

## Job Description

1. JOB DETAILS	
<b>Job title:</b>	<b>Senior Occupational Therapist (Band 6)</b>
<b>Accountable to:</b>	<b>Team Lead</b>
<b>Professionally Responsible to:</b>	<b>Occupational Therapy Professional Lead</b>
<b>Location:</b>	<b>Copeland ICC</b>
2. JOB SUMMARY	
<p>All staff are expected to work to the Trust Values:</p> <p> <b>Kindness</b> – Kindness and compassion cost nothing, yet accomplish a great deal.</p> <p> <b>Respect</b> - We are respectful to everyone and are open, honest and fair – respect behaviours.</p> <p> <b>Ambition</b> – We set goals to achieve the best for our patients, teams, organisations and our partners.</p> <p> <b>Collaboration</b> – We are stronger and better working together with and for our patients.</p> <p>To practice in accordance with the Royal College of Occupational Therapy Rules of Professional Conduct and The Health &amp; Care Professions Council Regulations.</p> <p>As an Occupational Therapist in a multi-disciplinary team, work with other agencies in the integrated care community to develop the ethos of multi-disciplinary, integrated care and seamless services ensuring that patient care and rehabilitation is delivered to the highest possible standard.</p> <p>Take part in the Lead Professional of the Day (LPOD) and triage roster to prevent hospital admissions and facilitate discharge from acute and community settings. Demonstrate and effectively utilise triage skills and also provide Rapid Response assessment for those patients that are deemed to require it</p> <p>Working largely alone and unsupervised to be responsible for provision of specialised assessment, treatment and management of adults/ older adults who present with a wide variety of conditions. These include chronic, complex, disabling and life limiting conditions across traditional physical and mental health boundaries.</p> <p>To educate and train other healthcare professionals (registered and unregistered), multi-agency professionals, therapy students, patients and relatives/carers in</p>	

occupational therapy skills and techniques. To train, supervise and support unregistered occupational therapy staff in the delivery of occupational therapy and rehabilitation services

To work in the community, as a lone practitioner in line with the NCIC lone worker policy in order to deliver assessment, treatment, training and management activities in the most appropriate setting for the patient and carers.

To take a lead role in the assessment for and provision of equipment and adaptations/ orthotics for patients with complex needs in the community as a statutory duty and on behalf of Social services.

Define, lead and develop the occupational therapy clinical services through a range of initiatives including involvement in clinical audit and planning, establishing and piloting new initiatives, the effective use of resources including those of the Local Authority, and the use of information technology for the improvement of patient care.

Carry out delegated management tasks including line management and clinical supervision of other team members.

Flexible working will be required to meet the needs of the patients group and will require 7 day working. The post holder will work shifts on a rota basis, covering the hours from 8am to 8pm.

### **3. ROLE OF DEPARTMENT**

An integrated care community works together to improve the overall health and wellbeing of the community. We will do this by:

1. Joining up health and care services to work better together
2. Providing more care out of hospital where possible
3. Supporting people to have information about their health conditions

Health and social care professionals, GPs, the voluntary sector and the community will work as one team to support the health and wellbeing of local people.

West, North & East Cumbria has been divided into eight ICCs based on groups of GP practices and their patients. By understanding the challenges that each area faces it is hoped that the community can work together with health and care organisations to improve the health and wellbeing of local people.

The Integrated Community Care group provides a range of adult community health services to people living within North Cumbria

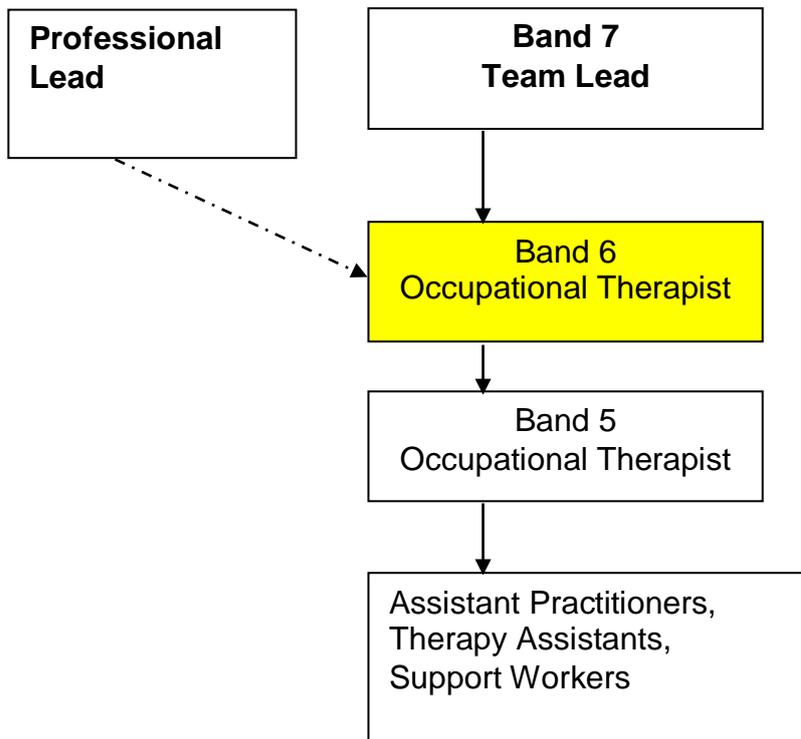
We work closely with Commissioners, GPs, Acute Services, Community hospitals, CHOC, Cumbria County Council Adult Social Care and third sector organisations. Its key community health focus is to provide care to prevent hospital admissions, facilitate early discharge and where possible to enable patients to manage their own conditions and remain in their own homes, enhancing both their independence and quality of life.

The Community Rehab Teams in the Copeland ICC provide specialist assessment and rehabilitation for patients with a wide range of long and short-term conditions, working closely with our health and social care colleagues.

Patients are seen as in-patients in the Copeland Unit and Interim Community Health

beds; in their own homes (including residential and nursing homes) or as out-patients (in clinic setting or Rehab Gym).

#### 4. ORGANISATIONAL CHART



#### 5. KEY WORKING RELATIONSHIPS

You will work as part of a multidisciplinary team, supporting your colleagues to deliver effective health and social care to patients, communicating complex and sensitive information about patients, families and carers.

You will communicate across organisational boundaries and work as required with other bodies in the statutory, third and voluntary sectors to ensure the health and social care needs of the individual are met appropriately and safely. This will include receiving and making referrals, requesting medical assistance and joint working to develop services.

Local authority grants department, wheelchair services housing organisations, statutory and private, environmental Health Agency, service providers, for example the gas board, academic establishments.

All caseloads will include contact with at least one of these staff groups or organisations

Any other staff or organisations with whom it is appropriate and within the confines of the freedom of information act and other related and relevant legislation, e.g. driving people in Newcastle etc.

## 6. DUTIES AND RESPONSIBILITIES OF THE POST

### Clinical

To undertake assessment, clinical and functional diagnosis of adults/older adults using a range of specialist standardised assessments and clinical observation skills across physical, sensory, cognitive, emotional, psychological and social domains.

Be part of the Lead Professional of the Day roster to review and manage patient flow in and out of the ICC and provide support for assistant staff working in this domain.

Utilise professional assessment and treatment skills in the role of Rapid Response therapist to prevent admissions to the acute hospital.

Utilise professional assessment and treatment skills in the role of Discharge to Assess therapist to facilitate discharges from acute and community settings

To formulate agreed specialist individual and/or group treatment plans and goals based on advanced clinical reasoning skills with the adult etc.; taking in to account the domains assessed.

To provide specialist occupational therapy treatment interventions in a variety of environments including home/rehab centre/community health bed setting

To provide advice in the formulation or progress of a medical diagnosis and to support family members through this process guided by specialist theoretical knowledge and enabled by establishing a therapeutic alliance.

Contribute to the MDT's and wider care communities understanding of the family system and its impact on the patient, the patient's present circumstances, and the impact of that on the family system.

To formulate agreed specialist individual and/or group treatment plans and goals based on advanced clinical reasoning skills with the adult etc.; taking in to account the domains assessed.

To provide specialist occupational therapy treatment interventions in a variety of environments including home/rehab centre/community health bed setting

To provide spontaneous and planned specialist advice, teaching and instruction to parents, carers and other relevant professionals in health, to promote understanding of the aims of occupational therapy and to ensure a consistent and coordinated approach across the AHP service.

Interventions regularly include the assessment, evaluation and prescription of specialised equipment for the adults. Standards for offering specialist advice for its safe use and the aims and purpose of the equipment apply as above.

To accept clinical responsibility for the management of a specific caseload, to assess and review the level of need required by each adult etc. and to organise input effectively and efficiently with regard to clinical priorities for the service, time management and the use of unregistered support staff.

To take responsibility for leading and co-ordinating the case management of specific and complex cases on behalf of the MDT.

Assessment of home/work/leisure/care/educational environments either with or without the patient in order to recommend and prescribe adaptations on behalf of Health/Social services organisations to optimise the patient etc. access and use of specific environments in accordance with the chronically sick and disabled act, disability discrimination act etc. Recommendations can cost up to £25,000

To work collaboratively with multi-agency professionals to develop comprehensive support packages for adults and their families living with complex disabling conditions, ensuring appropriate service provision in response to changing clinical and/or social situations.

To support and promote the clinical role by attendance at all relevant clinical meetings including conferences, MDT's, ward rounds, ICC MDT, etc.

### **Communication**

To use verbal and non-verbal communication tools to gain informed consent from patients where there will often be complex barriers to effective communication e.g. loss of hearing, altered perception, dysphasia, pain & fear.

To form professional relationships with patients, in a way that respects their views, wishes, autonomy and culture. Occupational therapists will use the agency of words to establish a relationship that has therapeutic efficacy for the patient and their families/ carers.

To communicate complex and sensitive information in an understandable format to patients, carers and other staff, including information that may be distressing.

To communicate effectively with line managers and other members of the MDT inclusive of written, verbal and electronic means.

To communicate complex patient related information effectively to ensure collaborative working with MDT members and with colleagues across health and social care sectors to guarantee the delivery of a co-coordinated multi-agency service.

To facilitate and maintain effective two-way verbal and non-verbal communication with adults and their carers in order to ensure understanding of the importance and relevance of occupational therapy in gaining the best outcomes for the patient. This will need to take into account the level of understanding of the adult/ older adult etc. and carers.

To communicate complex and sensitive information effectively and work collaboratively with the patient/adult, partner agencies including professionals in health, social services and the voluntary sector to ensure the protection of vulnerable adults. The Trust policy on consent in conjunction with related legislation will be adhered to at all times

### **Professional**

Staff will be responsible for adhering to the RCOT Code of Ethics and professional conduct, the Trust's Code of Conduct and all other relevant policies and procedures.

In line with Trust guidelines, staff will review and reflect on practice and performance through regular participation in professional supervision and individual performance reviews.

Staff will undertake specific and specialised relevant training identified with the supervisor, keep records of training and development, show evidence of application of new knowledge and skills and maintain a continued professional development C.P.D. file.

Staff will share best practice with other team members.

To actively promote and ensure that all aspects of occupational therapy offered to adults/patients is of a high clinical standard and evidence based in line with

professional codes of conduct and local policies and procedures.

To undertake and facilitate training, clinical supervision and performance management of junior staff, technical instructors, assistants and students; monitoring, developing and appraising clinical skills and professional standards. This will include the use of formal supervision and appraisal documentation.

Staff are expected to lead and contribute to discussions about the direction of service developments and improvements.

Staff will participate in service audits and changes, incorporating up-to-date techniques and innovative ideas in to practice and evaluating through outcome measures.

Staff will contribute to recruitment and retention for the service by participating in interview processes and inducting new staff.

To employ effective time management skills to plan and organise activity of self and others, in order to complete all clinical and administrative duties, including documentation and data collection.

To deputise for senior members of staff in their absence with the potential for lone working within their clinical area.

To demonstrate flexibility in providing clinical cover as required (which includes 7 day working).

To complete comprehensive accurate and legally compliant documentation.

To actively contribute to the appraisal process, identifying professional objectives and personal development plans.

To be aware of the level of evidence base pertaining to practice, and to keep up to date with research in order to maintain and develop practice in line with proven methods of care.

To demonstrate an awareness of clinical and professional limitations knowing when and where to seek further information, guidance and advice.

To contribute to the community rehabilitation service response to current initiatives and changes within the Local and National health economy.

Implement, with guidance, service development changes to occupational therapy/Allied health Professionals Team/Multi-disciplinary team working practice in accordance with the local and national agenda. To participate in any service audits.

## **7. WORK SETTING AND REVIEW**

As a Band 6 Occupational Therapist you are accountable for all the care you deliver and any work you delegate, working within your own sphere of competence.

Work is managed rather than supervised; the job holder will be expected to act independently within appropriate guidelines, deciding when it is necessary to refer to their operational manager or clinical lead.

The majority of care delivered will be undertaken on your own and unsupervised, you will have responsibility to review care at each contact, assessing frequency and

content of contact as care needs alter. You will be expected to manage your own time and caseload. In addition to patient's homes, care could be delivered in a variety of settings including hospitals, GP surgeries, residential care and nursing homes.

As a senior member of the team you will be expected to provide leadership and operational management to support the Team Lead and colleagues.

The post holder will receive management supervision monthly and regular clinical supervision.

## **8. INDIVIDUAL RESPONSIBILITIES**

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

## **9. CONFIDENTIALITY**

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.

## **10. HEALTH AND SAFETY**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

## **11. RISK MANAGEMENT**

All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.

## **12. EQUALITY AND DIVERSITY**

All employees of the Trust have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.

## **13. SAFEGUARDING**

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

#### **14. INFORMATION GOVERNANCE**

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

#### **15. GREEN STATEMENT**

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.

## PERSON SPECIFICATION

### POST TITLE: **Occupational Therapist (Band 6)**

Factor	Essential	Desirable
Qualifications	<p>Degree in Occupational Therapy</p> <p>HPCP registered</p>	<p>Evidence of attendance at relevant post graduate courses</p> <p>Member of the Royal College of Occupational Therapists</p>
Experience	<p>Experience of working at a band 5 level</p> <p>Evidence of Continuing Professional Development</p> <p>Experience of working within the NHS</p>	<p>Previous experience of working at a Band 6 level</p> <p>Experience of working within a community setting.</p> <p>Experience of working within a multi-disciplinary team</p> <p>Teaching / Mentoring of healthcare professionals</p>
Knowledge	<p>Good Knowledge of Evidence Based Clinical Practice within Rehabilitation</p> <p>Good Knowledge of Continuing Professional Development/Lifelong Learning</p> <p>Knowledge and understanding of Clinical Governance including Risk Management</p> <p>Understanding of Professional Code of Conduct and confidentiality</p> <p>Knowledge of key NHS drivers for change and implications for Occupational Therapy services</p>	<p>Knowledge of management of patients with long-term conditions and falls</p> <p>Knowledge of clinical audit and outcome measures, and their use in service improvement</p>
Skills and Aptitudes	<p>Ability to communicate effectively</p> <p>Ability to work as part of a team</p> <p>Good organisational and time management skills</p> <p>Ability to organise workload of self and others</p> <p>Ability to motivate self and others</p> <p>Relevant practical occupational therapy skills</p> <p>The post holder needs good IT skills, the ability to input data, communicate via</p>	

	email and search for evidence based practice	
Personal Circumstances	<p>Patient focused</p> <p>Flexible</p> <p>Reliable</p> <p>Friendly and approachable</p> <p>Able to travel independently, (and at times) transport patients and /or equipment across the locality</p> <p>Able to work 7 days per week</p>	
Other requirements	<p>Take an active part in training for personal and professional development</p> <p>Willing to actively take part in training of others</p> <p>Must have full clean UK driving licence and access to own transport, including business insurance.</p>	

Experience can be considered as comparable to qualifications quoted but should be clearly detailed on the application in order to demonstrate equivalence.