

Job Description

Job Details

Job Title:

Occupational Therapist

Job Reference Number:

Band:

6

Ward / Department:

King's Lynn and Coastal Integrated Therapy Team

Directorate / Locality:

West

Essential Qualifications:

Degree or Diploma in Occupational Therapy

Job Purpose

To contribute in the delivery of high standards of health care to patients within their own homes, care homes, the travelling community, community hospitals and in clinics, by assessing, planning, implementing and evaluation packages of care.

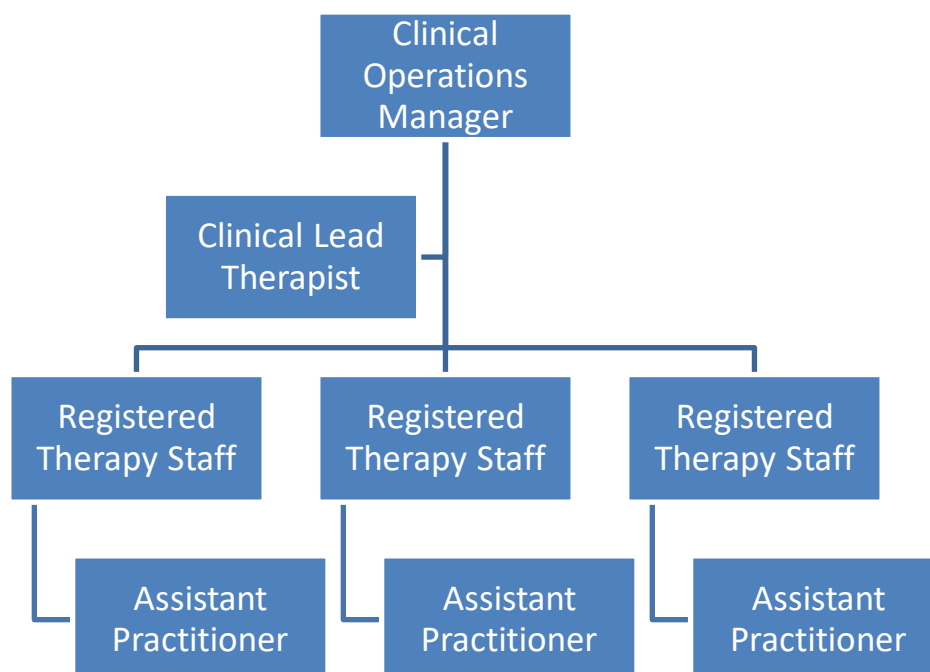
Working Pattern

The service operates between 8.30- 1630 Monday to Friday. May be subject to change if commissioning of services is reviewed.

Organisational Arrangements

Accountable To:	Clinical Operations Manager
Reports To:	B7 Clinical Lead- Therapy
Responsible For:	Band 4 and Band 5 therapy staff

Structure Chart



Key Areas of Responsibilities

- To contribute to the delivery of therapy assessments and treatment plans for patients with long term conditions, palliative care and rehabilitation needs for example, to achieve quality of life and independence where possible.
- To work within the integrated team to facilitate early discharge from hospital.
- To work within the integrated team to prevent unnecessary admission to hospital.
- To work with therapists by in-reaching to community hospitals and procured beds and follow prescribed rehabilitation treatment plans to support a timely discharge.
- To work with all health care professionals, and statutory/non-statutory agencies to provide a seamless, integrated service to our service users.

Main Responsibilities

Clinical

The post holder will:

1. Assess patients with therapy needs based on predetermined department protocols.
2. Prepare for, carry out and monitor assessments and treatments in specified clinical areas, and discharge in line with predetermined department protocols.
3. Apply competency based treatment techniques/care to patients with specific conditions under the supervision of a qualified practitioner, following a prescribed treatment/care plan.
4. Modify and progress intervention / treatment using own clinical reasoning, notifying a qualified practitioner accordingly.
5. Prepare for and develop individual/group activities to meet defined intervention needs.
6. Monitor patients and promptly alert a qualified practitioner when there are unexpected changes.
7. Demonstrate problem solving, and contribute to the solution, working with colleagues.
8. Make basic judgements on patients' response to prescribed treatment, and report findings to a qualified practitioner.
9. Plan and prioritise own visits to delegated patients, and ensure these are documented in personal work diary.
10. Ensure patient held records are completed for each visit, and that SystmOne inputting is completed on a daily basis.
11. Where there are barriers to understanding, such as hearing impairment, mental capacity impairment and other difficulties in comprehension, explanations require adjustments in order to gain understanding, consent and concordance.
12. Be required to use tact and persuasive skills in order to gain the patient's co-operation in their treatment/care/management plan.
13. Liaise with GPs, Social Services, inpatient teams, other allied health care professionals and the voluntary sector to ensure identified needs are met and care co-ordinated appropriately.
14. Communicate with patients/carers by exchanging factual information, reassurance, tact and empathy.
15. Establish and maintain appropriate working relationships with colleagues, patients, carers and other health care professionals.
16. Demonstrate dexterity and coordination when undertaking treatment of patients where accuracy is important, e.g. taking blood sugars, venepuncture, supervising transfers, passive exercises.
17. Be responsible for ensuring equipment is used safely, following appropriate training, and that it is maintained appropriately.
18. Contribute to the requisitioning of supplies and equipment through electronic ordering systems.
19. Work with qualified practitioners with group work/clinics as required.
20. Demonstrate an awareness and understanding of consent, and gain consent as appropriate following department policy.
21. Share responsibility for indirect patient contact tasks, such as, answering telephones, arranging appointments, processing referrals and inputting activity data.
22. Will be exposed to bodily fluids, infected material, blood products on a daily basis, therefore must utilise universal precautions and adhere to infection control policies.

Professional

The post holder will:

23. Attend and contribute to multidisciplinary team meetings and other meetings where appropriate.

24. Attend in-house and competency training as required to develop current job role.
25. May be required to demonstrate own duties to students, new starters and/or less experienced staff; and be involved in induction programmes for new staff / students as required.
26. Work predominantly independently on specified tasks, with regular clinical support and supervision by a qualified practitioner.
27. Be aware of limitations of own scope of practice and competency, and when to involve a more senior practitioner, both in daily practice and in emergency situations.
28. Acknowledge and recognise peoples' expressed beliefs, preferences and choices.
29. Demonstrate an awareness of clinical governance and risk management, and apply to work situation.
30. To provide peer support to other practitioners, demonstrating leadership skills to own competency.
31. Identify and explore own contribution to team working, and reflect on own practice.
32. Actively contribute to the working of the team and express ideas on improving services for users and the team.
33. Share responsibility for maintaining store cupboards, pool cars, cleaning specialist equipment and general housekeeping tasks.

Organisational

The post holder will:

34. Undertake mandatory training as required.
35. Participate in the Personal Development Review process
36. Follow Trust policies, and local procedures.
37. Be aware of Trust's behaviour framework and ensure behaviours are embedded in role.
38. Ensure absence reporting is undertaken as determined by Team Leader and Trust Policy.
39. Contribute to clinical audit as required.
40. Complete the staff survey as required.
41. Complete risk assessments and incident forms as required.
42. Take part in clinical supervision as per Trust Policy.

Trust Values



Community

- As one Trust, we enhance the lives of our patients through our commitment, support and working together
- We are proud to serve our local Community by providing integrated quality services with our partner organisations
- We respect and value the trust we are given to enter our patients' homes and lives



Compassion

- We provide compassionate, co-ordinated and personalised quality care that is safe and effective
- We empower and educate our patients and their carers in the effective delivery and management of their own independence, health and wellbeing
- We are dedicated to holistic, compassionate care and demonstrate this through our commitment to our personal and professional development



Creativity

- Our expertise, commitment and creativity are key to the successful delivery of our services
- We are always open to new ideas that support us in delivering effective compassionate care to our patients
- We continuously innovate and implement efficient delivery of care

Trust Behaviour Framework

- All post holders are required to adhere to the Trust's Behaviour Framework in the undertaking of their duties.



Care Respect and Dignity	We strive to understand each individual patient, service user, carer and customer's total needs as well as valuing and respecting our peers and colleagues.
Working Together for the Community	We are one team, whether working in teams locally, across NCH&C or with our partners for the benefit of our patients and services.
Integrity	We maintain high ethical standards, showing integrity and fairness in dealings with colleagues, partners and patients.
Taking Ownership	We take responsibility for our own performance, the success of our colleagues, our teams and the wider organisation.
Innovation, Flexibility and Resilience	We continuously seek more innovative ways of delivering care to patients and persevere in the face of challenging situations.

Research & Development (Should the post require more than this level then the requirement should be clearly described and referred to the AfC Panel for Evaluation)

- May be required to undertake surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Safeguarding Clause

- Norfolk Community Health and Care NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and where applicable to the role successful applicants will be required to undertake a criminal records check via the Disclosure and Barring Service (DBS).

Infection Control

- Norfolk Community Health and Care NHS Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by Norfolk Community Health and Care NHS Trust.

Health and Safety

- Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- To ensure that the Trust's Health and Safety Policies are understood and observed and that procedures are followed.
- To ensure the appropriate use of equipment and facilities and the environment is maintained in good order.
- To take the necessary precautions to safeguard the welfare and safety of themselves, patients, staff and visitors, in accordance with the Health and Safety at Work Act.
- To undertake appropriate Health and Safety training to support safe working practice including, where appropriate, its management.

General

- All staff are required to respect confidentiality of all matters that they learn as a result of the employment with the Trust, including matters relating to other members of the staff and members of the public/patients.
- Maintain appropriate patient and clinical records in line with the Trusts policies and procedures, and in line with the agreed service specification.
- The post holder will be expected to participate in an annual appraisal of their work where the job description will be reviewed and objectives set. In line with the annual personal development plan the post holder will be expected to undertake any training or development required to fulfil their role.
- Ensure that all patients, clients and colleagues are treated at all times in an equitable manner, respecting diversity and showing an understanding of diversity in the workplace.
- The post holder must carry out their responsibilities with due regard to the Trust's Equality and Diversity Policies, Procedures and Schemes and must ensure that equality is promoted at all times.

This job description is not exhaustive and may be amended from time to time in consultation with the post holder. The post holder will be required to undertake any other duties as may be required for the effective performance of the post.

Person Specification

Essential defines the minimum criteria needed to carry out the job and the job cannot be done without these.

Desirable refers to criteria which are not essential and which successful applicants would be expected to acquire during their time in post. The desirable requirements are not taken in to consideration in a job evaluation panel.

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Graduate Diploma or 1st Level degree in Occupational Therapy Current HCPC registration 	<ul style="list-style-type: none"> Clinical Educators qualification 	Certificates
Experience	<ul style="list-style-type: none"> Previous experience of elderly rehabilitation <ul style="list-style-type: none"> Evidence of continuing professional development 	<ul style="list-style-type: none"> Experience of community working 	Application/Interview
Skills, Abilities and Knowledge	<ul style="list-style-type: none"> Evidence of a higher level of skills and knowledge of practice. Good communication skills Good interpersonal skills A team player Highly motivated Able to provide high standards of care Able to demonstrate tact and diplomacy Able to demonstrate empathy and sensitivity Ability to use own initiative Good observational & reporting skills Ability to manage stressful situations Leadership skills Work flexibly to accommodate patient / service needs Have basic IT and standard keyboard skills Be able to kneel, bend & stoop, and work in cramped environments 	<ul style="list-style-type: none"> Awareness of Assistive Technology 	Application/Interview

	<ul style="list-style-type: none"> • Be able to manoeuvre limbs of around 5-6kg • Be able to manoeuvre patients using handling aids • Be able to make own travel arrangements to patients, clinics, base and meetings as required. 		
Personal Attributes	<ul style="list-style-type: none"> • Professional appearance • Be reliable 		Application/Interview

Manager responsible for completion of this document

Name:

Member of Staff to whom this document relates:

Date Completed:

Review Date:

Post Holder's Signature

Manager's Signature

Date Job Description Agreed

DISTRIBUTION: One copy to member of staff, one copy to personal file.

Please ensure Job Description is agreed and signed by both manager and employee