



## Job description and specification



## Long COVID Service Occupational Therapist Band 7



## **JOB DESCRIPTION**

**JOB TITLE:** **Occupational Therapist**

**BAND:** **7**

**RESPONSIBLE TO:** **Long COVID Team Lead**

### **KEY RELATIONSHIPS:**

<b>Internal</b>	<b>External</b>
Own Team Line Manager Intermediate Care Services Manager Assistant Director, Intermediate Care Medical staff, other therapy staff within the organisation Corporate Services – HR, Finance, Training and Development	NHS Barking and Dagenham, Havering and Redbridge (BHR) CCGs Barking, Havering & Redbridge University Trust (BHRUT) Social Services/Local Authorities Patients, Carers and relatives Regulatory/Professional bodies Private Sector Providers Voluntary Sector Providers GP

### **CONTROLS ASSURANCE STATEMENT:**

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

#### **Aim of the role:**

The post holder will be expected to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

The post holder will work as a Band 7 Occupational Therapist within the Intensive Rehabilitation Service, After COVID -19 Rehabilitation team, working closely with multidisciplinary clinicians and Long-term conditions services, Local Authority, BHRUT and the BHR CCG's as a community practitioner.



They will provide high quality, patient-centred; goal orientated rehabilitation, demonstrating independence and self-management throughout the continuum of care and be responsible for the caseload as directed by the After COVID-19 pathway and service lead.

They will provide rehabilitation for patients with significant and ongoing health needs at 12 weeks post-acute discharge. These will include patients who are under 50 years old and/or unable to return to work as follows.

1. 30% of discharged patients are under 50 years old and 20% of those were in ICU.
2. 40% of patients who were in work prior to COVID 19 are not able to return due to ongoing symptoms after six- and 12-weeks reviews. If this were to continue, this would have life changing consequences for those patients and the economy

A 12-week initial review will take place for all patients by a Respiratory Consultant within a post covid clinic for patients admitted to BHRUT with a diagnosis of Covid 19 or those managed in the community +/- first wave diagnosis. There will be reviews with the wider MDT to discuss treatment plans.

They will complete timely onward referrals to other community services including health and social care to ensure the safe management of the patient when completing their rehab episode of care or where it has been identified that patients have more needs than the service can provide.

They will provide supervision, structure and support to the band 4 rehabilitation assistants and junior members of staff to assist them to achieve optimum rehabilitation potential for patients in the community setting.

## **Key Responsibilities:**

### **Leadership**

1. To work in partnership with partners to maximise the experience and outcomes of patients on the After COVID-19 pathway.
2. To prioritise workload, delegate and supervise more junior staff (including students) to aid provision of high standard of patient care.
3. Participate in the development of an effective team and the development of productive working relationships throughout the Trust.
4. To facilitate the development of a positive and 'supportive' team culture by taking responsibility for dealing effectively with potential conflict.
5. To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols and guidelines.
6. To participate in the audit process, linking in with the clinical governance agenda.
7. To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews.
8. To ensure effective risk management at team level by accident/incident reporting, assessing and controlling risk and ensuring residual risks are added to the Trust register

### **Clinical Skills**

1. To provide rehabilitation to those patients on the After COVID-19 pathway to maximise their functional potential.



2. To be responsible for organising and prioritising own and others workload in the day to day allocation of work.
3. To act as an autonomous, registered practitioner who is legally and professionally accountable for own unsupervised actions guided by the professional code of conduct and Trust guidelines and protocols.
4. To assess the Occupational Therapy needs for patients with a variety of presentations and be able to establish and evaluate appropriate treatment plans within own competencies, recognising own limitations and seeking advice when necessary.
5. To have organisational knowledge relating to Trust protocols and procedures and adhere to them, particularly with regards to moving and handling.
6. To be responsible for providing accurate records of information required by the Trust for audit purposes.
7. To select and apply appropriate Occupational Therapy assessments to treat the conditions encountered within Post Covid -19 presentations with guidance from the Post Covid 19 follow up pathway tool.

### **Computer/Administration**

1. To be computer literate and encourage implementation of the Trust's IM&T Strategy.
2. To ensure accurate recording of actions, and updating patient's records, maintaining confidentiality at all times in accordance with HCPC guidance.
3. To take part, and assist, in the planning and administration relating to day to day running of the caseload.
4. To participate in the audit process, and contribute to any research and development within the area, collecting information and evidence as requested
5. Contribute to the collection, maintenance and dissemination of information (written and electronic).
6. To be responsible for maintenance of databases, ordering systems using appropriate/current information systems.

### **Communication**

1. To have a wide range of knowledge in approaches to communicating and managing patient care.
2. To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust.
3. To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working
4. Participate in the review and development of clinical policies and identifies improvements to service provision.
5. To be able to communicate with other staff and agencies as appropriate in written and oral format to report on patient performance and progress.
6. Contribute to multi-disciplinary meetings and case conferences as appropriate, helping to ensure that there is an integrated approach which benefits the patient's overall care and discharge plans.
7. Assist in obtaining valid consent and work within a legal framework with patient's who may lack capacity to consent to treatment.
8. To provide verbal and written communication with the multi-disciplinary team to co-ordinate effective client care or service/clinical development.





## **Training**

1. To act as mentor to students, providing effective education, facilitating their development and promoting high standards of therapy.
2. Ensure junior staff are actively supported to enable them to achieve their learning needs as discussed in appraisals and regular supervision sessions.
3. To ensure own continued professional development and support a culture of lifelong learning in self and others.
4. To undertake, and assist, in the planning of own mandatory training and workshops.
5. To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
6. To support new staff and their integration within the team.
7. To support training as part of the role including changes to professional development and implementation of new policies and guidelines.

## **Additional Information**

### **Health & Safety**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

### **Infection Control**

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

### **Risk Management**

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

### **Safeguarding Children and vulnerable adults**

North East London NHS Foundation Trust (NELFT) is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.

### **Standards of Business Conduct & Conflict of Interest**



The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

## **Sustainability**

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

## **Smoking Policy**

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

## **Codes of Conduct**

North East London NHS Foundation Trust (NELFT) requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for my own work and the proper performance of the people I manage;
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community;
- Take responsibility for my own and continuous learning and development

## **Data Protection**

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

## **Information Security and Confidentiality**

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.



All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure. **Equality and Diversity**

North East London NHS Foundation Trust (NELFT) is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

### **Key Performance Indicators (KPI)**

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

### **Review of this Job Description**

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

### **Other Duties**

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

### **For HR Use Only:**

**Date of template:** 03/12/21

**Version:** 1

### **For Manager Use Only:**



Date last reviewed: 03/12/21  
Date to be reviewed: 03/12/21

Signed:.....  
(Manager)

Dated: .....

Signed: .....  
(Employee)

Dated:.....

### **Personal Specification**

	Essential	Desirable	Measurement
<b>Demonstration of Trust Values</b>			
Putting people first	✓		Application Form Interview Assessment





Prioritising quality	✓		Application Form Interview Assessment
Being progressive, innovative and continually improve	✓		Application Form Interview Assessment
Being professional and honest	✓		Application Form Interview Assessment
Promoting what is possible, independence, opportunity and choice	✓		Application Form Interview Assessment
<b>Qualifications</b>			
NVQ level 2 or equivalent standard of literacy and numeracy	✓		Application Form Interview Assessment
BSc(Hons) Occupational Therapy degree or equivalent	✓		Application Form Interview
RCOT membership		✓	Application Form
Member of relevant specific interest group		✓	Application Form
HCPC registered	✓		Application Form
Evidence of CPD	✓		Application Form
<b>Experience</b>			
Previous experience working as a senior Occupational Therapist within a rehabilitation setting	✓		Application Form Interview
Previous experience maintaining clinical governance and completion of audits to ensure best practice.	✓		Application Form Interview
5 years post graduate experience working as an Occupational Therapist	✓		Application Form Interview
<b>Knowledge</b>			
An awareness of NHS Plan, NSF and clinical governance priorities	✓		Application Form Interview Assessment
Knowledge of current best practice in Occupational Therapy	✓		Application Form Interview Assessment



in acute, community and inpatient rehabilitation settings.			
Sound clinical reasoning for complex discharge planning	✓		Application Form Interview
In- depth knowledge of national policies and procedure relevant to safeguarding vulnerable adults	✓		Application Form Interview
Knowledge of current NHS agenda and legislation	✓		Application Form Interview
<b>Skills</b>			
Basic awareness of IT and IT skills	✓		Application Form Interview Assessment
Demonstrate ability to work as an effective team member with excellent interpersonal skills	✓		Interview Assessment
<b>Other</b>			
To be aware and demonstrate the Trust Values	✓		Application Form Interview Assessment
To be able to travel efficiently throughout the area	✓		Application Form Interview
Ability to direct teams and support junior staff to follow the trust vision with regards to your role as an Occupational Therapist	✓		Application Form Interview

