

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Senior OT
<b>BAND:</b>	Band 6
<b>DEPARTMENT:</b>	Occupational Therapy
<b>RESPONSIBLE TO:</b>	Occupational Therapy Manager

**DIMENSIONS OF JOB:** Responsibilities are in clinical management of patients and relevant paperwork. Contribute to the continued development and maintenance of efficiency and safety in the Occupational Therapy (OT) Department. Be flexible at times of increased capacity to the service. *Hours of work are determined by service need, which includes rostered 7 day working, and vary across rotations.*  
*(Responsibilities in red are expected after a time in post to gain experience)*

### PURPOSE OF JOB:

The Senior OT contributes to the provision, co-ordination and development of OT services for their specific section. Assists in training and supervising junior staff and students and participates in administrative functions of the OT Department.

### KEY TASKS & RESPONSIBILITIES:

#### Clinical (CN)

1. Take responsibility for managing patient caseload and following the OT process.
2. Diagnosis of specific **complex** conditions in relation to the OT process.
3. Provide functional treatment for both in-patients, out-patients, community-based patients, individuals and groups.
4. Plan treatment programmes covering all aspects of functional rehabilitation.
5. Assess patients' activities of daily living, interpret the assessment results, and modify the treatment.
6. Work single-handedly in providing training in daily living skills for patients and following them up at home or into the community where appropriate.
7. Make **complex** clinical decisions regarding patient care.
8. **Provide clinical advice to the OT team on their given speciality.**
9. Identify and complete the referral process to other disciplines as required.
10. Identify the need for and carry out standardised tests with the patients, interpret the findings and plan treatment.
11. Take responsibility for planning, undertaking and completing home assessments when required.
12. Assess, recommend and organise provision of adaptive equipment, minor adaptations, wheelchairs and services as appropriate to individual patients.
13. Demonstrate a sound understanding of clinical risk and reporting untoward incidents both verbally and in writing.
14. Demonstrate a physical ability to carry out OT interventions and therapeutic handling. (There is a frequent requirement to exert moderate physical effort for several short periods during a day.)
15. Responsible for the safe use of equipment used in carrying out OT duties, adhering to the department's Medical Devices Policy – this includes competency and accuracy to use equipment.
16. Frequent exposure to unpleasant working conditions e.g., bodily fluids, including urine and faeces, unpleasant smells and occasional exposure to hostility in the form of verbal and physical aggression. There may also be exposure to vermin and parasites especially on home assessments.
17. Exposure to distressing circumstances e.g., patients with chronic disease and those receiving palliative care

#### Communication (CO)

1. Communicate relevant information on patients' conditions and performance to the multi-disciplinary team (MDT).
2. Liaise with other hospital disciplines, as appropriate, and with community MDTs regarding care and progress.
3. **Instruct and guide staff in the use of therapeutic activities in relation to their given caseload.**
4. Instruct and guide individuals and groups of patients in the use of therapeutic activities, equipment and services.
5. Train and educate patients and carers in the use of therapeutic equipment, health promotion, and lifestyle skills.
6. Provide relevant information, written and oral, for documents relating to patients' progress.
7. Liaise with patients' relatives regarding on-going progress and discharge plans.
8. Liaise and negotiate with internal and external agencies in the provision and follow-up of equipment, minor adaptations wheelchairs and services.

**9. *Communicate with palliative care patients and their relatives regarding their changing ability.***

10. Use interpreters when required to ensure effective communication occurs with patients who are hard of hearing or do not understand / speak enough English for the purpose of consent and co-operation for treatment.

**11. *Liaise with other hospital disciplines regarding the OT staffing of their area to facilitate efficient working.***

**Documentation (DC)**

1. Maintain and organise records of patients' treatments in line with department and Royal College of Occupational Therapists' (RCOT) guidelines.
2. Write patient related reports.
3. Report OT treatment and progress in medical and nursing notes.
4. Undertake the appropriate paperwork for onward referral.
5. Gather and record statistical data according to department requirements.

**Professional Ethics**

1. Adhere to the RCOT Code of Ethics and Professional Conduct for qualified staff and all other relevant policies and procedures

**Leadership, Supervision & Appraisal (LS)**

1. Supervise junior members of the team both clinically and managerially.
2. Undertake appraisal with specified junior member of staff.
3. Review and reflect on your own practice and performance through regular participation in professional supervision and appraisal.

**Training Staff & Students (TS)**

1. Be involved in the induction and training of new staff and the team.
2. Responsible for training allocated OT students.
3. Assess and train NVQ students.
4. Train other disciplines on the OT role and OT process.
5. Career training to outside agencies re the OT role.

**Service Development & Delivery (SD)**

1. Maintain the high standards of the department by contributing towards individual and team objectives within the department quality / business plan.
2. Assist in maintenance of inventory and management of stock and equipment.

**Professional Development (PD)**

1. Actively involved in the department's in-service training programme and responsible for keeping up to date with grade specific treatment techniques.
2. Participate in the in-service training programme, giving feedback from any courses attended.
3. Be involved in peer group meetings and identify grade specific training needs.
4. Attend external courses as appropriate, and be committed to following a supportive training programme.
5. Take responsibility for the update of mandatory training according to the Trust's policy.

Participate in clinical supervision sessions.

**Clinical Governance, Quality, Standards (CG)**

1. Maintain the high standards of the department by contributing towards individual and team objectives.
2. Participate in clinical governance and quality improvements projects as allocated by the OT Manager.
3. Undertake clinical audit and quality assurance initiatives towards continued development and maintenance of clinical standards in accordance with the Trust's policy.

**Line Management, Staff, Budgets, Department (LM)**

1. Co-operate with other department staff in maintenance of inventory and efficient management of department stocks and equipment.
2. Deputise to Team Leader in their absence.

**Research & Practice Development (RD)**

1. Demonstrate the ability to critically evaluate current research and apply to practice.
2. As part of a team incorporate up-to-date techniques and ideas of positive practice into your programme.
3. Participate in OT / team audit and evaluation activities as agreed with your Line Manager.

***This job description is an indication of the type and range of tasks that are expected of the postholder, and other duties may be required, in line with the role and the banding. It will be reviewed and amended from time to time in consultation with the postholder to take account of changing organisational need.***

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## PERSON SPECIFICATION

DEPARTMENT	JOB TITLE	BAND
Occupational Therapy	Senior Occupational Therapist	Band 6

CRITERIA RELEVANT TO THE ROLE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>Degree or Diploma in OT</li> <li>HPC registration</li> </ul>	<ul style="list-style-type: none"> <li>Fieldwork educators' course</li> </ul>
SPECIFIC COMPETENCIES FOR ROLE e.g communication, problem solving, leadership	<ul style="list-style-type: none"> <li>Problem solver</li> <li>Good time manager</li> <li>Good organisational skills</li> <li>Ability to work single-handedly with individuals and groups</li> <li>Effective written and oral communication skills</li> <li>Computer literacy</li> <li>Some basic management skills</li> <li>Group work skills</li> <li>Team Player – understanding team dynamics</li> <li>Ability to manage own workload and determine priorities</li> <li>Be able to work under pressure</li> <li>Ability to reflect and critically appraise own performance</li> <li>Able to respond to change</li> </ul>	<ul style="list-style-type: none"> <li>Presentation skills</li> <li>Training and facilitation skills</li> <li>Use of the Tiara Therapy Computer system</li> </ul>
PROFESSIONAL/ SPECIALIST/ FUNCTIONAL EXPERIENCE	<ul style="list-style-type: none"> <li>Broad knowledge of evidence-based practice</li> <li>Understanding of professional ethics and their application in practice</li> <li>Broad knowledge of health legislation in current practice and clinical governance</li> <li>Ability to clinical reason/ plan intervention independently</li> <li>Evidence of sound discharge planning in the acute sector</li> <li>Knowledge of risk assessment</li> <li>18 months to 2 years post registration experience as an OT some of which must be in the acute physical sector</li> <li>Documented evidence of CPD</li> <li>Worked in some of the following areas: - Acute Medicine, Orthopaedics, Surgery, Elderly Care, A&amp;E, Neurology, community rehab, Hands and Plastics..</li> </ul>	<ul style="list-style-type: none"> <li>Experience of research and audit</li> <li>Advice and informal supervision to support staff and students</li> <li>Awareness of community or aftercare services re; sign posting on after discharge</li> </ul>
VALUES AND BEHAVIOURS	<p>We will expect your values and behaviours to mirror those of the Trust, as detailed in the “Trust Values” document.</p> <p>Committed To Excellence Working Together Facing The Future</p>	

SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> <li>• Willingness to rotate clinical area of work</li> <li>• Willingness to work flexibly</li> <li>• Must be able to travel between sites</li> <li>• The service runs seven days a week including bank holidays and so the post holder must be available to work these times on a planned basis as service requires (approximately 1 weekend /month)</li> </ul>	<ul style="list-style-type: none"> <li>• Car driver with clean licence</li> </ul>
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