



Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

CAJE REF 2021/0005

APPROVED 2021

JOB TITLE: Specialist Occupational Therapist- Integrated service Chepstow community hospital

BAND: 6

JOB OVERVIEW

- 37.5 hours, Monday – Friday (working hours between 08:00 – 17:00).
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- Integrated service arrangement with opportunities to support individuals across the whole pathway from in-patient based interventions through to community support and admission avoidance interventions.
- Office base will be Chepstow Community Hospital

Main Duties of the Job

- An exciting opportunity has arisen for a highly motivated, experienced and innovative occupational therapist to join the South Monmouthshire Integrated Service Team based at Chepstow Community Hospital.
- The postholder will work across the South of the County to enable people to remain independent in their own homes through the provision of community-based health and social care services.
- The aim is to avoid unnecessary hospital admissions by supporting individuals within their own homes, as close to home as possible.

- This post offers an excellent opportunity to work within a dynamic multi-disciplinary team and with a range of providers and partner organisations to develop community-based solutions in providing support to vulnerable individuals.
- This role also provides an excellent opportunity to develop caseload management skills. The successful candidate will need to be flexible, highly motivated, innovative and enthusiastic with the ability to deliver a high-quality individualised service.

Responsible to

Reporting:

Occupational Therapy Lead, Integrated Service

Accountable:

Head of Occupational Therapy Services, UHB

Professionally:

Head of Occupational Therapy Services, UHB

Main Responsibilities

KEY AREAS OF JOB DESCRIPTION

CLINICAL:

- To practice occupational therapy safely.
- To assess and address occupational performance skills in the areas of mobility, sensory deficits, intrapersonal skills, interpersonal areas and cognitive skills, self-care, productivity and leisure.
- To assess and provide occupational therapy intervention in cases presenting a high degree of complexity in an autonomous manner.
- To actively engage carers/families of people in the therapeutic process motivating and supporting them to take responsibility for decision making and goal setting.
- To maintain records and documentation required by work settings in accordance with the health board, occupational therapy service guidelines, Royal College of Occupational Therapy and HCPC standards.
- To attend and participate in ward rounds/case conferences.
- To adhere to the Royal College of Occupational Therapy code of professional conduct and ethics including confidentiality.
- To assess for and manage risks.
- To actively develop and maintain close working relationships with colleagues across disciplines and agencies. This will include agencies relating to employment and retraining.
- To demonstrate an understanding and working knowledge of relevant legislation, clinical and Royal College of Occupational Therapy guidelines and health board policies.
- To demonstrate specialist knowledge relevant to the application of occupational therapy in one or more clinical areas.
- To analyse, evaluate, interpret and communicate an overview of the patterns of referral, interventions and outcomes of intervention.
- To take personal responsibility for own workload within a specialist area of practice.
- To draw on evidence to justify own practice.
- To be proficient in reasoning and in determining intervention strategies in complex situations and people with complex needs.

- To lead and be proactive in developing clinical networks as a shared governance activity.
- To demonstrate an ability to communicate and work with people of ethnic, cultural and language backgrounds.

LEADERSHIP ACTIVITIES:

- To take a share of departmental duties which enables the team base to function effectively.
- To take a lead in dealing appropriately and professionally with general enquiries coming into the team base in accordance with local procedures.
- To participate in the induction of new staff within the department particularly in relation to OT practice.
- To appraise staff within the team, and identify their development needs as appropriate to area of practice.
- To delegate tasks appropriately and monitor outcomes.
- To apply OT Service, clinical, Royal College of Occupational Therapy and health board guidelines, policies and procedures.
- To understand the influence of health and social policy on the clinical area.
- To formulate specific clinical policies and procedures within designated area of clinical practice.
- To assist the Service Manager and Clinical Lead OT with identifying methods or changes in practice to address deficiencies.
- To collaborate with others to modify and develop the service in line with changing circumstances and needs.
- To ensure activity data is maintained in accordance with the occupational therapy service and health board procedures.
- To handle and exchange complex and or contentious information with care and sensitivity, maintaining confidentiality at all times.
- To develop, monitor and audit standards in the clinical area in order to influence clinical and professional practice.
- To adapt own working practice to reflect changes in service demand and other environmental changes and be able to explain and justify the action taken.
- To demonstrate effective caseload and time management.

- To work independently on service-related projects within the clinical area; report and make recommendations.
- To possess a basic knowledge of project management techniques.
- To perform duties in a manner which will ensure the health and safety of all persons who may be affected by their acts or omissions at work and to co-operate with the hospice and health board to ensure that statutory and departmental safety regulations are adhered to.

PROFESSIONAL DEVELOPMENT

- To take responsibility for ensuring one's own professional development and maintain portfolio.
- To develop specialist skills and expertise within occupational therapy for long-term neurological conditions.
- To develop an up-to-date knowledge of specialist equipment, appropriate to the clinical area.
- To participate in and lead education and training sessions within own team, multi-disciplinary team and outside organisations.
- To promote professionalism for OT both internally and externally.
- To have a knowledge and understanding of clinical governance and be able to apply the basic principles.
- To undertake reflective practice and to contribute to the professional debate on a range of clinical issues relating to the delivery of services for the clinical area.
- To be actively involved in the proposal and implementation of new service developments for the clinical area.
- To be proactive in the development of standards and outcome measurement for good practice.
- To assimilate new knowledge and integrate it into occupational therapy practice in the clinical area.
- To be proactive in the development of clinical networks.
- To liaise with other therapists and staff of other professional groups to actively support innovations and improvements in practice.

- To be able to balance professional issues such as confidentiality and duty of care in a multidisciplinary setting in order to work effectively.
- To design and deliver tutorials to students and unregistered staff.
- To engage in regular supervision with an identified supervisor.
- To identify and attend specialist in-service and external training, seminars, lectures and courses as identified in discussion with supervisor and/or Team Lead OT.
- The post holder will participate in an annual performance review with identified supervisor and/ Service Manager.
- To identify and attend highly specialised training in line with chosen area of special clinical interest.
- To acknowledge limitations in own practice and seek help to develop professional competencies/practice.
- To maintain and extend research and audit skills, to include the ability to undertake a literature search, critically appraise this information and translate it into current practice; the ability to use audit packages to evaluate work and an awareness of the principles of research.
- To design and carry out audits within the service.
- To take responsibility for Continuous Professional Development (CPD), maintaining a professional portfolio in accordance with guidelines from the Royal College of Occupational Therapy as required for professional registration.

HEALTH AND SAFETY AT WORK

- All staff are reminded of their responsibilities as employees to take reasonable care of their own health and safety at work and of other persons who may be affected by their acts or omissions at work.
- You are to attend all mandatory/statutory training according to Aneurin Bevan Health Board requirements.

CONFIDENTIALITY

- In the course of your duties, you may have access to confidential material about clients, members of staff or other health service business. On no account must information relating to identifiable clients be divulged to anyone other than authorised persons, for

example: medical, nursing or other professional staff, as appropriate. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager

- Similarly, no information of a personal confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as serious gross misconduct, which could result in disciplinary action being taken against you. Individuals employed with the Aneurin Bevan Health Board are responsible for any records they create, use or handle. This responsibility is established at, and defined, by law.
- All employees working for or within the NHS who record, handle, store or otherwise come across information, have a personal common-law duty of confidence. The Data Protection Act 1988 now places statutory restrictions on the use of personal information, including health information. All staff need to acknowledge the importance of health record and their personal responsibilities. Its security is of prime importance and serious consequences can result should a record go missing. Any disclosure of such information without permission is a disciplinary offence and may result in dismissal.

REVIEW

The job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not part of your Contract of Employment and your duties may well be changed from time to time to meet changes in the Aneurin Bevan Health Board's requirements in consultation with yourself.

Qualifications and Knowledge	Experience
<p>Essential</p> <p>Degree or Postgraduate Diploma in Occupational Therapy</p> <p>HCPC Registration</p> <p>Up to date professional port folio</p> <p>Some specific training related to clinical area e.g. manual handling, seating and positioning, advanced communication skills, cognitive assessment, motivational interviewing.</p>	<p>Desirable</p> <p>Post-graduate experience of working with people with a range of conditions.</p> <p>Supervision experience of junior staff and/or students</p> <p>Experience of research or audit</p> <p>Experience of building effective working relationships with a range of people</p> <p>Experience of working autonomously and setting own priorities</p>

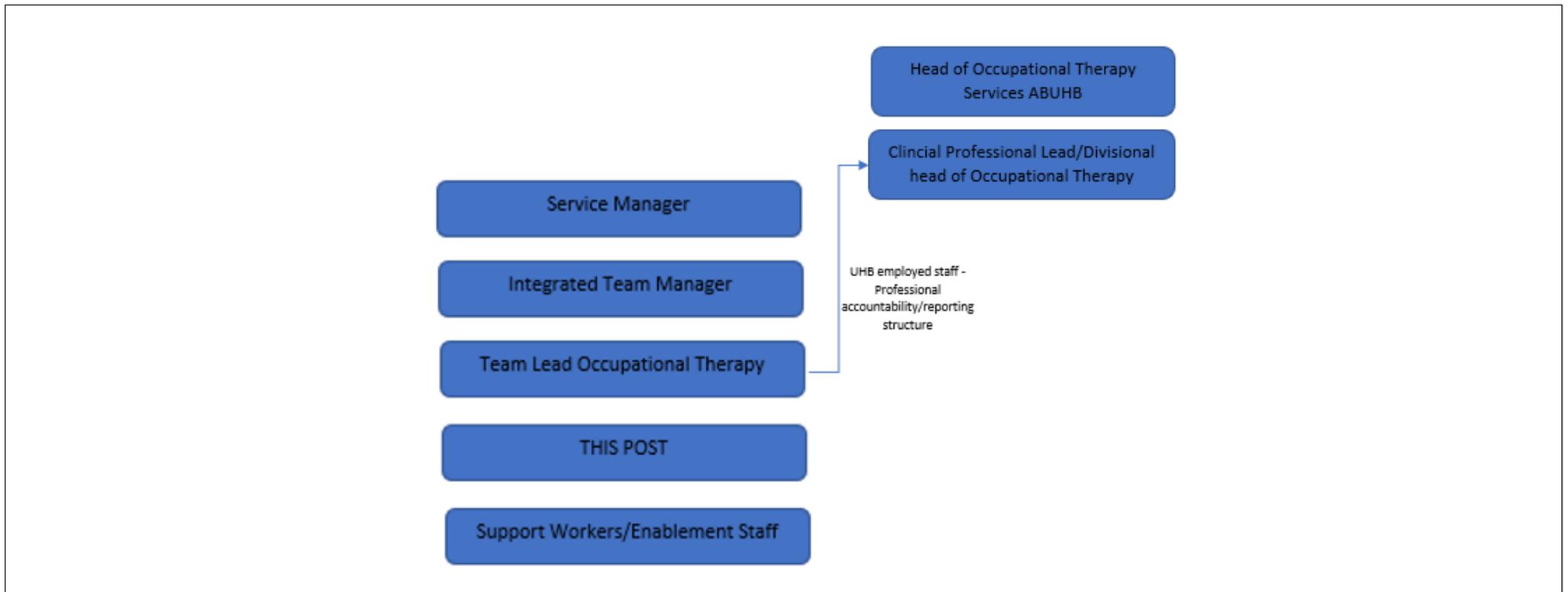
<p>Specialist knowledge and application of OT assessments and interventions relevant to intervention with people with a range of conditions.</p> <p>Detailed knowledge and application of OT outcome measures</p> <p>Planning and co-ordination of specialist treatment packages</p> <p>Ability to analyse professional and ethical issues</p> <p>Detailed and applied knowledge of health legislation and current practice</p> <p>Detailed knowledge and application of principles of clinical governance</p> <p>Application of health, safety and risk management policies</p>	<p>Post-graduate experience of working in community settings.</p> <p>Practice Placement Educator course</p>
<p>Skills and Attributes</p> <p>Highly effective written and oral communication skills</p> <p>Training and presentation skills</p> <p>Word processing and internet skills</p> <p>Ability to reflect on and critically appraise own performance and develop new methods of working</p>	<p>Other</p> <p>The ability to travel within a geographical area to meet the requirements of the post.</p> <p>Commitment to client centred and non-discriminatory practice</p> <p>Ability to work flexibly and respond to unpredictable work demands</p> <p>Ability to cope with highly emotional or distressing circumstances</p> <p>Ability to cope with exposure to challenging work environments</p>

NHS Wales Job Description Technical Document – Clinical Lead for the Community Admission Avoidance Therapy Service

Please submit this document with the Job Description when submitting for job evaluation (banding)

Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and two levels above and below. Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



Effort and Environmental Factors

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

The examples provided should relate to this post and what is written in the Job Description. 3 examples should be adequate

Physical Effort		
Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as: 'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - N.B. Walking /driving to work is not included '. Many roles will require a combination of sitting, standing, and walking with little or no requirement for physical effort. Where the role requires some physical effort, please provide examples and state if this is Rare – combination of sitting, standing, walking or Occasional – at least 3 times per month but fewer than half the shifts worked or Frequent – occurs on half the shifts worked or more Several Periods – repeated recurrences of physical effort during the shift or Ongoing – continuously or almost continuously Short Periods – up to and including 20 min or Long Periods – over 20 mins		
Examples of Typical effort(s)	How Often	How Long
e.g., moving IT stock for several periods during a shift	Occasional	Short periods
Travelling around the geographical area	Regularly	Distance varies
Moving & Handling/Therapeutic handling interventions	Regularly	Short periods

Mental Effort

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g.:

`Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Type

General Awareness – carry out day to day activities but no need to concentrate on complex or intricate matters

Concentration – jobholder needs to stay alert for periods of one to two hours

Prolonged – requirement to concentrate for more than half the shift

Intense – In-depth mental attention with proactive engagement

Unpredictable – jobholder needs to change from one activity to another at a third-party request. Jobholder has no prior knowledge

How often

Occasional – fewer than half the shifts worked

Frequent – occurs on half the shift worked

Examples of Typical effort(s)	Type	How Often
Sustain high degrees of mental effort/concentration. For example – attending discharge planning meetings, administering any specialist assessment/protocols as part of the planned intervention.	Concentration	Frequent
Cover delegated work of absent colleagues at short notice	Unpredictable	Occasional
Demonstrate the ability to maintain high levels of concentration, alertness and awareness in unpredictable environments and settings to include lone worker situations in the community on a daily basis.	Concentration	Frequent

Emotional Effort

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, ' processing (e.g., typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Type

Direct – jobholder is directly exposed to a situation/patient/client with emotional demands

Indirect – jobholder is indirectly affected by for example word processing reports of child abuse

How Often

Rare – less than once a month on average

Occasional – once a month or more on average

Frequent – once a week or more on average

Examples of Typical effort(s)	Type	How Often
The post holder will be exposed to situation where patients express distressing emotions regarding their condition.	Direct	Occasional
Deal sensitively with patients, family/carers and staff.	Direct	Occasional

Working Conditions

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Rare – less than three times a month on average

Occasional – three times a month on average

Frequent – several times a week with several occurrences on each shift

Examples of Typical effort(s)

How Often

This post requires direct, hands on assessment and treatment of patients in the clinical setting. This may involve regular exposure to bodily fluids, fungating or infected wounds (IP&C guidelines to be followed).

Frequent

Demonstrate the abilities to deal appropriately with adverse environmental changes (such as when undertaking visits, e.g. cold, damp, infestation, dirt, smells, dust and so on). And unavoidable hazards (e.g. aggressive behaviour of patients and/or carers) with due regard for responsibilities under the Health and Safety at Work Act.

Occasional

