



JOB DESCRIPTION

Job Details

Job Title: Specialist Occupational Therapist

Pay Band: Band 6

Department / Ward: Midlands Centre for Spinal Injuries (MCSI)

Organisational Arrangements

Accountable to:

1. (Managerially) Therapy Manager
2. (Reporting) Therapy Team Lead MCSI

Our Vision, Mission and Cultural Characteristics

At Robert Jones and Agnes Hunt Orthopaedic Hospital we welcome talented people who align to our Core Purpose, Values and Cultural Characteristics. It is only through attracting, recruiting and continually developing talented staff that live these behaviours in their day-to-day activities that we can realise our Mission, and achieve our Vision.

Our Mission: *Caring for Patients, Caring for Staff, Caring for Finances*

Our Vision: *Aspiring to deliver World Class Patient Care*

Cultural Characteristics:

1. *We respect people for their skills and devotion. Not their grade.*
2. *Patient need over rules process.*
3. *We choose positivity (we look for strength before weaknesses).*
4. *The person who knows most about something is able to get on with it.*
5. *Being humble is a sign of greatness, not weakness.*
6. *People are aware of – and manage – the impact they have on others.*
7. *We are honest and transparent in our dealings with each other.*
8. *If we see a problem we can fix it, if we see an opportunity we can grasp it.*
9. *We strive constantly to make things better for our patients, ourselves and the hospital.*
10. *We know that our differences are valuable – we don't believe that our differences make us superior or inferior.*
11. *We are do-ers not bystanders if we see something we don't like we say so (and do something about it), and if we see something we do like, we say so.*

Job Purpose

- To participate in the development and organisation of the efficient and effective provision of the occupational therapy service to MCSI.

- To provide a high quality of occupational therapy service to patients with spinal cord injury by providing advanced assessment and treatment of patients who may have complex or chronic presentation.
- To help ensure a cohesive service for the MCSI by ensuring a multidisciplinary approach to treatment and the patient's successful integration into the community.

Duties and Responsibilities

1. Clinical

- 1.1 To be professionally and legally responsible and accountable for all aspects of own work including the management of patients in your care and supporting less experienced staff to do likewise.
- 1.2 To undertake all aspects of clinical duties as an autonomous practitioner.
- 1.3 To undertake a comprehensive assessment of patients with spinal cord injury, including those with diverse or highly complex presentations/multi pathologies.
- 1.4 Assess patients understanding of treatment proposals, gain informed consent and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment.
- 1.5 To plan and deliver individual occupational therapy treatment proposals, based on a specialist knowledge of evidence based practice and treatment options using clinical assessment, reasoning skills and knowledge of treatment skills/options e.g. upper limb management, splinting and FES, patient education, verbal/physical independence in functional activities including home/work/school assessments.
- 1.6 Continually reassess/evaluate patient progress and alter treatment programmes as required.
- 1.7 To represent the occupational therapy service and/or individual patients at the multi-disciplinary team (MDT) meetings or ward rounds, to ensure the delivery of a coordinated multidisciplinary service and integrate occupational therapy treatment into the overall treatment programme. This will include discussion of patient care, patient progress, appropriate referrals for further interventions and involvement in discharge plans.
- 1.8 To effectively communicate with patients and their parents and/or carers, to progress and encourage compliance with their treatment and rehabilitation programmes. This will include patients who may have difficulties in understanding or communicating; for example patients who are deaf, blind, illiterate, dysphasic, have learning difficulties, have mental health problems (including those with suicidal tendencies), those experiencing difficulties accepting their diagnosis, and for those who may not speak English or it is their second language. This will involve the use of skills such as persuasion, motivation and explanation to ensure optimum outcomes for the patient.
- 1.9 To provide spontaneous and planned advice, teaching and instruction to relatives, carers and other professional to promote understanding of the aims of occupational therapy and to ensure a consistent approach to patient care.
- 1.10 To accept clinical responsibility for a designated case load of patients, to organise this effectively and efficiently with regard to clinical priorities and use of time.
- 1.11 To participate in the Key Worker System, to use the Needs Assessment Checklist and to chair multidisciplinary Goal Setting meetings (taking minutes for distribution), to co-ordinate the individual patients rehabilitation and discharge plans.

- 1.12 To ensure correct provision of equipment for patients to facilitate discharge.
- 1.13 To support patients through acceptance of stressful, complex physical conditions.
- 1.14 Consistently maintain accurate, comprehensive and up-to-date treatment records for your patients, in line with legal (BAOT Standards of Occupational Therapy practice) and departmental requirements and communicate assessment and treatment results to the appropriate disciplines in the form of reports or letters when appropriate.
- 1.15 To be responsible for the safe and competent use of all equipment and patient aids/appliances.
- 1.16 To be involved in the assessment for and provision of specialised equipment, including shower chairs.
- 1.17 To participate in the provision of an occupational therapy service within the Midlands Centre for Spinal Injuries Outpatients Service.

2 Professional

- 2.1 To set high personal and professional standards of work within the BAOT/Trusts clinical guidelines, National Service Frameworks (NSF) and NICE guidance and monitor own and others quality of practice as appropriate.
- 2.2 To be responsible for teaching student occupational therapists to graduate level on functional skills and knowledge within the area of spinal injuries. This will involve the use of appraisal documentation.
- 2.3 To assist with the training and supervision of less experienced staff and occupational therapy, TIs and assistants.
- 2.4 To participate in the programme of in-service training as an active member, by attendance at and/or delivery of presentations and training sessions, either separately or at shared learning sessions.
- 2.5 To participate in the staff appraisal scheme and personal development plan as both appraiser and appraisee.
- 2.6 Undertake the measure and evaluation of own work in line with current occupational therapy practice through application of EBP (Evidence Based Practice), audit, research, outcome measures and reflective practice.
- 2.7 To take on the optional responsibility of link training for Health and Safety, Cardio-pulmonary resuscitation, or Manual handling, or some other additional training duty within the department as requested.

3 Organisational

- 3.1 To be responsible for organising and planning own work caseload to meet service and patient priorities, realising the need to be flexible and being able to adjust plans/delegate, as situations arise.
- 3.2 To provide supervision and co-ordination of junior staff, students, TIs and assistants on a daily basis.

- 3.3 To participate in the team management of the daily activities of the occupational therapy service within the MCSI.
- 3.4 Deputise for more senior staff in their absence taking responsibility for the operational management of the team, allocating and organising staff to meet service priorities on a daily basis.
- 3.5 To organise and participate in patient sporting and social activities.
- 3.6 To undertake as directed the collection of appropriate data or statistics for use in service audit and research projects. To undertake audit/research into specific areas of clinical practice and service delivery using a range of research methodologies as part of MDT audit and/or occupational therapy department research initiatives.
- 3.7 To identify opportunities to improve/develop the occupational therapy service to MCSI in order to provide the best patient care within the resources available.
- 3.8 To participate in departmental meetings, to contribute ideas for the progress and planning of the service.

Additional Information

- To perform advanced assessment and treatment of patients with diverse presentations and complex physical and psychological conditions, to provide a diagnosis and develop and deliver an individual treatment programme.
- To undertake all aspects of clinical duties as an autonomous practitioner.
- Supervise, educate and assess the performance of occupational therapy students, and work closely with the university to ensure teaching meets the standards set by the degree level qualification.
- Be involved in audits, surveys and evidence-based projects to further own and teams clinical practice as required. To make recommendation of any associated changes to practice by the team.
- Daily manual handling of patients often not using handling equipment because it is a rehabilitation setting and facilitating patients to be independent.
- Repositioning patient in wheelchair 5 x 10 minutes per day
- Static posture 7x 10 minutes per day
- Assisting patients up from the chair Moderate physical effort 2 x per day
- Positioning patients in bed/plinth 15 x 5 minutes per day
- Supporting limbs while exercising 20 x 10 minutes per day
- Transferring patients (including assisting beds to and from chair, sitting to and from sitting to and from lying) Intense physical effort 20 x 3 minutes per day
- Pushing wheelchairs 2 x 5 minutes per day
- Using the hoist 6 x 7 minutes
- Kneeling on beds 30 x 3-15 minutes
- Supporting/rescuing patients/bending behind them doing wheelchair skills 10 x 2 minutes per day
- Moving equipment 5 x 3-15 minutes per day
- Clamping wheelchairs in to minibus physically hard work in a bent of position 10 x 5 minutes 1x per month

Mental effort

- Interruptions of task and need to switch between activities 60%of time
- Aware in multiple patient setting of sudden emergency needs 75% of time
- Patient report/documentation
- Intense concentration 2x /day 10-20 mins

- Dealing with complex patients

Constantly

Risk Management & Good practice

Risk Management involves all staff identifying circumstances and practices which put patients at risk of harm, and then acting to both prevent and control these risks.

Staff are required to improve the quality of care by identifying, reporting and analysing actual and potential adverse events through the trust's Clinical Incident Reporting system.

Central to every clinician's practice should be the control and reduction of risk by changing clinical and organisational practice in order to eliminate or reduce adverse events.

All clinical staff are required to familiarise themselves with the Trust's Clinical Risk Management Strategy and all other Clinical Risk policies and guidelines, including the Trust's Complaints Procedure. (These documents are available on the Trust's Intranet Site).

Risk Management and Health and Safety

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by employee's acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

This requires the following:

- Compliance with the Health and Safety at Work etc Act 1974 and the Management of Health and Safety Regulations 1999 and any other relevant safety regulation.
- Being familiar with and following the provisions of the Trust's Health and Safety Policy and all other policies, procedures and safety rules of the Trust and your specific work place
- Co-operating with all measures the Trust takes to maintain a safe working environment. This includes using manual handling equipment, wearing personal protective equipment, etc.
- Compliance with all instruction and training given by members of the Trust relating to health and safety.
- Bringing to the attention of the Trust any situation considered to be a serious and imminent danger; also reporting any other perceived shortcoming in the Trust's health & safety arrangements.

Infection Control

It is the responsibility of all staff, in accordance with The Health Act 2006, to:

- Ensure high standards of hand hygiene and that good practices in infection control are promoted and maintained in their area of control
- Co-operate with all efforts to reduce and/or eliminate the risk of spread of undesirable/infectious organisms
- Adhere to the appropriate policies regarding screening, admission and transfer of potentially infectious patients
- Report to their Manager and Occupational Health all incidents of sharps injuries where the sharp is contaminated with blood or serum.

- Participate in any screening programmes initiated by the Director of Infection Prevention and Control
- Protect the health and safety of patients and other staff by informing their Manager and/or Occupational Health before reporting to work with transmissible harmful/potentially harmful conditions

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Infection control should be routinely covered within the annual appraisal process.

Confidentiality and Information Security

As a Trust employee, you are required to uphold the confidentiality of all records held by the Trust, whether patient records of Trust information. This duty lasts indefinitely, and will continue after you leave the Trust employment. Please ensure that you are aware of, and adhere to, the standards described in the Trust's Confidentiality Policy as you are required to preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and the practice business and this obligation shall continue indefinitely.

A breach of this requirement will be regarded as gross misconduct and as such will be grounds for dismissal, subject to the provision of the disciplinary procedure."

This does not affect your rights and obligations under the Trust's Openness Policy.

Records Management

As an employee of the Trust, you have a legal responsibility for all records (e.g. including patient records, financial, personal and administrative) that you create or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio, videotapes or x ray images etc. All such records are considered public records (under the Public Records Act 1958). You must consult your manager if you have any doubt as to the correct management of the records with which you work.

Competence

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties, you should immediately speak to your line manager/supervisor.

Safeguarding Children and Adults

The Robert Jones and Agnes Hunt NHS Foundation Trust takes the issues of Safeguarding Children and Adults very seriously. All employees have a responsibility to support the Trust in its duties by:-

- 1) Attending mandatory training on Safeguarding children and adults.
- 2) Being familiar with the individual and Trust requirements under relevant legislation.
- 3) Adhering to all relevant national and local policies, procedures, practice guidelines and professional codes.
- 4) Reporting any concerns to the appropriate manager or authority

General

This job description does not attempt to describe all the tasks the post holder will undertake. It does indicate the degree of authority, range of duties covered and the flexibility required for the job.

This job description may be amended in consultation with the post holder as developments evolve, and as part of the appraisal process.

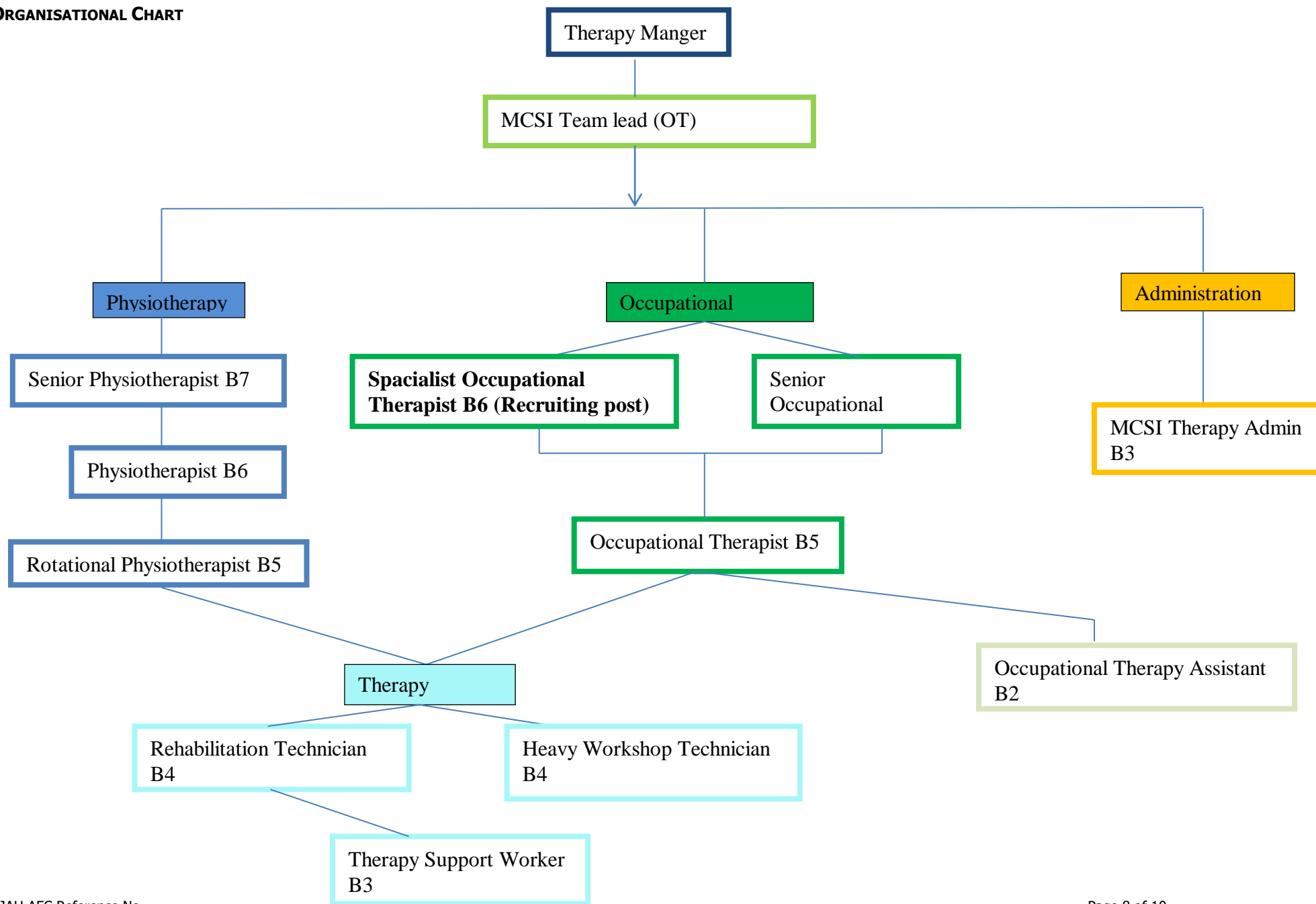
You have a responsibility for ensuring that you are committed to maintaining a high quality service to patients by continual development of practice in the light of research evidence, National Service Frameworks, NICE Guidance and Clinical Guidance and by audit against clinically relevant standards.

To suggest and implement improvements to services, exercising professional responsibility, including lifelong learning within an open "no-blame culture".

To promote equality and value diversity.

Prepared by/Reviewed by
Prepared/Reviewed date

ORGANISATIONAL CHART



PERSON SPECIFICATION FOR THE POST OF []

Criteria	Essential Requirements	Desirable Requirements	Evidenced by
Qualifications/Training	<ul style="list-style-type: none"> Degree in occupational therapy. State registration. 	Member of specific interest group.	Certificates – verified and copies of originals taken for personal file.
Experience	<ul style="list-style-type: none"> Broad rotational experience. Experience in Neurology. 	Experience in <ul style="list-style-type: none"> Spinal injuries. Rehabilitation. Multidisciplinary team working. Supervision of occupational therapy Assistants and/or students. 	Application form. Interview. References.
Skills and Competencies	<ul style="list-style-type: none"> Able to work on own initiative and under pressure. Able to work within a multidisciplinary team. Good communication skills. Written, oral and electronic. Full UK drivers license. 	<ul style="list-style-type: none"> Relevant clinical courses. Ability to pass on skills/knowledge to others. Committee membership. Ability to work in a multi-disciplinary team and independently. Ability to organise and prioritise. Ability to cope with stressful environment/patients/carers. 	Certificates. Application form. Interview. References. Recruitment competency test.
Knowledge (including specialist or technical knowledge required)	<ul style="list-style-type: none"> CPD portfolio with evidence of IST and reflective learning. Evidence of post graduate learning. Working knowledge of spinal injuries and the complications which may result. Able to present information, written and orally in a clear and logical manner. Understanding of clinical governance and its implications e.g. quality, audit. 	<ul style="list-style-type: none"> Knowledge of NHS equipment/systems Involvement in audit, research and quality issues Competent IT skills Presentation skills 	Application form. Interview- scenario questions. References.
Personal Qualities & Trust Values	Trust Values: Friendly – patients, colleagues, public are always put at ease and made welcome. Excellence – ensure the care we deliver has great outcomes for patients. Caring - put the patient first and be considerate of their needs. Professional - apply high professional standards to your role. Respect - for patients and each other.	<ul style="list-style-type: none"> To demonstrate self confidence and maturity in work and other activities. Committed to personal and team development. Excellent interpersonal skills. 	References.

