

JOB DESCRIPTION

POST TITLE:	Home 1st Occupational Therapist
PAY BAND:	Band 5
HOURS OF WORK: SHIFT PATTERNS:	Full time 37.5 hours per week Shift pattern to include evenings and weekends/bank holidays 8am to 4pm; 9am to 5pm; 11am to 7pm, with future service use of 12pm to 8pm shift
OTHER POST DETAILS:	Post holder will be expected to work across all Home1st services as required by agreed time frame. Permanent position with rotation across Admission Avoidance, Community therapy, Inpatient rehabilitation, Staying Steady and Pulmonary rehabilitation pathways.
BASE:	Bletchley Community Hospital
SERVICE:	Home 1 st
DIRECTORATE:	Diggory
REPORTS TO:	Home1st Team Lead
PROFESSIONALLY ACCOUNTABLE TO:	Home1st Manager for Therapies
ACCOUNTABLE TO:	Service Manager for Home1st
LIAISES WITH:	Patients, carers, families, members of internal and external multi-disciplinary teams, local adult social care services and relevant voluntary organisations

JOB SUMMARY

Home 1st is a large interdisciplinary service whose remit is to provide rehabilitation in the community promoting independence, preventing unnecessary hospital admission and reducing the length of stay of those admitted to hospital. Working alongside Physiotherapists, Community Nurses and AHP Support Workers, treatment will take place in a variety of settings such as the client's home, inpatient units, community venues and hospital.

The post holder will be expected to promote, maintain and develop a high quality, efficient and effective occupational therapy service to clients in accordance with the philosophy and operational policies of the team. The post holder will be encouraged to develop skills in providing undergraduate placements to students.

The band 5 post holder will manage a defined caseload, use evidence based/patient centred principles to assess, plan and deliver individual treatment plans. The post holder will undertake all aspects of clinical duties as an autonomous practitioner, with supervision from Senior Occupational Therapists within Home 1st.

VALUES

Central and North West London NHS Trust expects staff to act in a way which shows you understand our core values and are willing to put them into practice with service users, their friends, family and carers and also other staff members.

We expect you to show **COMPASSION**, contribute to a caring and kind environment and recognise that what you do and say helps and can make the lives of others better.

We expect you to **RESPECT** everyone and acknowledge and welcome people's differences rather than ignore them or see them as problematic.

We expect you to EMPOWER others and continually try to provide information, resources and support to help others make their own decisions and meet their own needs.

We expect you to work in PARTNERSHIP and behave in a way that shows that you recognise that commissioners and users of our services are the people who generate and pay for our work.

KEY RESPONSIBILITIES

1. To be professionally and legally accountable for all work undertaken. To work within the standards and guidelines of the team, the Trust, RCOT and HCPC code of ethics.
2. To undertake occupational therapy assessment of clients with diverse needs through subjective questioning, objective assessment and other written material available.
3. To prioritise factors involved in the clients presenting condition through clinical reasoning based on knowledge of current professional opinion, client's prognosis and other physical, social emotional and mental health issues.
4. To set goals for treatment with clients and/or their carer and ensure that care is client centred and agreed by the client and/or their carer.
5. To set and maintain a high standard of clinical practice which is evidence based where possible, using standardised assessment and outcome measures, where appropriate.
6. To screen and assess with support, complex multi-disciplinary referrals from a variety of sources. This screening requires individual responsible action when at times no other professional is currently involved. This screening will establish priority, determine needs and initiate a plan of intervention.
7. To manage a caseload of clients with simple to complex needs with supervision and guidance as necessary from senior staff. To successfully monitor, evaluate and review occupational therapy treatment/interventions within a multi-disciplinary framework and to modify as necessary taking a key worker role as indicated.
8. To use knowledge of other multi-disciplinary roles and external agencies to ensure effective referral management and achieve best client care.
9. To have the ability, knowledge and skills required for moving and handling people in community environments.
10. To ensure client and service records are recorded and maintained on IT databases and that client documentation is according to trust and local policies.
11. To prescribe, delegate and monitor the work of rehabilitation assistants and counter sign documentation.
12. To educate and teach the relevant carers/health workers to participate in on-going rehabilitation care programmes for clients, as appropriate.
13. To actively be involved in the implementation of new specialist clinical services within the Team, with support and guidance from senior occupational therapy staff.
14. To manage clinical risk in own caseload and ensure that rehabilitation assistants and students comply e.g. manual handling risk assessment and local policy regarding lone working.
15. To maintain and update a Continuing Professional Development Portfolio (CPD).
16. To evaluate your practice through audit and outcome measures with support of senior Occupational Therapists when required
17. To maintain and develop specific departmental duties as designated by the lead clinician.
18. To undertake any other duties that may be allocated.
19. To work at other sites in the trust of required.
20. To work on a rotational basis through the various Home 1st therapy teams and be open to opportunities to work and shadow other therapy teams in the trust.

Central and North West London NHS Trust is committed to providing safe, effective services and providing patients and families with a positive experience.

Patient Safety

The Band 5 Occupational Therapist will contribute to the provision of safe and reliable services by:

- Using their clinical judgement and risk assessments to keep the people using our services as safe as possible
- Safeguarding people by recognising and responding when an adult or child might be at risk from abuse but also recognising their own limits and asking for help and escalate concerns when necessary
- Escalating safety concerns and by doing so acting as effective advocates for those who use our services
- Being open and transparent about their own practice
- Supervising the work of others
- Reflecting on everyday practice to identify areas where improvements in safety or quality can be made
- Working with others to create a culture of continuous improvement
- Maintaining accurate, legible, comprehensive records

- Maintaining compliance with their mandatory training requirements.

The HCPC plays an important role in safeguarding the public by regulating the work of Occupational Therapists and you are expected to register with the HCPC each year and adhere to the HCPC Code of Conduct.

Clinical Outcomes

The Band 5 Occupational Therapist will contribute to the effectiveness of services by:

- Providing skilled, evidence-based therapy which adheres to agreed policies and procedures
- Working with patients and families in all stages of the care planning process including assessing risks and needs
- Acting as patient advocates in the multi-disciplinary team and overseeing the work of others to ensure that they are also responding to the needs of patients and providing clinically effective therapy/care
- Working as autonomous practitioners and taking responsibility for the therapy/care they give to patients but within their own limits of competency and confidence
- Contributing to creating and maintaining high performing teams by:
 - communicating well with all members of the team
 - understanding their role in the team and how they help the team achieve its' objectives
 - reflecting on their own practice regularly and encouraging the whole team to reflect on their practices in handovers and team meetings
 - identifying how care could be improved

Patient Experience

The Band 5 Occupational Therapist will contribute to the people using our services feeling respected and empowered to make decisions about their health and wellbeing by:

- Working in partnership with patients and their families and carers
- Gaining consent and, as far as possible, involving people in all decision making
- Signposting patients and carers to supportive services e.g. the courses provided by the Recovery and Wellbeing College or services provided by the local authority or the voluntary sector
- Reassuring people by being professional, responsive, knowledgeable and confident
- Responding to complaints or concerns effectively and quickly in line with the Trust policy

Supporting Yourself and Others

Engaged staff are more productive and the Band 5 Occupational Therapist plays a role in engaging in other staff members in the Trust and the work we do by:

- Providing supervision and annual appraisals to other staff which helps those staff reflect on their work, understand their objectives and monitors their progress towards achieving them
- Participating constructively in their own supervision and annual appraisal processes
- Using continuing professional development funds to consolidate or improve clinical skills and to gain mentorship skills so they can support student nurses

PROFESSIONAL REGISTRATION

As a Band 5 Occupational Therapist you are expected to maintain your registration with the Health Care Professional Council (HCPC) and comply with the HCPC Code of Conduct. Your employment depends on you doing this and failure to remain registered or to comply with the HCPC Code of Conduct may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment. You are required to advise the Trust if the HCPC in any way limits or changes the terms of your registration. Throughout your employment with the Trust, if requested you are required to provide your manager with documentary evidence of your registration with the HCPC.

SAFEGUARDING

As a Band 5 Occupational Therapist you have a duty to safeguard and promote the welfare of children and adults at risk of abuse. You should be aware of local safeguarding procedures and how to contact named professionals for advice and support as well as reporting any concerns. You will be supported with the supervision and training needed

to recognise and act on welfare concerns and to respond to the needs of children and adults. You have a responsibility to ensure that you are up to date with the safeguarding training required for all Band 5 Occupational Therapists.

INFECTIOUS CONTROL AND WASTE DISPOSAL

Infection prevention and control is the responsibility of all staff. As a Band 5 Occupational Therapist all duties must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures. You must also ensure that waste produced within the Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

DATA PROTECTION, CONFIDENTIALITY AND ACCESS TO HEALTH RECORDS

All information concerning patients/clients and other staff members must be treated as confidential and you must adhere to the policies related to this subject. As a Band 5 Occupational Therapist who contributes to patients' health records you are expected to be familiar with, and adhere to, the Trust's Care Records Policy and accompanying documentation. You are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 1999 and you should be aware that patients' records throughout the Trust will be subject to regular audit. You have a responsibility to ensure that patient records are maintained efficiently and that confidentiality is protected in line with the Trust's policies.

PROMOTING EQUALITY AND DIVERSITY

Central and North West London NHS Trust aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status. The Trust has a Valuing Diversity in the Workplace Policy and you are expected to adhere to the policy and support equality and value diversity by making sure that you do not discriminate, harass or bully colleagues, visitors or service users. You are also expected to make sure that you don't contribute to discrimination, harassment or bullying or condone discrimination, harassment or bullying by others. Everyone has a personal responsibility to promote and develop a culture that promotes equality and values diversity but as a Band 5 Occupational Therapist you manage and supervise others so have the additional managerial responsibility to ensure that the team you work in does not discriminate, harass or bully.

HEALTH AND SAFETY AND RISK MANAGEMENT

As an employee you must be aware of the responsibilities placed on you under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors. As A Band 5 Occupational Therapist, like all staff members, you are accountable, through the terms and conditions of your employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required. All staff members have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff members receive appropriate training and a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee. Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations, where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Borough Director and relevant governance committee.

NO SMOKING POLICY

There is a smoke free policy in operation in the Trust and smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

STAFF SUPPORT

The Trust is committed to ensuring that you achieve a good work/life balance, have access to a wide range of support including flexible working options, childcare support and many training and development opportunities.

Trust Sustainability Green Plan Pledge

CNWL are committed to a sustainable future and to improving the social and environmental well-being of our care community. We are dedicated to environmental improvements that embrace a sustainable future that require a shared understanding of our ambitions. Please see the Trust Green Plan - Caring Today and Tomorrow; Carbon-Free available on the Trust Intranet.

GENERAL NOTE

The duties and responsibilities outlined above are to be regarded as broad areas of responsibility and do not necessarily detail all the tasks which you may be required to perform. You may be expected to undertake other duties as may be required which are commensurate with your grade and experience. This job description may be subject to change after discussion with you. All duties and responsibilities must be carried out in accordance with statutory legislation, CNWL Standing Orders, Health and Safety regulations and the HCPC Code of Practice.