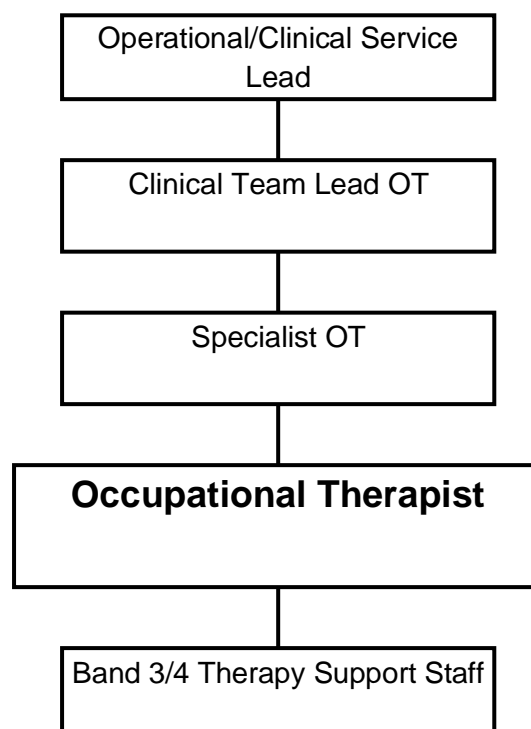


JOB DESCRIPTION

DIRECTORATE:	Diagnostic & Clinical Support		
DEPARTMENT:	Therapies		
JOB TITLE:	Rotational Occupational Therapist		
BAND:	5		
BASE:			
REPORTS TO:	Specialist Occupational Therapist / Clinical Team Lead Occupational Therapist		
RESPONSIBLE FOR:	Therapy Support Staff/ Assistant Practitioners / Clinical Support Workers, or less experienced Occupational Therapists		
CRB DISCLOSURE REQUIRED:	YES ✓	NO <input type="checkbox"/>	Standard <input type="checkbox"/>
			Enhanced <input checked="" type="checkbox"/>

ORGANISATION CHART



JOB SUMMARY

The Occupational Therapy Service receives referrals directly from a variety of sources. Occupational Therapists carry out independent, holistic professional assessments of a person's needs, with regard to independent living and functioning/ occupational performance. Occupational Therapy intervention is provided on the basis of that assessment. As an autonomous practitioner the Occupational Therapist remains accountable for the Occupational Therapy assessment and intervention provided, and its outcome.

The post holder will be responsible for the provision of an Occupational Therapy Service for the designated area.

This post will involve carrying a defined caseload of patients that require core Occupational Therapy skills. The post holder will implement the Occupational Therapy process with patients presenting with a variety of needs arising from occupational dysfunction. Patients will have chronic, complex, disabling, life limiting or challenging conditions.

The post holder will be responsible for providing general Occupational Therapy advice to other multi agency professionals, junior staff and Occupational Therapy students.

The Occupational Therapist will have responsibility for monitoring, organising and supervising Therapy Support staff and Clinical Support Workers with support from a senior Occupational Therapist.

The work will take place in a variety of settings including hospital wards, rehabilitation units, nursing/residential homes and the patient's own home.

The post holder will often work in the community as a lone worker, in line with the organisational lone worker policy.

The post holder will be required to work a pattern in line with extended service operating hours which will be 08.00 am to 6.00 pm, seven days a week. The post holder will need to be flexible and change base in line with service need and demand.

MAIN DUTIES

1. Undertake a comprehensive Occupational Therapy assessment with individuals allocated to your caseload. This may involve the selection and application of standardised and non-standardised assessments addressing occupational performance.
2. Interpret and analyse clinical and non-clinical factors including physical, environmental, psychosocial, mental, spiritual, political and cultural aspects of the patient's life, in order to identify occupational performance deficits, and provide advice and intervention to facilitate an optimum level of function. This will require the post holder to consider a range of options, some of which may conflict and require negotiation, having to consider the needs of individuals, families and carers.
3. Formulate goals in partnership with the patient, clearly communicating your clinical reasoning in order to justify your recommendations, and utilising most appropriate treatment/intervention for the patients' needs.
4. Implement a variety of evidence based Occupational Therapy interventions according to the needs of the individual patient.
5. Evaluate and modify the treatment programme as appropriate.
6. Independently manage a varied caseload, organising this effectively and efficiently with regard to clinical priorities and use of time.
7. Advise, support, and educate patients, carers and other professionals in the self-management of the patient's condition.
8. Initiate and organise case reviews involving multi-disciplinary and multi-agency staff. The post holder may be required to take the key worker role.
9. Develop and demonstrate skills relating to clinical area, which are underpinned by theory, research and practical experience.
10. Responsible for assessing and recommending minor adaptations and undertaking complex major adaptation work under direct supervision from a senior Occupational Therapist. This will involve developing an understanding of the process of eligibility for disabled facilities grants and being able to explain the process to others.
11. Assess for and provide standard and specialist assistive technology for patients in accordance with local criteria and pathways for provision.

12. Advise, instruct, and educate patients, carers and other professionals in the use of standard and specialist assistive technology, and environmental adaptation where appropriate.
13. Undertake risk assessments, and manage and document risk.
14. Work as an autonomous practitioner in a variety of settings (hospital ward, patient's own home, care home, etc.) where there is a requirement to make decisions spontaneously.
15. Work across agencies and have a working knowledge and understanding of the systems within Health, Housing and Social Services in order to facilitate the recommendation of treatment approach, equipment, access, and adaptation issues.
16. Understand and demonstrate a working knowledge of national guidelines and legislation relating to Health and Social Care relevant to Occupational Therapy.
17. Record patient contact statistics.
18. Monitor, organise and supervise the work of junior staff as appropriate.
19. Assist with the day to day running of the department.
20. Deputise for senior staff in the day to day running of the department as required.
21. Is a member of the team and shares information as required.
22. Demonstrate, maintain and develop core Occupational Therapy skills within your work area.
23. Maintain treatment areas and equipment used to an appropriate standard in accordance with health and safety, infection control, and other relevant guidance.
24. Assess capacity of patients in order to gain valid informed consent for intervention and work within organisational policy with patients who lack capacity.

COMMUNICATION

1. Communicate effectively and work collaboratively with medical, nursing, therapy, social services staff, and others to ensure the delivery of a

coordinated multi-disciplinary and multi-agency approach and facilitate and maintain good working relationships.

2. With guidance and support from senior Occupational Therapists, communicate complex or sensitive information, in an empathetic and reassuring manner to clients, relatives, carers and multi-agency professionals in a language understandable to them. This may include imparting unwelcome news relating to future needs
3. Use of a range of techniques to overcome barriers to communication.
4. Deal with challenging situations including verbal aggression/distress from patients, carers and relatives.
5. Advise, instruct, and educate patients, carers and professionals regarding the Occupational Therapy process.
6. Promote and educate others regarding the role of Occupational Therapy and the importance of occupation to health and well-being.
7. Provide comprehensive Occupational Therapy reports clearly outlining clinical reasoning and recommendations.
8. Provide clear information (verbal and written) regarding Occupational Therapy intervention in a variety of settings.
9. Ensure that up to date written and electronic records and activity data are maintained in accordance with professional standards and organisational guidance.
10. Have basic IT skills including use of Internet, E-mail and any special programmes used within the service.
11. Ensure that resources are available to meet the differing communication needs of the population e.g. ethnic minorities, hearing impaired, etc.
12. Attend and participate in team meetings.
13. Assist the Therapy Service in involving service users, their carers and family in service improvements.
14. Act as an advocate on behalf of patients.

TRAINING AND DEVELOPMENT

1. Continue to develop and demonstrate skills related to Occupational Therapy / specialist clinical area, ensuring that those skills are underpinned by philosophy, theory and professional standards.
2. Keep up to date with evidence based practice.
3. Complete all required mandatory training.
4. Be responsible for your own continuing professional development including maintaining own development portfolio and assisting others in the development of theirs.
5. Participate in preceptorship development review and subsequent yearly review, regular monthly supervision, and undertake further study / post registration training as identified.
6. Participate in and undertake annual development reviews of support staff, with the support of senior staff as required, in accordance with organisational guidance.
7. Participate in the support and supervision of support staff as required and as outlined in service guidance.
8. Facilitate the education of Occupational Therapy students.
9. Participate in research activities e.g. journal clubs, evidence based practice and clinical audit as required.
10. Provide training to colleagues, the wider multi-disciplinary team and other agencies as required.
11. Keep up to date with relevant legislation and current issues relating to Occupational Therapy in your area of work, in areas such as Health, Housing and Social Services.

ORGANISATIONAL RESPONSIBILITIES

1. Implement organisational policies, procedures, standards and guidance.
2. Act as agents and make prescriptions/recommendations against the budget of other organisations e.g. Social Services and local authorities, for equipment and adaptations.

3. Participate in team and service development, and governance activity as required.
4. Assist with the induction of new staff.
5. Work towards achieving service and organisational objectives.
6. Undertakes tasks related to team/service development/governance as required.
7. Able to deal sensitively with complaints following procedures, directing them to an appropriate person within the team, if required.

PROFESSIONAL RESPONSIBILITIES

1. Comply with the Royal College of Occupational Therapy Code of Ethics and Professional Conduct, Health Care Professions Council Standards, and national/ local policies and procedures, legislation and guidance.
2. Aware of and fulfil your responsibilities under the Health and Safety at Work Act, and organisational policies and procedures relevant to health and safety.
3. Responsible for own workload management with guidance from senior team members.
4. Understand the need to act in the best interest of patients at all times.
5. Understand the need to respect, and so far as possible uphold the rights, dignity, values and autonomy of every patient..
6. Understand your role in the diagnostic and therapeutic process, and in maintaining health and well-being.
7. Assess the capacity of the patient/service user in order to gain valid informed consent for intervention and work within the organisation's policy with those who lack capacity.
8. Practice in a non-discriminatory manner.
9. Exercise a professional duty of care.
10. Work within the limits of your competency seeking advice from senior staff when necessary.

PERSON SPECIFICATION
OCCUPATIONAL THERAPIST BAND 5

KNOWLEDGE TRAINING AND EXPERIENCE REQUIRED FOR THE POST	ESSENTIAL AT RECRUITMENT ✓	DEVELOPED WITHIN THE ROLE ✓	HOW ASSESSED A – APPLICATION I – INTERVIEW P – PRESENTATION T – TEST
Qualifications <ul style="list-style-type: none"> Diploma/degree in Occupational Therapy. European Computer Driving Licence (ECDL) or equivalent level IT skills. 	✓ ✓		A A and I
Experience <ul style="list-style-type: none"> Variety of work experience across physical/mental health. Application of the Occupational Therapy process. Use of a variety of assessments/interventions. 	✓ ✓ ✓		A and I I and P I and P
Work Related Knowledge and Skills <ul style="list-style-type: none"> Individual and group treatment skills. Knowledge of current best practice in Occupational Therapy. Understanding of professional ethics and their application to practice. Knowledge of current relevant legislation. Effective written and verbal communication skills. Organisation skills. Basic knowledge of the principles of clinical governance. Ability to reflect and critically appraise own performance. Health, safety and risk awareness. Training and presentation skills. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 ✓	A I A and I I I and P I I I I

<ul style="list-style-type: none"> • Knowledge of Occupational Therapy models of practice. • Supervision skills. • Workload management skills. 	✓	✓ ✓	A and I
<ul style="list-style-type: none"> • Basic research skills. • Numerate. • Demonstrate knowledge of a range of Occupational Therapy treatment techniques. • Knowledge of a variety of assistive technology and environmental modifications • Legible hand writing. 	✓ ✓ ✓	✓ ✓	A and I I T
Personal Attributes <ul style="list-style-type: none"> • Ability to work alone as well as part of a team. • Able to work in a pressurised, unpredictable environment, with a proven ability to multi task. • Punctual and regular attender. • Excellent problem solving skills. • Flexible to a variety of demands/environments. • Person centred approach. 	✓ ✓ ✓ ✓ ✓ ✓		I I I I A I
Other <ul style="list-style-type: none"> • HPC registered. • Commitment to lifelong learning. • Car driver and has access to a car undertake visits in the community as required. • Moving and handling ability. 	✓ ✓ ✓ ✓		A A A A

EFFORT FACTORS
OCCUPATIONAL THERAPIST BAND 5

• **PHYSICAL EFFORT**

WHAT PHYSICAL EFFORT IS REQUIRED FOR THE JOB?	HOW OFTEN?	FOR HOW LONG?	WHAT WEIGHT IS INVOLVED?	ANY MECHANICAL AIDS?
<ul style="list-style-type: none"> Moving and handling patients for assessment and treatment purposes. 	Daily.	Up to 1 hour.	<ul style="list-style-type: none"> No physical lifting of adults but may facilitate movement. 	<ul style="list-style-type: none"> Hoist. Moving and handling equipment.
<ul style="list-style-type: none"> Driving. 	Daily.	Up to 30 minutes at a time.	N/A.	Car.
<ul style="list-style-type: none"> Moving and handling equipment / carrying equipment to / from car / fitting equipment in home environment. 	Daily.	Up to 30 minutes.	Variable depends on equipment.	2 people required for some fittings.

IS THE JOB HOLDER EXPECTED TO SIT / STAND IN A RESTRICTED POSITION?	HOW OFTEN?	FOR HOW LONG?	WHAT ACTIVITY IS INVOLVED?
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Every shift <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Less often <input type="checkbox"/>	More than 20 minutes on each occasion.	Kneeling, crouching, facilitating and positioning of patients.

- **MENTAL EFFORT**

ARE THERE ANY DUTIES REQUIRING PARTICULAR CONCENTRATION?	HOW OFTEN?	FOR HOW LONG?
• Writing patient notes.	Daily.	Up to 1 hour.
• Supervision of junior staff members.	Daily / Weekly / Monthly.	Up to 1 hour.
• Writing detailed reports.	Daily.	Up to 1 hour.
• Case conference.	Weekly.	Up to 1 hour.
• Attending training sessions.	Weekly / Monthly.	Up to 1 hour.
• Educating others.	Daily.	Up to 1 hour.
• Specialist treatment application.	Daily.	Up to 1 hour.
• Analysis of assessments and standardised assessment results.	Daily.	Up to 1 hour.
• Driving a car.	Daily.	Up to 30 minutes.

ARE THERE ANY DUTIES OF AN UNPREDICTABLE NATURE?	HOW OFTEN?	FOR HOW LONG?
<ul style="list-style-type: none"> Dealing with patients/carers who can be angry/upset/distressed or who have unpredictable behaviour. 	Daily.	Variable.
<ul style="list-style-type: none"> Driving in the community. 	Daily.	Variable.
<ul style="list-style-type: none"> Need to respond to urgent referrals and requests 	Daily.	Variable.
<ul style="list-style-type: none"> Completing home visits in the community as a lone worker. 	Daily.	Up to 1 hour.
<ul style="list-style-type: none"> Moving and Handling of patients and objects. 	Daily.	Up to 1 hour.

• **EMOTIONAL EFFORT**

DOES THE JOB INVOLVE DEALING WITH ANY DISTRESSING OR EMOTIONAL CIRCUMSTANCES?	DIRECT / INDIRECT EXPOSURE	HOW OFTEN?
<ul style="list-style-type: none"> Dealing with patients with life limiting conditions / severe disabilities and terminal illness. 	Direct.	Daily.
<ul style="list-style-type: none"> Dealing with varied caseload demands and pressures associated with this. 	Direct.	Daily.
<ul style="list-style-type: none"> Dealing with patients/carers who have difficulty coming to terms with diagnosis/prognosis. 	Direct.	Daily.
<ul style="list-style-type: none"> Dealing with emotionally upset patients/carers. 	Direct.	2 – 3 times a week.
<ul style="list-style-type: none"> Dealing with complaints. 	Direct.	Weekly.
<ul style="list-style-type: none"> Dealing with people that have challenging behaviours. 	Direct.	2 – 3 times a week.

- **WORKING CONDITIONS**

DOES THE JOB INVOLVE EXPOSURE TO UNPLEASANT WORKING CONDITIONS?	HOW OFTEN
<ul style="list-style-type: none">• Working in a variety of locations not necessary ideal for Occupational Therapy assessment and treatment.	Weekly.

KNOWLEDGE & SKILLS FRAMEWORK (KSF) **SUMMARY OUTLINE**

Title of Post: Occupational Therapist Band 5

NHS KSF DIMENSIONS	FOUNDATION LEVEL (SUBNET)	FULL OUTLINE LEVEL	LEVEL DESCRIPTOR
CORE DIMENSIONS			
1. Communication	2	3	Develop and maintain communication with people about difficult matters and/or in difficult situations.
2. Personal and people development	2	3	Develop oneself and contribute to the development of others.
3. Health, safety and security	1	2	Monitor and maintain health, safety and security of self and others.
4. Service improvement	1	2	Contribute to the improvement of services.
5. Quality	2	2	Maintain quality in own work and encourage others to do so.
6. Equality and diversity	2	2	Support equality and value diversity.
SPECIFIC DIMENSIONS			
<u>HEALTH & WELLBEING</u>			
HWB1 Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing			
HWB2 Assessment and care planning to meet people's health and wellbeing needs			
HWB3 Protection of health and wellbeing			
HWB4 Enablement to address health and wellbeing needs			
HWB5 Provision of care to meet health and wellbeing needs			
HWB6 Assessment and treatment planning	2	3	Assess physiological and/or psychological functioning and develop, monitor and review related treatment plans.

HWB7 Interventions and treatments	2	3	Plan, deliver and evaluate interventions and/or treatments.
HWB8 Biomedical investigation and intervention			
HWB9 Equipment and devices to meet health and wellbeing needs			
HWB10 Products to meet health and wellbeing needs			
<u>ESTATES AND FACILITIES</u>			
EF1 Systems, vehicles and equipment			
EF2 Environments and buildings			
EF3 Transport and logistics			
<u>INFORMATION AND KNOWLEDGE</u>			
IK1 Information processing			
IK2 Information collection and analysis			
IK3 Knowledge and information resources			
<u>GENERAL</u>			
G1 Learning and development			
G2 Development and innovation			
G3 Procurement and commissioning			
G4 Financial management			
G5 Services and project management			
G6 People management	1	1	Supervise people's work.
G7 Capacity and capability			
G8 Public relations and marketing			

EMPLOYMENT ACTS AND CODES OF PRACTICE

All employees are required to comply with employment legislation and codes of good practice.

- **EQUALITY AND DIVERSITY**

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

- **HEALTH AND SAFETY**

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

- **RISK MANAGEMENT**

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

- **DATA PROTECTION ACT**

All members of staff are bound by the requirements of the Data Protection Act 1998.

- **RULES, REGULATIONS, POLICIES, STANDING ORDERS AND FINANCIAL INSTRUCTIONS**

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

- **RESEARCH AND DEVELOPMENT PROJECTS**

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

- **DEVELOPMENT REVIEW**

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

- **TRAINING**

Postholders are required to attend any relevant and mandatory training for the post.

- **OUTSIDE EMPLOYMENT / OUTSIDE INTERESTS**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of ELHT. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

- **REVIEW OF JOB DESCRIPTION**

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

- The Trust operates a Smoke Free Policy.

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME:(PRINT)

Postholder Signature: **Date:**

Line Manager Signature: **Date:**
