

## Clinical Job Description and Person Specification

Thank you for considering a role at [Cambridge University Hospitals NHS Foundation Trust](#), which includes Addenbrooke's and the Rosie Hospitals.

### About Us

The Trust is one of the largest and busiest hospitals in the country and is a leading clinical and academic centre with a national and international reputation for excellence. Recognised as providing 'outstanding' care to our patients and rated 'Good' overall by the Care Quality Commissioner, is testament to the skill and dedication of the people who work here. It is their teamwork, energy, commitment and imagination that make us one of the best hospitals in the UK.

### Our Values

The Trust's philosophy is to keep the patient at the heart of everything we do and we expect staff to uphold our values of **Together - Safe, Kind, Excellent** at all times. The Trust's Values and Behaviour Standard is attached to this job description; it provides more information about the type of behaviour we expect and love to see, and those we do not want to see. In considering whether to apply for the post you should consider whether you understand and feel able to live our Values.

### Supporting you to be the best you can be

The Trust is committed to bringing the best out of its employees. We want everyone who works here to enjoy job satisfaction and feel proud to be an employee of the Trust. Each pay band has a set of Performance Standards which explains the level of competency and standard of delivery required to perform the role, you can download the performance standard for this post with the application pack. The Trust is committed to providing on-going feedback, development and an annual appraisal discussion.

### Your Health and Well-Being

As a world leading healthcare organisation, CUH is a champion of good health and is committed to providing a smoke free campus to protect its staff, patients and visitors. Smoking is not permitted on the CUH campus and all employees must comply with the requirements of the CUH No Smoking Policy and support the processes and practices in place in relation to patients and visitors.

Your health and well-being are important to us. If you have any concerns about a health condition or disability that you have please read the Job Description and Person Specification carefully to ensure that you would not be putting yourself at risk.

We offer an extensive staff benefits package, including, childcare, flexible-working schemes and the NHS pension scheme along with a range of facilities that includes on- site sport and leisure facilities. Do visit our website for more information about working at CUH and living in Cambridge: [Working for us](#)

### Submitting your application

Please read this job description thoroughly before submitting your application. As well as meeting the essential requirements of the person specification, be sure that you can demonstrate commitment to our Values, teamwork, reliable attendance, dedication and the ability to show compassion, care and respect to our patients, visitors and colleagues.

We recommend that you download the 'Information for Applicants - Completing your application' document which provides further details about how to complete each section of your application form and further information about the application process.

<b>Job title:</b>	<b>Senior Occupational Therapist: Static post - Rheumatology and Pain Teams</b>
<b>Band:</b>	<b>6</b>
<b>Hours of work:</b>	<b>37.5</b>
<b>Location:</b>	<b>Occupational Therapy</b>
<b>To whom responsible:</b>	<b>Occupational Therapy Team Leader</b>
<b>Job summary:</b>	<p><b>An exciting opportunity as has arisen to work in a vibrant occupational therapy department, in an Outpatient setting.</b></p> <p><b>The post involves working with patients with rheumatology conditions such as Rheumatoid arthritis and Lupus, and Chronic pain conditions such as Fibromyalgia, Back pain and Complex Regional Pain Syndrome (CRPS). Individual patient sessions include: splint fabrication, problem solving activities, and patient education. Group sessions include working as part of the multi-disciplinary team to deliver the pain programmes and joint protection programme.</b></p> <p><b>The post holder will be required to effectively and creatively carry a full case load without direct supervision whilst developing supervisory and project/service delivery skills. Working collaboratively within a multi-disciplinary team, division and occupational therapy department.</b></p>

### **Key duties and responsibilities:**

#### Clinical

- To provide specialised occupational therapy advice in relation to care of patients with a range of psycho-social, physical and emotional problems, working in an outpatient setting.
- To ensure safe, effective and efficient occupational therapy practice within your field of practice.
- To work independently seeking support from occupational therapy team leader when required.
- To accept clinical responsibility and professional autonomy for a designated caseload of patients, from referral to discharge, and to organise this efficiently and effectively in relation to clinical priorities and use of time.
- To be professionally and legally responsible and accountable for all aspects of your own work, including the management of patients in your care.

- To undertake all stages of the Occupational Therapy therapeutic process:
  1. Referral taking and information gathering through searching clinical records and through liaison with the client, carers, and colleagues from health and other agencies.
  2. Completing assessments, through interview, observation of functional tasks and using standardised assessments.
  3. Identifying needs and forming goals and plans for interventions.
  4. Completing a wide range of interventions including: teaching patients about their condition, splint fabrication, leading groups, hand exercises, joint protection advice, advice on return to work/leisure, giving advice and support, upper limb rehab, home activity programmes, rehabilitation including personal care activities, and empowering patients so they can problem solve activities.
  5. Planning, leading and evaluating groups.
  6. Evaluate client progress through re-assessment and ensure continuous progression by graded activity for improving conditions or activity modification for deteriorating conditions.
  7. Discharge planning and referral onto alternative services.
- To develop skills in assessing and interpreting a range of complex factors relating to the patient's condition including diagnosis and prognosis.
- To carry out tasks with patients who are immuno-suppressed and/or infectious.
- To independently plan and carry out assessments in the patient's own home. This may involve unforeseen exposure to environmental hazards (e.g. squalid home environment).
- To assist junior/new members of staff in the formulation, progression and evaluation of treatment plans.
- To communicate effectively with patients/clients and carers to maximise rehabilitation potential whilst being realistic about patients expectations. Communication skills of persuasion, motivation, explanation and gaining informed consent will be used with a variety of patients. Barriers to effective communication will regularly be evident, e.g. sensory impairment, cognitive impairment, pain, fatigue, emotional state, behavioural and communication difficulties.
- To be able to deal effectively and appropriately with patients/public who display inappropriate behaviours (e.g. physical or verbal aggression).
- To provide spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals.
- To maintain accurate and up-to-date documentation in line with Service, Trust and HCPC and RCOT requirement.
- To take responsibility for appropriate delegation of tasks to occupational therapy assistants, health care assistant and other team members.
- To ensure effective communication and collaboration takes place between yourself and members of the multi-disciplinary and multi-agency teams across hospital, outpatient and community (both written and verbal). This may require communicating complex information on sensitive issues.
- To evaluate the outcome of the communications and ensure there is adequate carryover of information to enable ongoing care of patients once discharged.
- To support others and recognise the limitations of your own clinical practice and seek the advice of others as appropriate.
- To demonstrate an awareness of wider team and service issues.
- The post holder will need to be able to prioritise caseload and work flexibly around interruptions relating to patient care.
- To maintain good working relationships with the team, patients, carers and personnel from other agencies.
- To be able to travel independently if visiting patients in the community.

### Educational

- To maintain your own continuing professional development (CPD) by maintaining an awareness of new trends and developments and to incorporate them as appropriate into your practice.
- To ensure fitness to practice as an OT in relation to HCPC, through providing evidence of continuing professional development (e.g. portfolio) through reflective practice and clinical supervision.

- To maintain an awareness of current developments within the field of practice, disseminate information, and ensure that your practice and that of other therapists in your team is based on the best available evidence.
- To measure and evaluate your work and current practices through the implementation of Evidence based practice projects, audit and outcome measures.
- To demonstrate a sound understanding of Clinical Governance and Risk Management, and apply this to the work situation.
- To participate in the trust appraisal and personal development programme (as both appraiser and appraisee), and to assist junior and support staff with their personal and professional development as appropriate.
- To participate in clinical shadowing experiences for OT students/other healthcare professionals/work experience, and to explain the role of the occupational therapist to departmental visitors.
- To actively engage in the process of receiving regular supervision from occupational therapy team leader.
- To supervise junior occupational therapy staff and occupational therapy assistants working within your team where appropriate.
- To be responsible for the supervision and evaluation of OT students on fieldwork placements within your team.
- To be an active member of the service's in-service training programme by the attendance and presentation at staff meetings, team education tutorials and external courses.
- To actively contribute to the development of the service by participation in working groups.
- To demonstrate an understanding of national service frameworks, other government documents and legislation relating to health, social care, housing and education if appropriate and their impact on occupational therapy service provision within your area.
- To be responsible for keeping up to date with own mandatory training.

#### Managerial

- To assist with the responsibility of Band 5 Occupational Therapists, Occupational Therapy support workers and Occupational Therapy students.
- To plan and participate in the induction and in-service training programme for new team members in accordance with the service's policies and procedures.
- To provide verbal feedback to colleagues regarding participation in working groups.
- To participate in service developments.

#### Professional

- To promote Occupational Therapy.
- To comply with the HCPC and RCOT Code of Ethics and Professional Conduct. To maintain accurate statistical records of patient activity using various patient IT systems and data bases.
- In the absence of the senior therapist to plan and prioritise the workload of your team in relation to patient management and use of time.
- To balance clinical priorities and professional demands, and ensure that these remain in accordance with the service policies.
- To be responsible for a safe environment, recognising patients' requirements for privacy and dignity.
- To recognise and comply with departmental procedure for positive reporting including booking annual leave, sickness and absence reporting.
- To ensure the effective selection and appropriate use of treatment resources.
- To maintain an awareness of resources available as part of clinical reasoning and decision making.
- To follow organisational policies regarding financial and requisitioning procedures.
- To ensure the appropriate recommendation supply/purchase of equipment in accordance with eligibility criteria.
- To ensure equipment used in the assessment and treatment of patients is fit for the purpose and notify the appropriate personnel of any faults that require repair or attention.
- The post holder must at all times carry out his/her duties with due regard to the Trust's Equal Opportunities Policy.
- To observe service and trust policies and procedures and bring them to the attention of all staff working in the clinical area.
- It is the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff.

- It is the responsibility of the post holder to ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work.
- All staff who have access to or transfer data are responsible for that data and must respect confidentiality and comply with the requirement of the Data Protection Act 1998, in line with the Trusts policies.
- All staff are required to comply with the requirements of the Freedom of Information Act 2000 in line with Trust Policy.
- To work flexibly in accordance with service needs including on-call, out of hours, bank holidays and weekends.
- When working with children and young people the post holder is required to work to policies and procedures relating to child protection that have been agreed by the Trusts and the Cambridgeshire Area Child Protection Committee.
- Any other duties which may be required from time to time.

This job may involve frequent exposure to unpleasant working conditions on regular daily basis and may involve exposure to bodily fluids including sputum, vomit, urine and unpleasant smells and occasionally exposure to verbal and physical aggression.

The job may also involve working in patients' own homes and other community settings which may be distressing or emotionally challenging, physically demanding or restrictive. This will require an awareness of risk situations for self, patients and others. It will could involve handling, transporting and installing a range of equipment, and patients.

### **General Compliance:**

1. To comply with all Trust Policies and Procedures, with particular regard to
 

- Risk Management	- Health & Safety	- Information Governance
- Confidentiality	- Data Quality	- Freedom of Information
- Equal Opportunities	- No Smoking	- Being Open: a duty to be candid
2. All staff have a responsibility to comply with the current infection prevention and control policies, procedures and standards and ensure they have received training on infection prevention and control issues including hand hygiene and received refresher training appropriate to the job role. All staff should practice and encourage appropriate hand hygiene and act professionally to ensure the hospital environment is clean, safe and tidy.
3. To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
4. To follow all the Trust Security policies and procedures and be vigilant to ensure the safety and secure environment for care.
5. All staff that have access to or transfers any data are responsible for those data, it must be kept secure and they must comply with the requirements of the Data Protection Act 2018 and the General Data Protection EU Directive (GDPR). All data must be kept in line with the Trust's policies and procedures. Data includes all types of data i.e. patient, employee, financial, electronic, hard copies of printed data or handwritten data etc.
6. The post holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities.
7. The Trust is committed to carefully screening all staff who work with children and vulnerable adults. If this applies to this post, the appointment will be subject to a satisfactory Disclosure and Barring Service disclosure (formerly the CRB disclosure) of the appropriate Level.
8. All staff will receive training on Child Protection -Safeguarding Children Policies and Procedures as part of Induction and receive refresher training appropriate to the job role; this will equip the post holder with the knowledge of what you will need to do if you have concerns about the welfare of a child/young person under aged 18.
9. Participate in an annual Appraisal and Development Review meeting and ensure you are meeting the Trust's Performance Standard for the post.
10. CUH is a smoke free campus. All employees must comply with the requirements of the No Smoking Policy and support the processes and practices in place in relation to patients and visitors
11. To uphold the Trust Values and Behaviours standard.
12. Perform any other duties that may be required from time to time.

**Every post holder can make a difference to a patient's experience. You will come across patients as you walk around the hospital; we rely on all our staff to be helpful, kind and courteous to patients, visitors and each other.**

This job description may be altered to meet changing service needs, and will be reviewed in consultation with the post holder.

# Our Trust values and behaviours

Values	Behaviours	Love to see	Expect to see	Don't want to see
<b>Safe</b> I never walk past, I always speak up	Safety	Shares lessons learned to help others to improve safety.	Always follows agreed safety and wellbeing procedures. Learns from mistakes and asks for help if they need it.	Shows a lack of focus on safety and wellbeing in their day-to-day work.
	Raising concerns	Encourages others to raise concerns about safety or attitude.	Speaks up every time standards on safety, care or dignity are not met. Welcomes feedback.	Keeps concerns to themselves, and rejects feedback about their own behaviour.
	Communication	Seeks ways to enhance understanding of information being communicated to meet people's needs.	Keeps people informed and gives clear explanations in ways people can understand.	Doesn't give people the information they need. Uses jargon inappropriately.
	Teamwork	Encourage others to contribute and demonstrates better ways of working within and across teams.	Works as part of a team. Co-operates and communicates with colleagues. Values other people's views.	Excludes others and works in isolation.
	Reassuringly professional	Is constantly aware that what they say and do affects how safe other people feel.	Is calm, patient and puts people at ease. Takes pride in their own appearance and our environment.	Passes on their negativity/stress. Is critical of other teams or colleagues in front of others. Displays unprofessional appearance.
<b>Kind</b> I always take care of the people around me	Welcoming	Goes out of their way to make people feel welcome.	Is polite, friendly, makes eye contact, smiles where appropriate and introduces themselves. 'Hello my name is...'	Ignores or avoids people. Is rude or abrupt, appears unapproachable/ moody.
	Respectful	Applies a broader understanding of the diverse needs of patients/ colleagues. Supports others to be themselves.	Treats everyone as an equal and valued individual. Acts to protect people's dignity.	Ignores people's feelings or pain. Makes people feel bullied, belittled or judged.
	Helpful	Thinks about the needs of others. Goes the 'extra mile' for other people.	Is attentive and compassionate, helps people who need help, or finds someone who can. Never walks by.	Makes people feel like a burden: 'It's not my patient / job / problem'.
	Listen	Makes time to listen to people even when busy.	Listens to people in an attentive and responsive manner.	Disinterested, dismissive or talks over people.
	Appreciate	Goes out of their way to make people feel valued for their efforts and achievements.	Encourages people's efforts. Notices when people live up to our values, says thank you.	Doesn't notice or appreciate people's efforts.
<b>Excellent</b> I'm always looking for a better way	Aiming high	Their positive attitude inspires others to achieve the highest levels of quality.	Always aims to achieve the best results.	Accepts mediocrity or moans without looking for solutions.
	Improving	Helps others to find creative solutions to problems and shares good practice.	Suggests ideas for better ways of doing things and looks for opportunities to learn.	Resists change: 'we've always done it this way'.
	Responsible	Shows enthusiasm and energy to achieve excellent results.	Takes responsibility and has a positive attitude.	Avoids responsibility. Blames or criticises others.
	Timely	Always respects the value of other people's time.	Is on time, efficient, organised and tidy. Apologises and explains if people are kept waiting.	Misses deadlines or keeps people waiting, without explanation/apology.
	Makes connections	Helps others to understand how services connect.	Thinks beyond their own job and team to make things easier for people.	Focuses on their own department needs to the detriment of the people they serve.

Together-**Safe** | **Kind** | **Excellent**

**Post Title: Senior Occupational Therapist**

**Band 6**

**Department: Occupational Therapy**

**How evidenced:**    **A** = Application Form        **I** = Interview        **T** = Test

<b>Factors</b>	<b>Essential Criteria</b>	<b>How Evidenced</b>	<b>Desirable Criteria</b>	<b>How Evidenced</b>
<b>1 Qualifications</b>	<ul style="list-style-type: none"> <li>- Occupational Therapist registered with Health and Care Professions Council</li> <li>- Degree or Diploma of Occupational Therapy</li> <li>- Evidence of Continued Professional Development</li> <li>- Have undertaken or willing to undertake fieldwork educators training</li> </ul>	<p>A</p> <p>A</p> <p>A, I</p> <p>I</p>	<ul style="list-style-type: none"> <li>- Member of Royal College of Occupational Therapists</li> <li>- Member of Specialist Section / Special Interest Group</li> <li>- Fieldwork educators certificate</li> </ul>	<p>A</p> <p>A</p> <p>A</p>
<b>2 Experience</b>	<ul style="list-style-type: none"> <li>- Experience in splinting the hand</li> <li>- Experience with patients who have complex rheumatology and chronic pain conditions</li> <li>- Teaching experience</li> <li>- Varied clinical experience</li> <li>- Experience of working in either NHS or social care</li> <li>- Evidence of student supervision</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> <li>- Experience in running self-management patient groups</li> <li>- Experience in the use of motivational interviewing</li> <li>- Experience of working with people with mental health conditions</li> <li>- Experience of supervision of Occupational Therapy Assistants and students</li> <li>- Experience of giving presentations</li> <li>- Experience of working in Outpatient setting</li> <li>- Experience of audit / EBP / research process</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, T</p>
<b>3 Knowledge</b>	<ul style="list-style-type: none"> <li>- To be competent in all stages of the OT process</li> <li>- Working knowledge of a range of rheumatology or pain conditions</li> <li>- Flexible</li> <li>- Self-motivated</li> <li>- Positively promotes Occupational Therapy</li> </ul>	<p>I, T</p> <p>I</p> <p>A, I</p> <p>A</p> <p>A, I</p>	<ul style="list-style-type: none"> <li>- Participation in project work / working in groups</li> <li>- Knowledge of government documents and legislation relating to healthcare, social care, housing and education</li> <li>- Reflective Practitioner</li> </ul>	<p>A, I</p> <p>I</p>



<b>4 Skills</b>	<ul style="list-style-type: none"> <li>- Effective communication skills</li> <li>- Close team working in a variety of settings</li> <li>- Good interpersonal skills</li> <li>- I.T. skills including email</li> <li>- Effective prioritisation and management of workload pressures</li> <li>- Able to manage caseloads independently</li> </ul>	A, I, T A, I A, I, T A, I A, I A, I	<ul style="list-style-type: none"> <li>- Ability to deputise for the Occupational Therapy Team Leader</li> </ul>	I
<b>5 Additional Requirements</b>	<p>The ability to understand and behave at all times, towards patients, visitors and colleagues according to the Trust values of <b>Safe, Kind, Excellent.</b></p> <ul style="list-style-type: none"> <li>- Able to work weekends or “on-call” as needed</li> <li>- Ability to travel with or without patients throughout the district on a regular basis</li> </ul> <p><b>The following hazards are associated with this job role:</b></p> <ul style="list-style-type: none"> <li>- Working in isolation</li> <li>- Working in confined spaces</li> <li>- Manual Handling</li> <li>- Driving</li> </ul>	I/A   A, I  A, I		

## Information for Applicants - Terms and Conditions of Employment

This information is a summary of the main terms and conditions for pay, annual leave, hours and pension that is governed by the NHS Terms and Conditions of Service Handbook.

### Pay

The advertisement provided the information about the pay band for this role. All pay bands have a minimum and maximum point with opportunity for progression to the next pay step point when a minimum length of service has been reached. This is subject to meeting expected levels of performance. For more information about Agenda for Change Pay please visit:

<http://www.nhsemployers.org/your-workforce/pay-and-reward/pay/agenda-for-change-pay>

New entrants to the NHS will normally commence on the minimum point of the pay band. Only in exceptional circumstances where the employee has considerable relevant experience to the post can a higher starting salary be considered. If a current NHS employee applies for a post at a higher band they move onto the higher band receiving a promotional increase in accordance with NHS Terms and Conditions. Current NHS employees transferring on the same pay band retain the same salary.

### Pay Progression

Employees will receive progression to the next pay step point (where available) subject to meeting expected performance and compliance requirements. If you are an existing NHS employee applying for a role on the same band, progression will be awarded in accordance with the Trust's current ADR and Pay Progression policy. If you are new to the Trust or are applying for a promotion, progression will be awarded in accordance with the new national framework agreement.

### Hours

Full time is 37.5 hours per week and is in accordance with the working patterns/rota patterns within the ward/department. These may be changed from time to time depending upon patient / service needs. If the post you have applied for is part time, the salary will be calculated pro rata to 37.5 hours. If you are required to work nights/weekends/public holidays you will receive the appropriate unsocial hour's enhancements.

### Annual Leave Entitlement

This is dependent on complete years of NHS service.

Years NHS service	Annual leave entitlement per year
0-5 years completed NHS service	<b>202.5 hours</b> (based on 27 days x 7.5 hrs per day) plus public holidays (pro rata for part time)
5-10 years completed NHS service	<b>217.5 hours</b> (based on 29 days x 7.5 hrs per day) plus public holidays (pro rata for part time)
Over 10 years completed NHS service	<b>247.5 hours</b> (based on 33 days x 7.5 hrs per day) plus public holidays (pro rata for part time)

### Pension

Employees are automatically enrolled onto the NHS Pension Scheme upon commencement. There is both an employer and an employee financial contribution to the pension scheme, with the employee contribution ranging from 5% to 14.5% depending upon your salary. New employees will receive a detailed information pack on commencement. For further information about the scheme and how to opt out following commencement, please visit [www.nhsbsa.nhs.uk](http://www.nhsbsa.nhs.uk)