

Job Description

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| Title: | Senior Occupational Therapist |
| Grade: | Band 6 |
| Annual Leave: | 27 days per annum increasing to 29 days after 5 years NHS service and 33 days after 10 years NHS service |
| Department: | In-patient Occupational Therapy & Physiotherapy Community Therapy Team - Islington |
| Responsible to: | Team Leader in rotational area |
| Accountable to: | Clinical Lead Occupational Therapist |

POST SUMMARY

Perform advanced Occupational Therapy assessment of patients with diverse presentations and complex physical and psychological conditions. Use advanced clinical reasoning skills to provide a diagnosis and to develop and deliver an individualised treatment programme. Responsible for managing own caseload and a defined area of the service, working without direct supervision.

Supervise, educate and assess occupational Therapy students, assistants and band 5 grade occupational Therapist and provide specialised advice to other health care professionals in the specific clinical area.

Undertake activities which contribute to own continuing professional development which may include, audit, evidence based learning and research projects to further own and teams clinical practice. Make recommendations to clinical lead/manager of service for changes to practice by the team. May lead on the implementation of specific changes to practice or contribute to development of service protocols.

MAIN DUTIES

At all times to be professionally and legally accountable for all aspects of own work.

1. Clinical

Work as an autonomous practitioner, to assess and treat own caseload of patients, including those with complex presentations. In each rotation treatment decisions will be underpinned by specialist knowledge gained from post graduate study of evidence based treatments and from previous experience.

To quickly and accurately screen, establish priority for patient referrals for Occupational Therapy intervention some of which maybe complex and require a multi-disciplinary approach.

To carry out an assessment of patients, including those with complex presentations. Draw on a wide range of information sources and use clinical reasoning skills to determine an accurate



diagnosis. To identify an appropriate Occupational Therapy care plan from treatment options available.

To formulate and deliver occupational therapy treatment programmes in a variety of settings. Settings include: hospital, community, and patients' home, home visits, as part of a team and as a sole practitioner.

To work collaboratively to prevent inappropriate hospital admissions and to facilitate hospital discharge in order to minimize hospital stays.

To develop comprehensive discharge plans in conjunction with the multi-disciplinary team members.

To make recommendations to support a patients discharge including care support and rehabilitation opportunities.

Undertake referrals to internal and external services when deemed appropriate/of benefit to the support or progression of the patient. e.g. community rehabilitation, social services, voluntary agencies

To have the ability, knowledge and skills required for moving and handling people in community environments.

To be physically able to install specialist occupational therapy equipment in client homes applying safe manual handling at all times, especially when doing so in restricted spaces

To work with patients and their carers when appropriate in such a way as to promote their self-management strategies.

To represent the service at multi-disciplinary team meetings. This will include discussion of patient care, progress and involvement in discharge planning and continued rehabilitation needs.

To keep accurate treatment records, which fulfill legal and statistical requirements and which are in accordance with HCPC/CSP/Trust/departmental standards.

To provide comprehensive progress and discharge reports to relevant personnel to inform on action taken or actions required

Demonstrate the ability to seek guidance and support when needed or when treatment required is not within scope of professional knowledge or skill.

To manage clinical risk within own patient caseload at all times.

To work flexibly in order to provide cover to other clinical areas when required.

2 Communication

To gain valid informed consent and have the capacity to work within a legal framework with patients who lack the capacity to consent to treatment.



To be able to motivate and persuade others through effective communication skills, with the benefit of verbal and non-verbal skills, for example, patients with communication difficulties, hearing or sight impairments, memory loss, mental illness or those who may be unable to accept their diagnosis.

To be able to communicate complex and sensitive information to patients, carers and other staff members when required accepting that there may be barriers to communication i.e. non-English speaking patients, use of interpreters, excess noise or lack of privacy.

To communicate effectively providing and receiving complex information in relation to patients care including but not limited to liaising with:

- Other members of the Multi-disciplinary team (Consultants, General Practitioners, medical staff, Nurses, Occupational Therapists, Speech and Language therapists, Dietitians, Social Workers etc) to develop and agree management programmes for the patients in your care adopting and developing effective interpersonal skills to ensure comprehensive management.
- Relatives or carers to gain the best possible understanding of each patient and give suitable guidance and support
- And to arrange and participate in case conferences with patients who have complex physical, psychological and social presentations.

To produce written, electronic and verbal reports for the MDT other Health or Social care providers and be able to convey this to the patient in an accessible and meaningful manner using the correct terminology, often in the face of communication barriers.

To build a network of professional contacts across a range of professions in various settings such as community services, social services and other acute hospitals.

To attend Therapy staff meetings and other meetings when necessary.

3 Education and Training

Maintain and develop current knowledge of evidence-based practice, developing specialist knowledge of particular conditions and patient types.

To contribute to the education of multidisciplinary groups, patients, families and carers as appropriate.

To, be actively involved in induction and education of new staff, rotating staff and students.

To be responsible for and actively record own professional development and maintain a CPD portfolio which reflects the same.

To be pro-active in organizing, teaching and actively participating in the in-service and post-registration education programme within every clinical area. Attendance of other outside courses/lectures is encouraged.

To ensure yearly attendance/participation in Mandatory training requirements



4 Management

4.1 Organisation:

To flexibly plan and organise own time, patient caseload and meetings (including ward, departmental, inter-departmental and service development meetings) and adjusting plans according to staffing levels.

To, carry an identified bleep as required and be able to respond to unpredictable work and frequent interruptions.

To assist the team leader in allocating and organising the work of junior, assistant, technical instructor and student staff to meet service priorities on a daily basis and to deputise fully in their absence.

To deputise for the team leader during periods of absence ensuring on-going smooth running of the team.

To be responsible for the day-to-day supervision of junior and/or assistant/tech grade staff and to assist in the line-management of junior staff as delegated by team leader including setting of staff objectives and completing staff appraisal for junior staff.

To, implement department and trust policies and contribute to service development by proposing changes to current practice.

To take responsibility for allocated departmental duties or attendance at committees as requested.

4.2 Physical Resources:

To be responsible for the safe and competent use of all patient related equipment and ensure that junior staff/assistants/technical instructors attain competency prior to use.

To familiarize self with local borough procedure for provision of equipment and their criterion for issue.

When required undertake risk assessments relating to use of equipment to ensure patient safety at all times and personal accountability.

4.3 Human Resources:

To supervise and assist in the line-management of junior grade Occupational Therapists and Therapy assistants and Technicians as delegated by team leader

To, be responsible for the supervision, co-ordination and appraisal of junior staff/students and assistants on a daily basis.

To be responsible for teaching junior staff/students and assistants including formal group session (theoretical and practical), watched assessments and complex patient reviews.

To be responsible for undergraduate student Occupational Therapists as allocated by the



team leader and to regularly liaise with academic institutions. This involves continual assessment of the student's competency and grading them accordingly.

5 Clinical Governance

To comply with department policy on recording patient activities with respect to own caseload and to ensure junior staff also comply.

To comply with and participate in audit programmes in the department and assist service improvements recommended as a result of such activities.

To be aware of and adhere to the Trust's Manual Handling policy and, using clinical reasoning, implement the department's Therapeutic Handling policy appropriately.

To comply with all the requirements of the Consumer Protection Act in ensuring that all equipment you issue or medical devices used in practice requirements. To ensure equipment breakdown or defects are reported promptly.

To be aware of the procedures for reporting identified near misses, incidents, or complaints and support the Senior Physiotherapist as required in implementing the correct procedures.

To participate in staff appraisal scheme and be responsible for own personal development plan and meeting competencies.

6 Effort

6.1 Physical effort

The job requires you to work predominantly in one area during each rotation however this may involve working on a number of wards or in clients homes often in cramped conditions such as patients' bedsides. You will also be required to physically support patients during treatment sessions often performing repetitive and demanding manual handling procedures, possibly in crouched or kneeling positions with or without aid dependent on assistance required.

In addition during the community rotation, you may be required to carry pieces of equipment, drive to several locations across the borough frequently negotiating during peak traffic, or to take public transport and walk.

6.2 Mental effort

You will have frequent periods of intense concentration during treatment sessions, report writing, supervision and during appraisals. You will be required to produce high level information with structure and clarity to the MDT meetings, and during training sessions.

6.3 Emotional effort

You will frequently be working in emotionally demanding environments providing feedback to patients and families about the likely outcomes from rehabilitation, such as potential to walk, return home, return to work etc. You will often be working with acutely unwell patients, some



with low rates of survival, or patients with long-term illnesses and limited rehabilitation potential facing difficult life changing decisions.

6.4 Working Conditions

Your clinical work will bring you in contact with body fluids, including sputum, on a daily basis and you are likely to come in contact with infections such as MRSA on a regular basis. You can often be required to work in very cramped spaces for example in patient's homes.

Occasionally you may be required to visit patients and cope with very strong odours. You may unknowingly come in contact with an infestation.

Revalidation and Registration

It is the responsibility of all staff registered with a professional body to:

- Act within the Professional Bodies Code of Practice
- Maintain their own work profile to ensure revalidation standards are met, and assist junior registered staff in achieving revalidation.
- Contribute and participate in the development of colleagues professional practice across the trust through leading ward and/or department projects, and supporting training.
- Ensure optimum use is made of working time.

Equal Opportunities

Our latest policy known as "Promoting Equality, Diversity and Human Rights" outlines the Trust's commitment to ensuring that no job applicant or employee receives less than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable.

For more information about our policy and commitment to equality, click: <http://www.whittington.nhs.uk/default.asp?c=10505&q=equality> "

Infection control

All staff have a responsibility to prevent and control infections within the Whittington. This includes ensuring personal and team compliance with all relevant policies, especially hand hygiene, the trust dress code, and MRSA screening policies.

Working patterns

The Trust is currently exploring ways in which patients can be given more choice about when they can attend appointments at the hospital. In order to make this possible there may be a future requirement for administrative staff scheduling appointments for patients to contact them by telephone in the evenings or at weekends. This means that administrative staff may be required to work a shift pattern in future. Shifts will not normally operate beyond 9 pm in the evenings and appropriate pay enhancements will apply. Staff will be consulted about the introduction of / changes to shift systems.



Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances.

Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.

Health & Safety Policy

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Safeguarding

To, comply with the Trust's Safeguarding Children and Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:

- Ensure you are familiar with and comply with the London Child Protection procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Whittington Health is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.

Data Protection

This post has a confidential aspect. If you are required to obtain, process and/or use information held on a computer or word processor you should do it in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.

Confidentiality

You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at Whittington Health.



Whittington Mission, Vision and Goals

We have an excellent reputation for being innovative, responsive and flexible to the changing clinical needs of the local population. We are treating more patients than ever before and are dedicated to improving services to deliver the best for our patients.

Our mission

Helping local people live longer, healthier lives.

Our vision

Provide safe, personal, co-ordinated care for the community we serve.

Our goals

We have developed six key strategic goals to make sure we continue to support people to live longer, healthier lives.

- To secure the best possible health and wellbeing for all our community
- To integrate and coordinate care in person-centred teams
- To deliver consistent, high quality, safe services
- To support our patients and users in being active partners in their care
- To be recognised as a leader in the fields of medical and multi-professional education, and population-based clinical research
- To innovate and continuously improve the quality of our services to deliver the best outcomes for our local population

Whittington Values

Our values underpin everything we do. Our staffs are committed to delivering the following values in everything they do.

Our ICARE values have been created by our staff and are embedded in our appraisal and planning processes and form part of our staff excellence awards.



Carbon Reduction

All staff have a responsibility to contribute to a reduction in the organisation's carbon footprint. You should actively encourage others through your own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste.

Security

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

No Smoking

Whittington Health promotes a No Smoking Policy as part of employee's healthy living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.

Method of Payment

Payment of salaries is made into your bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.

Probationary Period

Employment at Whittington Health is offered subject to successful completion of a 6 month probationary period for all staff with the exception of GMC Registered Doctors



