

Candidate Brief  
Specialist Occupational Therapist (Band 6)  
2023



## Candidate Brief

**Job title:** Specialist Occupational Therapist

**Department:** Home First

**Division:** Surrey Downs Health & Care

**Band:** Agenda for Change Band 6

Surrey Downs Health and Care (SDHC) deliver care closer to people's own communities through our Primary Care Networks and our innovative partnership of local NHS organisations.

Surrey Downs Health and Care has a track record of providing person centric care that goes beyond organisational boundaries to do what is best for the individual. This partnership includes:

- The three GP federations representing practices that operate in the Surrey Downs area
- CSH Surrey
- Epsom and St Helier University Hospitals NHS Trust
- Surrey Council County

Historically, there have been boundary lines between the organisations that provide care to people in their homes, in GP surgeries and in hospitals, but we have always been united in our mission to provide great care to the people who need us.

It's on those grounds that the Surrey Downs Health and Care was formed – we want local people to receive the care that they need in the right environment. By bringing together our expertise, we can improve patient care and enable local people to access the right support, care and treatment more easily than ever before.

In bringing this partnership together, we are working to the same set of values that will translate into better care for our residents.

We collectively aspire to be an exemplar of how to deliver the highest quality and best value care in a complex health and care environment. An exciting opportunity has arisen for an enthusiastic, ambitious and highly motivated individual to join Surrey Downs Health & Care Partnership.




## Our shared purpose

Developed by our patients and staff in the Your Voice Your Values project, 2018.



## All of us who work at Epsom and St Helier

Choosing to work at Epsom and St Helier means I choose to sign up to our values, behaviours and expectations.

-  Respect and value other people's views, experience and skills
-  Develop myself to be a great role model of our behaviours
-  Treat patients with respect and as equal partners in their care
-  Treat everyone fairly regardless of protected characteristics, profession, role or level
-  Speak up whenever I have a concern, give feedback respectfully, receive feedback gracefully, admit mistakes, resolve issues together
-  Respect myself, looking after my own health and wellbeing
-  Create a respectful environment free from disrespectful behaviour
-  Respect my role, doing a good job to meet my objectives as they change, and doing the best I can with available resources.

Our ambition is to provide an outstanding level of care to our patients and communities.

Above all we value respect. This means everyone at the Trust – whether a member of staff, a patient or their loved ones – can expect to be treated with respect, whatever their role or background. This ensures kind, positive, professional teamwork, delivering great care to every patient, every day.

By choosing to work here, you also choose to value and role model respect. This means having respect for the Trust and your roles and responsibilities, as well as colleagues, patients and anyone who interacts with the Trust.



## About us

At Epsom and St Helier – we run high performing hospitals with a strong track record in providing high quality care, delivering operational standards and meeting our financial targets. In addition to that, we are proud to host joint ventures with our partners in mental health, social care, community health and GPs in Surrey Downs and Sutton, providing adult community, children's therapy and sexual health services as part of Sutton Health and Care, and adult community services as part of Surrey Downs Health and Care. We are committed to providing seamless joined up care for the 500,000 people we serve as their local hospitals and community services. We also have the privilege of running the South West London Elective Orthopaedic Centre at Epsom Hospital and a GP practice in Leatherhead.

Our future looks very bright and there has never been a better time to join our team. In September 2019, the Government announced a £500 million investment into our Trust to develop a new major specialist emergency care hospital. This investment will allow us to create a state-of-the-art hospital facility for our sickest patients. We are planning for this to open in 2025. This money also provides us with the funds to finish the refurbishment of our hospital buildings on both the Epsom and St Helier sites, and support our workforce to provide great care to our patients, every day.

We have been rated Good by the CQC and welcome applications from individuals committed to being part of the team to maintain and build on this.

We know that all of our achievements are only possible because of the commitment, team work and expertise of our staff – and we truly value the dedication our teams show. As a result, we want Epsom and St Helier to be an outstanding place to work where staff are treated with, and treat others with, respect at all times.

There is simply no place for bullying, racism, discrimination or other poor behaviours in our hospitals and we work together to ensure that respect is at the heart of every interaction we have with one another and our patients.

By choosing to work here, we all also choose to be role models of respect. We can make this commitment thanks to a recent comprehensive review of the culture of our organisation (including more than 3,000 pieces of feedback from our staff and patients and thousands of us going through bespoke training and workshops), which showed us that 'above all we value respect' and gave us the tools to make sure we can live by this powerful value.

So if you want to be part of creating a truly integrated health and care service, where hospital staff, community health staff, mental health teams, primary care staff and social care teams work closely together; help us to develop a brand new specialist emergency care hospital; and do it in an increasingly

respectful environment, then we are the place to come and develop your career.

We offer an extensive range of services, including cancer, pathology, surgery, and gynaecology to 500,000 people in south west London and north east Surrey. We operate two busy general hospitals, Epsom Hospital and St Helier Hospital, and run services from other locations, including Sutton Hospital.

St Helier Hospital is home to the South West Thames Renal and Transplantation Unit and Queen Mary's Hospital for Children, while Epsom Hospital is home to the South West London Elective Orthopaedic Centre (SWLEOC). Both Epsom and St Helier hospitals have Accident and Emergency departments (A&E) and Maternity services (Obstetrics).

We also play an active role in the local healthcare economy, and are the lead provider in two innovative health and care partnerships.

In Surrey Downs (that's the Epsom, East Elmbridge and Dorking areas), we have partnered with CSH Surrey, the three GP federations in the Surrey Downs area, and Surrey County Council (who are an associate member), to provide adult community health services. This innovative partnership is called **Surrey Downs Health and Care**. You can visit our website <https://surreydownshealthandcare.nhs.uk>

In Sutton, we have joined forces with the London Borough of Sutton, Sutton GP Services and South West London and St George's Mental Health Trust to provide adult and children's community health services and sexual health services to local people. Together, we are called Sutton Health and Care – you can visit our website [www.suttonhealthandcare.nhs.uk](http://www.suttonhealthandcare.nhs.uk).

## ***Surrey Downs Health and Care***

### **Job Description**

<b>Job Title:</b>	Specialist Occupational Therapist
<b>Responsible to:</b>	Band 7 Highly Specialist Occupational Therapist
<b>Accountable to:</b>	Therapy Lead / Clinical Manager
<b>Working within:</b>	Home First service
<b>Grade</b>	Band 6

### ***Background***

Working across organisational boundaries and as an integral part of the Surrey Downs Health and Care system, the integrated health and care team is responsible for providing rapid access, enhanced, short term health and care support for people who would otherwise need emergency hospital admission as well for as those medically stable to return home from an acute hospital but requiring enhanced short term support as one stage in their on-going care pathway

The Home First service operates a 7 day / week service from 8am to 8pm working across both the community and hospital settings. Staff are required to work flexibly over the week covering, on average, one weekend within a four week roster period.

### **Role Summary**

- To work as a key member of the multidisciplinary team in the assessment and management of a caseload of clients whose needs are best met in their own home or community setting.
- To plan, deliver and evaluate the treatment needs of clients with a variety of complex social and health care needs.
- To participate as an active member of the multidisciplinary team in developing and delivering high quality and innovative services to the local population.
- To promote effective teamwork within the wider Surrey Downs Health and Care, delegating activities appropriately, to the benefit of the patient and service delivery.
- As a therapist within Surrey Downs Health and Care there will be the opportunity to work closely alongside and potentially rotate into other sectors of the organisation.
- The expectations within this job description will be achieved through hands-on clinical practice, education and training and research.

- Responsible for the provision of Occupational Therapy service for Surrey Downs Health and Care

**Principle Duties to include:**

**Clinical**

Patient Care

- To be responsible for a clinical caseload working within multi-disciplinary team (MDT), ensuring patients and carers receive optimum level of therapy and holistic care within available resources.
  - To undertake timely, holistic assessments of patients, involving functional and environmental factors.
  - To be able undertake assessments autonomously as well as working with other members of the MDT.
  - To be able to undertake assessment and interventions within a community unit as well as at home, either supporting people to remain in their own home safely or supporting discharge from the acute setting/hospital.
  - To be able to work with a person/friends and family to identify person centred SMART goals (care plan), using clinical reasoning and evidence based practise.
  - To be able to make rapid decisions where required, using clinical reasoning skills, knowledge and experience, with support as appropriate.
  - To be able to complete basic observations on a person, interpret these results and act on them appropriately, with support from other members of the MDT.
  - Willingness and enthusiasm to work toward cross-disciplinary capabilities.
  - To be able to monitor a person's progress and adapt treatment plans and intervention/recommendations as appropriate, using outcome measures and reflective practise.
  - To have an awareness of local community services and be able to refer to these appropriately and in a timely manner.
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- To contribute to the development of information that enables a person to understand and self-manage their condition whenever possible.

Communication/Relationship Skills

- To be able to appropriately gain a person's consent to engage with assessment and intervention as required. Recognising that people may present with complex conditions or may have emotional, physical or physiological conditions, requiring the use of verbal and non-verbal communication skills.
- To be able to assess and identify those who lack the capacity to consent to treatment and be able to work with them within a legal framework.
- To be able to adopt a range of communication methods as appropriate in view of educational, social or identified barriers to effective communication, e.g. language preference, language disorder, cognitive or emotional barriers.



- To communicate effectively with other Surrey Downs Health and Care team members, as well as others involved in the person's care, e.g. other professionals, teams and family/carers to ensure a 'one team' approach is maintained.
- To attend and participate in daily team meetings/huddles.
- To attend and participate in meetings held within the community and/or acute setting as required.
- To be able to keep accurate, up-to-date records using agreed system.
- Ensure that all records pertinent to a person's care comply with quality standards of Trust/Professional/Service policies and meet legal requirements.
- To be able to provide comprehensive written and/or verbal reports to other professionals/agencies involved in a person's care.
- To develop awareness and be sensitive to team dynamics. Be able to respond appropriately when considering your own role and the role of others in the team, being sensitive to the needs of your colleagues.

### Health/Safety and Security Responsibilities

- To undertake and advise on safe moving and handling of a person and apply manual handling techniques to assessment and treatment. To provide a person and/or family/informal carers with education and advice regarding appropriate manual handling techniques, seeking support from senior team members as required.
- To carry out risk assessments when necessary, formulate and carry out action plans to reduce risk.
- To comply and promote safe working practises with the Health and Safety at Work Act 1974 and Manual Handling Operations Regulations 1992, as well as Epsom Health and Care policies and procedures.
- To have current knowledge of infection control, which may impact on your areas of work.
- To report all clinical and non-clinical incidents/near misses, as per appropriate policy.
- To take independent responsibility for ensuring mandatory training is up to date.
- To ensure that you are able to access all appropriate policies and procedures adopted by Surrey Downs Health and Care.

### Planning and Organisational Duties

- To be able to prioritise effectively and be flexible to the demands of the service. To be able to respond to urgent referrals and clinical queries as required throughout the day.
- To demonstrate flexibility according to the needs of the service and the clinical area as directed by senior staff.
- To have an understanding of clinical governance and risk management.
- To enhance and maintain co-operative working relationships with colleagues from all sectors.



- To contribute to and participate in team objectives and service developments.
- To participate in team and service related meetings, planning, organising, chairing or minute taking when required.
- To represent and promote Surrey Downs Health and Care Home First service to others.

## Managerial

### Personal and People Development Responsibilities

- To assist colleagues by monitoring caseloads, recording statistics and prioritising referrals as required.
  - To develop and maintain professional, clinical and managerial skills through supervision/appraisal, CPD and a personal development plan agreed with the line manager/professional manager.
  - To participate in the staff development programme by actively encouraging and engaging in supervision, training and development opportunities within the team, including students e.g. through in services training, 1:1 supervision, Personal Development Plans etc.
  - To provide clinical supervision, appraisal and competency framework for junior staff members, support workers, and assistants in the team, by providing theoretical and practical clinical training.
  - To clinically supervise OT students, having attended practise placement educator course. Support with other discipline practise placements as required.
  - To delegate duties to colleagues appropriately.
  - To have an awareness of accountability and delegation guidelines.
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- Assist in the development of educational resources to update evidence based clinical knowledge.
  - To participate in case based learning sessions, in-service training, case study presentations, journal clubs as a recipient and facilitator.
  - To contribute to the development of Occupational Therapy within the service.

### Quality and Service Development Responsibilities

- To abide by the HCPC / COT rules of professional conduct and local professional and quality standards.
- To contribute towards joint assessment processes.
- To collaborate with other colleagues on ways to maintain, monitor and improve services provided, and undertake research project as appropriate.
- To maintain links with own professional group by attending relevant meetings.
- To keep up to date with current research/literature relevant to clinical area.
- To be involved in monitoring and evaluation activities.
- Through supervision and appraisal identify band 6 projects i.e. research, audit, case study, and be responsible for completing these projects.

- To maintain a current knowledge of developments within the NHS and Occupational Therapy.
- To support professional and service development through active participation in Continuing Professional Development (CPD) and by participating in any audit or research being undertaken by the service.
- To be professionally and legally responsible for all aspects of professional activities, working within the codes of practice, professional guidelines and Surrey Downs Health and Care policies and procedures.
- To develop and maintain discipline specific skills, whilst adopting a cross competency approach, with support as required.

***This job description is subject to review and development from time to time in liaison with the post holder. As an employee of SDH&C you will be required to adhere to all the organisations policies and procedures.***

### **Standards of Business Conduct**

The post holder will be required to comply with SDH&C Leadership behaviours, corporate and financial policies and any relevant Codes of Conduct eg: for NHS Managers. S/he is required, at all times, to deal honestly with the organisation, with colleagues and all those who have dealing with the organisation including patients, relatives and suppliers.

### **Confidentiality**

The post holder is required to:

- ensure confidentiality in all matters relating to clients, to employee personnel issues and to information obtained during the course of employment
- not release such information to anyone else other than acting in an official capacity
- Comply with the regulations of the Data protection Act and Freedom of Information Act.

### **Safeguarding of children and vulnerable adults**

It is the responsibility and duty of all staff to safeguard children and vulnerable adults and promote their welfare.

Child protection and vulnerable adult safeguarding issues when identified or areas of concern must be referred by you promptly in accordance with SDH&C policy and procedures. Details of Leads on Safeguarding are detailed in the SDH&C procedures. Please ask your line manager or HR for details.

### **Performance Review**

This job description only covers the key result areas and as such does not intend to provide a comprehensive list of objectives. Specific objectives will be subject to annual review in consultation with the postholder and may develop to meet changing needs of the service. The SDH&C Performance Development Review includes a review of leadership behaviours.

### **Equal Opportunities**

The organisation aims to maintain the goodwill and confidence of its own staff, service users and the general public. To assist in achieving this objective, it is essential that at all times employees carry out their duties in accordance with the organisations Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.

### **Infection Control and Prevention**

SDH&C is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.

### **Health and Safety**

The post holder will be required to observe local Health and Safety arrangements and take reasonable care of himself/herself and persons that may be affected by his/her work ensuring compliance with the requirements of the Health and Safety at Work Act (1974):

1. To follow and promote safe working practices and to comply at all times with the Health and Safety at Work Act 1974, and Manual Handling Operations Regulations 1992, and SDH&C policies and procedures
2. To assist in the regular monitoring and maintenance of equipment in accordance with health and Safety regulations.
3. To act immediately on safety notices, hazard warning notices and any other notifications in relation to equipment used/prescribed by the organisation.
4. To take reasonable care of the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to co-operate with SDH&C to ensure that statutory and departmental regulations are adhered to.
5. To report all clinical and non-clinical incidents or near misses promptly and when required to co-operate with any investigations undertaken.

### **Security**

1. It is a condition of employment that identification badges be worn at all times.
2. All employees have a responsibility for security and the proper care of property. In accordance with standing financial instructions all managers have a particular responsibility for security and loss prevention arrangements in their areas of responsibility.

### **Continuous Improvement**

SDH&C has a full programme of learning and development opportunities to support continuing professional development, statutory and mandatory training and personal development.

### **Registered Health Professionals**

All co-owners who are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.



### **Disability Discrimination Act (1995)**

Please note that some flexibility may be exercised in the application of the criteria outlined below where a disabled candidate covered by this Act is unable to meet certain parts of the specification by reason of their disability. If you believe this applies to you please outline the details on your application form. Each case will be assessed on an individual basis at shortlisting and/or interview with advice from the Human Resources Centre.

## Person Specification

**Job Title: Specialist Occupational Therapist (Band 6)**

**Business Unit: Home First, SDHC**

As the attached job description outlines the main duties and responsibilities of this post, so the person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

	Essential	Desirable	Assessment Method
<b>Qualifications</b>	<p>Degree or diploma in Occupational Therapy</p> <p>Registered with the Health Care Professions Council</p>	<p>Membership of the College of Occupational Therapists</p>	
<b>Experience/ Knowledge</b>	<p>Relevant post qualification experience with a range of client groups.</p> <p>Appreciation of constraints to working in the community.</p> <p>Experience of MDT working.</p> <p>Experience of clinical teaching within the MDT.</p> <p>Experience in supervising and working with juniors/assistants/students</p> <p>Ability to demonstrate on-going CPD and the use of evidence based practice.</p>	<p>Post qualification experience working in the community.</p> <p>Experience in clinical audit, research/literature reviews.</p> <p>Experience in using an electronic notes recording system (i.e. RiO, EMIS)</p>	
<b>Skills</b>	<p>Ability to prioritise and manage own caseload.</p> <p>Ability to assess, set SMART goals and evaluate the progress of treatment plan.</p> <p>Basic manual handling skills.</p>		

	<p>Ability to manage time effectively.</p> <p>Ability to delegate tasks.</p> <p>Ability to work autonomously.</p> <p>Realistic about ability and willing to seek help appropriately.</p> <p>Effective written and verbal communication skills.</p> <p>Knowledge of relevant health, safety and risk issues.</p> <p>Awareness of current issues in health, including clinical governance.</p> <p>Valid driving license with use of car for work.</p> <p>Physical ability to carry out occupational therapy assessment and intervention</p> <p>Able to get to all sites required for the post and to be flexible to meet the needs of the role</p> <p>Valid driving license with use of car for work.</p> <p>Put the patient first by being happy,</p> <p>helpful, caring, respectful and patient</p> <p>Always taking opportunities to improve, encouraging excellence</p> <p>Work as one team – communicate, collaborate and share</p> <p>Respect each other by being polite, pleasant and listening</p>		
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