

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 district nursing teams, Allied Health Professionals and community matrons look after for people of all ages across Croydon and our Children's Hospital at Home cares for children with long-term conditions without them having to come to hospital.

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

JOB TITLE	Occupational Therapist (Rotational)
DIRECTORATE	Integrated Adult Care Pathways
DEPARTMENT	Occupational Therapy
BAND	5
RESPONSIBLE TO	Operational Clinical Lead
ACCOUNTABLE TO	Initial Response Lead
RESPONSIBLE FOR	Students and OT tech

JOB SUMMARY

- To manage a defined caseload, using evidence based / client centred principles to assess, plan, implement and evaluate interventions in hospital and community settings, working across all specialities at Croydon NHS, which may include Elderly Care, Surgical, Orthopaedics, Neuro / Stroke Unit, Medical, cardiology, Community services and reablement.
- To maintain clinical records in line with Trust and COT standards
- To develop skills and knowledge and gain experience through participation in Basic Grade rotation programme

MAIN DUTIES AND RESPONSIBILITIES

Clinical and Professional

1. To undertake responsibility for the provision of Occupational Therapy within Croydon Health Services in conjunction with more experienced staff, for an allocated caseload.
2. To assess patients, design and provide appropriate Occupational Therapy management programmes for individual patients, setting goals and addressing occupational performance and skill deficits enabling the client in self-maintenance, productivity and leisure.
3. To monitor and evaluate treatment in order to measure progress and ensure effectiveness of the intervention.



4. To communicate effectively with patients and/or carers, appropriate information regarding the patient's medical condition and inform them of the benefits and risks of suggested treatment options.
5. To maintain accurate and up-to-date records, both paper and electronic as required on patient treatment in line with the COT guidelines and standards for record keeping (2000).
6. To liaise with colleagues and staff of other disciplines, ensuring effective communication, at all times in order to provide appropriate patient care.
7. To set and maintain a high personal standard of work and encourage others to do the same, ensuring an ethical, sensitive and culturally aware approach.
8. To review and reflect on your own practice and to actively participate in appraisal systems and on-going in-service training programmes and formal supervision.
9. To maintain a Continuing Professional Development Portfolio by keeping professionally up-to-date by means of adequate post-registration educational activities.
10. To ensure confidentiality on all matters relating to patients and information obtained in the course of employment.
11. To comply with the COT Code of Ethics and Professional Conduct and national and Trust procedures.

Research and development

12. To contribute and participate in the evaluation of clinical practice through clinical audit and/or research projects within the speciality and apply to practice.

Training and Supervisory

13. To supervise and delegate work to technicians, where appropriate within an allocated area.
14. To participate in the induction, training and education of students and other staff when appropriate.

Service Development

15. To undertake any other such duties as may be reasonably delegated from time to time as are consistent with the responsibilities of the grade, such as emergency on call and weekend rotas, etc.
16. To identify opportunities and be involved in improvements and developments to the Occupational Therapy Service to provide the best possible patient care within available resources.
17. To participate in the development and implementation of Policies in conjunction with other senior staff.

Health and Safety

18. To bring defects in equipment to the notice of the OTSM and ensure that it is labelled "Out of Order".



19. To contribute to the Directorate and Team's clinical governance arrangements and quality agenda.
20. To report any accident/ incident to patients or staff to the relevant line manager / Occupational Therapist and to fill in the incident reporting on-line form (Datix) in accordance with Trust policies.
21. To comply at all times with the requirements of the Health and Safety regulations and the Trust and departmental Health and Safety and Manual Handling policies and procedures and to carry out risk assessments when required.
22. To have responsibility for the health, safety and welfare of others in the working environment and to participate in the drawing up of such regulations affecting the Occupational Therapy Department.
23. To provide legal assessments and reports on patient where litigation is pending.
24. This post involves manual handling tasks and job holders need to be aware of the Health & Safety Policy on Manual Handling of loads.
25. To undertake any other such duties as may be delegated from time to time by the Occupational Therapy Services Manager as are consistent with the responsibility of the grade.

Efforts

26. To carry out assessment and treatment of adults with functional and or mobility problems which may involve high physical effort including sustained postures and repetitive movement patterns.
27. To demonstrate the highly developed therapeutic handling skills, which require highly developed dexterity, co-ordination and palpatory sensory skills in the management of patients and in the use of specialist Occupational Therapy equipment.
28. To deal sensitively with patients and carers who are experiencing anxiety, fear or anger in response to their illness or condition that can result in altered lifestyle due to a wide range of physical, mental and social factors.
29. To work in ward environments which are shared with others and where as clinical leader the work patterns may be frequently disrupted by demands from patients, clinical staff, students, administrative support staff and any emergency situations arising.
30. To deal with the risk of infection arising from contact with any body fluids or harmful material, such as infectious exudates, arising from the close interactions and effects of Occupational Therapy treatment.

Further Information and General Responsibilities:

Personnel: To ensure that Croydon NHS Policies and procedures are adhered to.

Health & Safety: You will be required to comply at all times with the requirements of the Health & Safety regulations and the Trust's Health & safety Policies and Procedures.

Confidentiality: To ensure confidentiality at all times on all matters and information obtained during the course of employment.



Equal Opportunities: To comply with Croydon NHS policies on equal opportunities and promote equal opportunities at all times.

Data Protection Act: To comply with the requirements of the Data Protection Act

General: The duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list as the role will inevitably vary and develop over time. The job holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the job holder in light of service needs.

GENERAL

1. To work in accordance with the Trust's Here for You standards to consistently demonstrate the behaviours required to fulfil the promises we have made to the people of Croydon. These promises, developed with our patients, carers and staff help us deliver the pledges in the NHS Constitution and our own corporate objectives.

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 (HCAIs). The prevention and control of HCAIs 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 Code of Professional Conduct and Scope of Professional Practice.
10. Budget Holders are responsible for adherence to Standing Financial Instructions
11. Managers are responsible for adherence of maintaining expenditure within budget and addressing deviations from budget
12. 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 5

DATE: 12/04/2018

HEADINGS	ESSENTIAL	DESIRABLE	HOW TESTED
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> BSc, MSc or diploma in OT leading to Membership of British Association of Occupational Therapists Registered with the Health Professional Council (HPC) 		AF
SKILLS / ABILITIES	<ul style="list-style-type: none"> Application of Occupational Therapy models of practice and evidence based practice. Ability to work with individuals and groups. Knowledge and understanding of activity/occupation in relation to work and well being. Basic knowledge of health legislation and current practice Understanding principles and application of supervision in promotion of clinical effectiveness as a supervisee. Basic knowledge / application of the principles of Clinical Governance to Clinical practice. Effective written and verbal/nonverbal communication skills. Ability to appreciate the sensitivity, complexity of context and culture and diversity within clinical practice. Computer Literacy. Good personal organisation skills. Ability to reflect and critically appraise own performance. Evidence of CPD. Adherence to College of Occupational Therapy and HPC guidelines and codes of ethics and professional conduct 		AF, I
EXPERIENCE	<ul style="list-style-type: none"> Knowledge, understanding and application of Occupational Therapy process relating to client centred practice. Undergraduate/Postgraduate Occupational Therapy clinical experience. 		AF, I



HEADINGS	ESSENTIAL	DESIRABLE	HOW TESTED
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Willingness to work flexibly. • Excellent communication and interactive skills. • Proactive approach. 		AF, I
OTHER	<ul style="list-style-type: none"> • Motivated. • Flexible • Friendly • Enthusiastic. • Commitment to client-centred, non-discriminatory work practice • Good health record. • Commitment to life long learning 	.	AF, I

A= Application

T= Test

I=Interview

