.
22. To participate in Trust and department-led clinical governance activities.

## **2. Managerial**

1. To participate in the development, maintenance and review of policies, standards and guidelines for the service.
2. To act as a lead to junior staff and healthcare assistants and carers, to ensure they participate actively in change or development processes taking place within the service.
3. To maintain accurate and up-to-date data as directed by the Team Leader.
4. To represent the team you are in at appropriate meetings in the absence of senior staff.
5. To manage own clinical caseload in the hospital and community setting.

## **3. Professional development**

1. To identify personal training needs and undertake regular CPD and to participate fully in Individual Performance Development, through the use of portfolio based assessment, in line with national legislation
2. To provide training in own specialist practice to other professionals and healthcare workers.
3. To exercise awareness of professional responsibilities by critical reading of current relevant literature and by demonstrating personal and professional development in line with the ethos of lifelong learning
4. Where appropriate to take full responsibility for supervision, monitoring and assessment of individual students and the supervision of rehabilitation and healthcare assistants.
5. To participate in specialist patient group education

## **4. Service and practice development**



1. To actively participate in the evaluation of clinical practice through clinical audit and/or research projects as directed by the Team Leader.
2. To co-operate with the Team Leader & multidisciplinary team members to identify opportunities to develop the therapy service to provide the best possible patient care in line with national guidance and quality markers.
3. To participate in the implementation of Policies / Procedures in liaison with the Team Leader and other team members.

## **GENERAL**

1. To work in accordance with the Trust's Values to consistently demonstrate the behaviours required. The postholder is required to carry out his/her role in accordance with the organisation values, standards and behaviours, in a Professional, Compassionate, Respectful and Safe way.
2. To ensure that Croydon Health Services Trust's policies and procedures are adhered to.
3. To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health and Safety Regulations and the Trust's Health and Safety policies and procedures.
4. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
5. To work in accordance with the Trust's policies to eliminate unlawful discrimination and promote equality and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment in accordance with Trust policies, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, belief, sexual orientation or domestic circumstances.
6. To adhere to the Trust Infection Control Policy, procedures and guidelines, and in particular practice strict hand hygiene at all times while carrying out clinical duties, in line with the responsibilities placed on employees by the Health Act 2006: Code of Practice for the prevention and control of healthcare associated infections (HCAs). The prevention and control of HCAs must be embedded into everyday clinical practice and applied consistently.
7. All clinical staff hold responsibility for ensuring they have sound knowledge of standard infection control precautions and that no omission on their part or within the sphere of their responsibility is detrimental to the interests or safety of their patients, visitors and colleagues. Clinical staff must keep their infection control knowledge and skills up to date by attending the Trust's mandatory infection control training, a record of which will be kept and information provided to line managers as required.
8. To comply with the Trust's Safe Guarding Children and Vulnerable Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:
  - Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
  - Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
  - Ensure you are familiar and comply with local protocols and systems for information sharing.
  - Know the appropriate contact numbers and required reporting lines.



- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

**NOTE:**

- A child is someone under the age of 18 (this would include unborn children).
- A vulnerable adult is 'someone who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (this includes carers).

Copies of the Protocols and Procedures are available on the Trust Intranet under Child Protection. Staff are advised on how to access the appropriate contact numbers and the Protocols and Procedures when attending Safeguarding training. Updates and revisions are notified to all staff via 'What's New'.

9. To work within the HCPC Professional Bodies Code of Professional Conduct and Scope of Professional Practice.
11. Budget Holders are responsible for adherence to Standing Financial Instructions
12. Managers are responsible for adherence of maintaining expenditure within budget and addressing deviations from budget
13. To undertake such other duties as may be reasonably required from time to time as are consistent with the responsibilities of the post.

**You are the difference –Staff Pledges**

All staff are expected to demonstrate a considerate and respectful attitude.

I will always introduce myself to patients and other staff "Hello my name is"

If I see that someone looks like they need help, assistance or they look lost – I will always – Can I help you?

If I can't help you I will always ensure that I refer you to someone who can

If I see behaviour that is inappropriate I will feel empowered and supported to always challenge it

This job description is not an exhaustive document, but is a reflection of the current position. The job holder may from time to time be asked to undertake other reasonable duties. Any change will be made in discussion with the job holder in light of service needs.

**Job Description Agreement**

This job description can be updated annually as part of the personal development plan.

This job description has been updated and agreed by:



Current post holder : .....Date: .....

Line Manager: .....Date .....



## PERSON SPECIFICATION

**JOB TITLE:** Occupational Therapist

**BAND:** 6

**DATE:** 03.12.2012

HEADINGS	ESSENTIAL	DESIRABLE	HOW TESTED
<b>EDUCATION AND QUALIFICATIONS</b>	<p>BSc or Diploma in Occupational Therapy.</p> <p>HCPC Registered.</p> <p>Evidence of CPD including relevant clinical training and courses.</p>	<p>Relevant postgraduate training e.g. Elderly care</p> <p>Member of appropriate clinical interest group</p> <p>Member of the British Association of OTs</p>	<p>A</p> <p>Certificates to be produced at interview</p>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<p>Knowledge of a range of OT models and to have kept up to date with trends and developments in OT and Community Services.</p> <p>The ability to adapt these techniques/models to suit the context that the patient may be in.</p> <p>Awareness of Clinical Governance issues.</p> <p>Uses clinical reasoning and reflective practice to improve service delivery.</p> <p>Ability to pass on skill / knowledge in informal and formal environments.</p> <p>Knowledge &amp; awareness of risk assessment.</p> <p>Awareness of global NHS context and issues relating to adults.</p> <p>Awareness of other community and social services.</p>	<p>Different models of service delivery.</p> <p>Knowledge of outcome measures/ audit.</p>	<p>A/I</p>

HEADINGS	ESSENTIAL	DESIRABLE	HOW TESTED
	Knowledge of and commitment to Equal Opportunities		
<b>EXPERIENCE</b>	<p>substantive postgraduate, incorporating experience in a variety of relevant core specialities.</p> <p>Experience of working with unqualified assistant therapy staff.</p> <p>Has taught peers / assistants / students as part of in-service training.</p>	<p>Previous Band 6 experience. Previous community experience.</p> <p>Previous short-stay experience</p>	A/I
<b>SKILLS/ABILITIES</b>	<p>Self-management skills e.g. time management and organisational skills.</p> <p>Ability to work independently &amp; within a team</p> <p>Ability to problemsolve &amp; respond to change.</p> <p>Basic computer skills including data entry, use of word processing and email.</p> <p>Awareness of own limitations.</p> <p>Good interpersonal &amp; communication skills</p>	<p>Commitment to staff development and training.</p> <p>Able to self-direct learning</p>	A/I/R
<b>OTHERS</b>	<p>Fit enough to perform the duties required by the post.</p> <p>Access to a vehicle for work purposes</p> <p>Clear vision of role / commitment to specialty</p>	Car driver-owner	A/I/R

**A= Application    T= Test    I=Interview**



