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# University Hospitals of Morecambe Bay

NHS Foundation Trust

## JOB DESCRIPTION

Job Title:	Occupational Therapist
Department/Ward:	Occupational Therapy
Band:	5
Care Group:	Integrated Community Care Group
Responsible to:	Therapy Services Manager
Accountable to:	Clinical Service Manager, Deputy Associate Director of AHPS.
JOB SUMMARY:	<p>This OT Band 5 post in the OT service is a rotational post across a range of clinical areas; based at Furness General Hospital.</p> <p>The post holder will work as an autonomous practitioner, taking responsibility at newly qualified or experienced Band 5 level depending on experience; responsible for managing a caseload of routine work appropriate to Band 5 knowledge, skill level and experience; providing flexible and patient centred programmes of Occupational Therapy (OT) interventions.</p> <p>The post holder will take responsibility for the management of their own caseload with the opportunity for guidance and supervision appropriate to experience, whilst continuing to develop core OT clinical skills, knowledge and experience as identified in the post holder's annual Performance and Development Plan (PDP).</p> <p>There is opportunity to seek advice from OT's with specialist knowledge at Band 6 and Band 7 level when required. Regular support and guidance of a Specialist or Advanced Occupational Therapist is provided - with regular clinical supervision opportunities.</p> <p>The post holder will undertake clinical and department support duties.</p>

### KEY WORKING RELATIONSHIPS:

Occupational Therapy colleagues  
Allied Health Professionals  
V 03-01-2024 Band 2-7

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Medical and Nursing colleagues Adult Social Care colleagues

Third sector agencies

Patients and carers

## **MAIN DUTIES**

To work within and adhere to the College of Occupational Therapists (COT) Code of Ethics and Professional Conduct, The Health and Care Professions Council (HCPC) standards of practice, the Trust relevant policies and guidelines - as an autonomous practitioner with regular supervision.

To comply with professional, Trust and departmental standards, procedures and guidelines.

To undertake, on a daily basis, Occupational Therapy assessments for a designated caseload to enable patients to achieve their maximum potential and to facilitate discharge into the community.

To work with patients to identify OT goals as part of the overall care plan.

To prioritise, plan and implement individual interventions with consent of the patient, using graded activity to achieve agreed goals.

To apply developing clinical reasoning skills to determine the patient's discharge destination.

To monitor, analyse and evaluate treatment in order to measure progress and ensure effectiveness of the intervention and appropriate discharge from the OT service.

Data input to prescribe assistive equipment for patients on the equipment on line ordering system.

Daily data input of patient information on Lorenzo for OT referral registration and contact activity in accordance with Trust policy and procedure.

To demonstrate and apply a level of understanding of the effects of disability and core OT skills in assessing and resulting in recommendations of treatment interventions including physical, psychological, social and vocational functioning.

To recommend simple options/ adaptations to the patient's physical and social environment.

To work effectively as a member of a team in providing programmes of ward, department or community based OT interventions.

To participate in the planning, evaluation and audit of practice, clinical pathways and protocols related to delegated caseload area within the OT service.

To exercise effective personal time management and punctuality.

To request levels of stock and materials to carry out job in specified area(s), ensuring equipment used in the specified clinical area/s is in good working order and suitable for purpose, report any issues of concern to the OT Team Manager (Band 7) or Therapy Services Manager.

To undertake delegated tasks and to delegate tasks to support staff to contribute to the safe and smooth running of the service.

To promote awareness of the OT role to health and social care colleagues, patients, carers, family members, and the general public.

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### **Communication:**

To communicate effectively with patients, carers, family members, team members, OT colleagues and other agencies, overcoming physical, psychological and social barriers which may hinder effective communication.

To participate and work as a member of the multidisciplinary team and to contribute to discussions and decision making with regard to patient treatment programmes and discharge planning

To report effectively to the multidisciplinary (MDT) team on patients assessment / goals and treatment plans / performance / progress and recommendations made / discharge planning recommendations and outcomes.

To provide information, support and education regarding aspects of occupational therapy intervention to patients/carers/family members.

### **Documentation:**

To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and Trust standards, policies, procedures and guidelines.

To write timely OT clinical progress notes to record assessment, treatment planning, implementation, observations, progress and outcomes relating to OT interventions.

To ensure that all other relevant patient information is recorded e.g. telephone conversations with relatives, health & social care colleagues, relevant significant events.

To ensure that all relevant patient information is recorded on the Trust electronic data base in accordance with policy and procedure e.g. face to face contacts, telephone conversations with relatives, health & social care colleagues, relevant significant events, including copies of relevant documents/letters.

To provide formal reports on OT assessments, and discharge planning recommendations; for health and social care colleagues e.g. the MDT team, hospital medical staff, General Practitioner's, Social Services staff

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To provide formal reports on OT assessments, and discharge planning recommendations; for health and social care colleagues e.g. the MDT team, hospital medical staff, General Practitioner's, Social Services staff.

To demonstrate own record keeping standards in accordance with professional standards of practice and the Trust OT standard and report any non-compliance by others to Therapy Services Manager.

### **Professional Ethics:**

To demonstrate the ability to reflect on ethical issues and to provide guidance to OT support staff as necessary; OT students on placement, work experience students, health colleagues and patients/relatives/carers and refer any complex matters to the OT Team Manager, Band 7 staff on site

### **Supervision and appraisal**

In line with Trust guidelines, review and reflect on your own practice and performance through effective use of regular clinical supervision activity, annual Appraisal and Development Review and midterm review, linked to a Performance and Development Plan (PDP).

Achieve the KSF outline dimensions levels and indicators required for the post at Foundation gateway and Second gateway.

To undertake the delegation of tasks to OT support staff and monitor outcomes and provide clinical advice re OT interventions.

Demonstrates positive behaviour:

- lead by example
- report problems and contribute to proactive action
- be innovative
- guided by vision, strategies, goals and values
- positive behaviour to influence staff participation
- take responsibility when things go wrong in the OT service
- celebrate OT staff achievements
- give credit and praise to others
- promote confidence within the OT service

### **Training staff and students**

To participate in the induction, training and education of OT students and other staff.

To assist the Specialist OT (Band 6) to lead OT Career talk sessions to work experience students.

To occasionally be involved in clinical supervision of OT students on practice placement within the OT department, as delegated by an OT Team Manager (Band 7). As experience is achieved at Band 5 OT level, to take responsibility for the supervision and written assessment of OT student on practice placement within the Trust.

### **Service development and delivery:**

To participate in, and comment on the delivery of Core Clinical Services Division business plan, Trust OT Business plan, and OT service improvement.

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As experience is achieved in the post, to take an active role in proposing changes in work practice and procedures to improve service delivery and benefits to patients, through discussion with a Specialist OT Band 6 and/or OT Team Manager, B7 for the designated clinical areas.

### **Professional Development:**

To keep a record of evidence of training and development activities and reflective practice in a professional portfolio to a standard required by the HCPC.

To undertake relevant continuing professional development activities to meet your Performance and Development Plan (focusing on development of core clinical knowledge and skills) and attend Trust annual mandatory training, and specific OT annual updates as identified with your appraiser.

Preceptorship year: (if applicable) to be reviewed regularly to achieve key stages of preceptorship, monitored at preceptorship meetings with site OT line manager

To apply acquired knowledge and skills of professional theory and practice in order to develop competencies and advancing knowledge in OT practice. To actively participate in service improvement e.g. sharing ideas, discussion, feedback relevant issues to the Clinical Services manager for OT.

### **Clinical Governance, Quality, Standards and Health & Safety:**

Participate in effectiveness, quality, innovation and performance improvement projects within the OT department to ensure that the Trust is “A great place to be cared for; a great place to work”

To contribute to the Division’s clinical governance arrangements and quality, innovation, performance and prevention agenda.

To participate in quality improvement projects as allocated by the Therapy Services manager .

To demonstrate an understanding of national guidelines and legislation relating to health and social care and their impact on OT service provision.

To develop risk assessment skills in clinical practice (e.g. Manual Handling, therapeutic handling, risk management) and knowledge of risk associated with e.g. splinting, rehabilitation techniques, hoisting, assistive equipment.

### **Department organisation:**

To undertake delegated tasks in the maintenance of work areas, including the safe use of equipment and storage of materials, complying with health, safety and manufacturers’ guidelines.

Provide feedback in a positive manner at meetings on relevant clinical and departmental issues. Inform the OT Team Manager OT (Band 7) of any concerns arising which relate to effective use of resource allocation for resource materials.

### **Research and development**

To demonstrate the ability to critically evaluate current research and apply to practice.

To participate in OT / MDT team audit and contribute to the evaluation process.

### **Equality and Diversity**

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To form professional relationships with patients/carers/family members, who may exhibit challenging behaviour and communicate with them in a way that respects their views, autonomy and culture.

To take account of the individuality, values, cultural and religious diversity of patients and their contribution to the provision of a service sensitive to these patients' needs

**This job description is not exhaustive and will be reviewed and amended, with the post holder, when necessary.**

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## **TERMS AND CONDITIONS**

This post will be subject to the terms and conditions of the University Hospitals of Morecambe Bay NHS Foundation Trust.

## **CONFIDENTIALITY**

Information relating to patients, employees and business of the Trust must be treated in strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Freedom of Speech policy.

## **SAFEGUARDING & PROTECTING CHILDREN**

Everyone shares responsibility for safeguarding and promoting the welfare of children and young people, irrespective of individual roles. As an employee of the trust you will need to be aware of your responsibility in relation to safeguarding and protecting children. You will need to be aware of trust/local LSCB procedures and know how to contact named professionals, within the safeguarding team for advice and support.

## **ENVIRONMENTAL SUSTAINABILITY – NET ZERO CARBON**

University Hospitals of Morecambe Bay NHS Foundation Trust are committed to sustainable development, social value and achieving the NHS Net Zero Carbon reduction targets. All employees must play their part and adhere to the principals in the Green Plan, this will ensure our services are efficient, sustainable and carbon emissions are reduced. As an employee you will be expected to conserve energy / water, minimise wastage in all formats, actively promote biodiversity and use sustainable transport whenever possible.

- Energy: Switch off non-essential electrical equipment and lighting when not in use. Report heating issues such as when buildings are too hot or too cold to the Estates Team.
- Water: Do not leave taps running and report all drips, leaks, and condensation issues to the Estates Team.
- Waste: Follow the Trust waste policy – Reduce – Reuse – Recycle. Do not over order equipment or medicines. Healthcare waste must be disposed of in line with the Trust’s Waste Management policy.
- Biodiversity: Enhancing biodiversity has a wealth of positive outcomes for our colleagues, services users and the environment. Think of your site, can an area be improved to have a quality green space, specific planting for habitat improvement or the installation of a couple of bird boxes? Contact the Estates Team for further details.
- Transport & Travel: Where possible lift share, cycle, walk or use public transport.

## **HEALTH AND SAFETY**

The Health and Safety at Work Act stipulates that it is the responsibility of each employee to observe all rules governing safety and conduct and as such safety equipment and Personal Protective Equipment provided must be used.

## **INFECTION CONTROL**

The Trust is committed to protecting the health of all staff, patients and visitors to the Trust. As such all staff is personally responsible for compliance with all Trust and department infection prevention and control policies. Failure to comply with such policies and associated procedures is likely to lead to disciplinary action and may result in dismissal.

## **MANUAL HANDLING**

The post holder will be provided with adequate training in correct lifting techniques by a recognised lifting instructor.

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**NO SMOKING POLICY**

A No Smoking Policy operates across all Trust sites.

**QUALITY OF SERVICE**

The trust is committed in its use of available resources to obtaining the best possible service for patients and staff. The Post holder must share this objective and seek to maintain and improve the quality of service provided.

**EQUAL OPPORTUNITIES**

The Trust is pledged to equal opportunities for all and is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality, ethnic or national origin or disability. We promote flexible working opportunities wherever possible to enable staff to balance their work with their private lives.

**TRAINING AND DEVELOPMENT**

Maintain your professional standards in respect of education and training and ensure that you are aware of your specific area specialty training and needs analysis.