

Job description

Senior Occupational Therapist Band 6 – Intermediate Care



...we are caring and compassionate

...we deliver quality and value

...we work in partnership



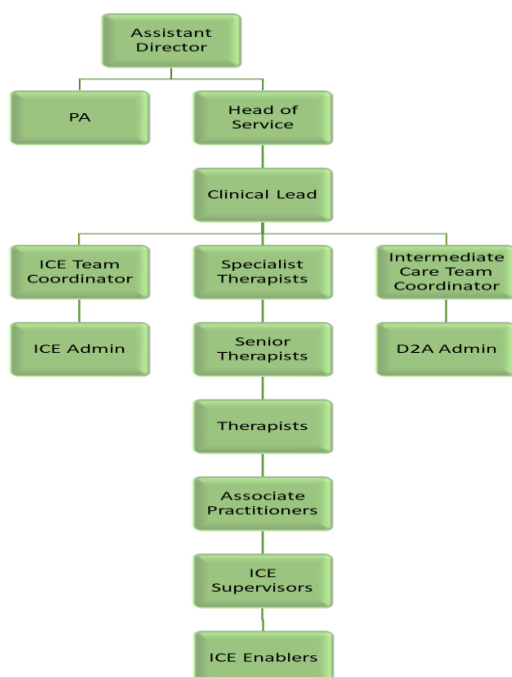
Name:
Job title: Senior Occupational Therapist
Team: Intermediate Care
Business unit: Urgent and Intermediate Care
Reports to: Band 7 Team Leader
Accountable to: Clinical Lead
Band: 6
Location: MCH House
Last updated: July 2023

Job purpose

To work as an autonomous, experienced practitioner; providing an Occupational Therapy service for Intermediate Care, as part of a specialist multidisciplinary team, to an agreed caseload of patients, in a variety of settings.

To take an active role in the operational management of a specialist team under the leadership of the Specialist Occupational Therapist, deputising in their absence.

Organisational chart



1. Communication and relationship skills

To communicate effectively with patients and carers and other health professionals using a wide range of verbal and non-verbal communication tools to share assessment findings, agree treatment plans, progress rehabilitation, give advice, teaching etc. This will include patients with communication and comprehension difficulties and those who may be unable to accept diagnosis/prognosis.

To work with all members of the MDT and delegate work to Associate Practitioners and other junior colleagues.

To liaise with health and social care professionals regarding patient care, treatment progress and discharge planning.

Maintain appropriate communication with the specialist Occupational Therapist/Team Leader, participating in regular supervision of caseload and seeking advice when appropriate.

Internal

Patients, Relatives and Carers

Referrers

Medical and Nursing Colleagues

Discharge Co-ordinator

AHP colleagues

Head and Members of the Occupational Therapy Team

Occupational Therapy peers in Medway

External

Royal College of Occupational Therapy and Special Interest Groups

Colleagues in Medway NHS Trust and Occupational Therapy Teams

Colleagues in referring hospital

Colleagues in Intermediate Care Teams and Social Care

Physiotherapy and AHP colleagues in referring/receiving hospitals

Equipment Services: Medequip, Millbrook Wheelchair, Prosthetics, Orthotics.

2. Knowledge, training and experience

- Diploma/degree in Occupational Therapy
- Current Health Professions Council registration
- Membership of the Royal College of Occupational Therapy
- Membership of Special Interest Group
- Post Graduate training e.g. courses, other CPD activities
- Broad range of experience at junior level.
- Experience of responding to demand/prioritising work/managing caseload
- Supervision of Occupational Therapy students/junior staff
- Good knowledge of basic assessment and treatment of patients with a broad range of conditions
- Understanding of national and professional issues
- Knowledge of primary and secondary care services
- Good written and verbal communication skills
- Able to communicate clearly with other team members and patients/carers
- Teaching and presentation skills
- Sound IT skills
- Able to demonstrate a holistic approach to patient management
- Able to work in and fully contribute to a team
- Basic audit skills
- Awareness of limitations, personal strengths and weaknesses
- Reflective practitioner
- Adopts a problem solving approach
- Flexible, Reliable and organised
- Professional approach and appearance

3. Analytical and judgement skills

To assess patient understanding of treatment proposals, 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 undertake, record, continually review and work within individual patient Risk Assessments in line with local policy.

To refer patients appropriately to other health and social care services according to protocol providing timely and detailed information to ensure good continuity of care.

4. Planning and organisational skills

To contribute to the development of the team and wider Occupational Therapy services making recommendations to the Specialist Occupational Therapist/Team Leader.

To be responsible for the supervision and co-ordination of less senior staff and students on a daily basis as allocated by the Specialist Occupational Therapist /Team Leader.

Deputise for the Specialist Occupational Therapist/Team Leader in their absence, taking responsibility for the operational management of the team, allocating work and organising the work of less senior staff and assistants to meet service priorities.

Ensure that your own practice and that of staff under your supervision meets legal, service and professional standards.

To comply with organisational, departmental and Trust policies and procedures and be involved in commenting on and proposing changes to, policies and protocols.

To collect and submit all data and statistics as required in a timely and accurate manner and ensure team members do so.

To be aware of Health and Safety aspects of your work and implement any policies, which may be required to improve the safety of your work area, including your prompt recording and reporting of accidents or concerns.

To manage clinical and non-clinical risk within own role according to team and Trust protocols including the development of individual patient clinical risk assessments and assist the Specialist Occupational Therapist/Team Leader in ensuring the whole team do likewise.

To be responsible for organising and planning own caseload, allocated staff and work demands to meet patient and service priorities, in conjunction with the Specialist Occupational Therapist/Team Leader, alerting them of excessive demands and effects on patient care

5. Physical skills

To deliver individualised Occupational Therapy treatment programmes using a broad range of Occupational Therapy skills in individual and group settings.

To provide specialist occupational therapy assessment and intervention for patients to maximise independence, enable adjustment to long term disability and support patients newly discharged from hospital.

To address physical, cognitive and perceptual aspects in treatment programmes and re-integrate clients into home, work and community environments.

To work as part of a large specialist Interdisciplinary team.

Ability to travel across Medway and Swale in a timely manner.

6. Responsibility for patient / client care

To be professionally and legally accountable for all aspects of own work including responsibility of an allocated patient caseload/workload.

To undertake assessments of patients including those with diverse and complex presentations and conditions: using clinical reasoning skills and assessment techniques to formulate individualised treatment plans and programmes.

To continually reassess patient progress, adapting treatment plans accordingly, and developing discharge plans.

To attend and actively contribute at MDT meetings, Board Rounds, Case Conferences etc discussing patient care, treatment programmes, goals and discharge planning.

7. Responsibility for policy and service development implementation

To contribute to the planning and provision of speciality placements for the under-graduate Occupational Therapy students, training, supervising and contributing to their formal assessments.

Be actively involved in the planning, delivery and participation of in-service training programme, professional clinical groups, peer review groups, attendance at external courses and all other professional development activities.

Understanding of the balance of professional development needs with service needs

8. Responsibilities for financial and physical resources

To assess patients for standard and bespoke aids and equipment, request their provision and teach patients and carers in their safe application and use, assisting less senior staff where needed.

To be responsible, and assist the Specialist Occupational Therapist /Team Leader with the team, in ensuring the safe and competent use of all equipment and facilities, ensuring faulty items are removed from use and reported for action.

9. Responsibilities for human resources (HR)

To teach, assess and contribute to the appraisal and development of less senior team members.

To be responsible for maintain and developing own competency to practice and developing in depth knowledge of specialist areas and conditions, through professional development and CPD activities and maintain a portfolio which reflects development.

Participate in the Trust's Staff Appraisal System as an appraisee, including the agreement of Personal Development Plans.

10. Responsibilities for information resources

To keep up to date, accurate, problem orientated medical records in occupational therapy and MDT notes in line with Trust policy, legal requirements and professional standards and to provide written reports, discharge summaries etc as required and to support the Specialist Occupational Therapist/Team Leader in ensuring all team members achieve these standards.

Understanding of Clinical Governance and managing risk in your own work

11. Responsibilities for research and development (R&D)

To participate in team and service audits and research projects, identifying areas for study in conjunction with the Specialist Occupational Therapist /Team Leader.

12. Freedom to act

To abide by the Rules of Professional Conduct of the Health Professionals Council.

To develop and evidence your competence in the Clinical Education of Occupational Therapy under-graduates, developing contact with university departments assigning students to the trust and contributing to the physiotherapy Clinical Educators Group, monitoring and improving the quality of Clinical Education in Occupational Therapy.

13. Physical effort (refer to effort factor questionnaire)

14. Mental effort (refer to effort factor questionnaire)

15. Emotional effort (refer to effort factor questionnaire)

16. Working conditions (refer to effort factor questionnaire)

Physical effort

This factor measures the physical effort (sustained effort at a similar level or sudden explosive effort) required for the job. It takes account of any circumstances that may affect the degree of effort required, such as working in an awkward position or confined space. Please tick the appropriate box in the table below.

Job requirements	Yes / no	Average number of shifts per week	Average number of times per shift	Average duration of each occurrence	Average weight lifted
Standing / walking for substantial periods of time?	Yes	5	4-8	45mins per therapy session	
Standing / sitting with limited scope for movement for long periods?	Yes	5	4-8	Varies dependent on location	
Making repetitive movements?	Yes	5	Constant	5-10 mins	
Inputting at a keyboard?	Yes	5	1-2	Minimal 30 mins daily	
Kneeling, crouching, twisting, bending or stretching?	Yes	5	Constant	5-10 mins	
Climbing or crawling?	Yes	5	1-2	5-10 mins	
Working in physically cramped conditions?	Yes	5	1-2	30 mins dependent on location	
Working at heights?	No				
Pushing / pulling trolleys or similar?	Yes	5	1-2	5-10 mins	
Running?	No				
Cleaning / pot washing?	No				
Lifting weights / equipment with mechanical aids?	Yes	5	1-2	5-1- mins	
Lifting weights / equipment without mechanical aids?	Yes	5	1-2	5 – 10 mins	
Manual digging?	No				
Other? (please specify)					

Mental effort

This factor measures the mental effort (concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines) required for the job. Please tick the appropriate box in the table below and describe the level of alertness / concentration required when undertaking certain activities. Please note that the periods of time in the table refer to continuous periods of concentration.

Job requirement	Average duration	How often per day / shift?	Are there interruptions?	If yes, do they require you to change what you are doing?
Check documents	10-15 mins	5-8	Yes	occasionally
Carry out calculations	10-15 mins	1-2		
Analyse statistics	Variable	occasionally		
Operate equipment / machinery	Yes	Daily		
Drive a vehicle	Yes	daily		
Carry out screening tests / microscope work	NO			
Carry out clinical / therapeutic / social care / diagnoses / assessments	45-60 mins	Frequently	Yes	Occasionally
Attend meetings (please describe role)	60-120 mins	1-2 week	no	
Prepare detailed reports	15.30 mins	1-2 week	Yes	occasionally
Carry out formal student / trainee assessments	no			
Undergo cross examination in court	Possibly	variable		
Carry out clinical, therapeutic or social care interventions / treatment	20-60mins	Frequently	Yes	occasionally
Carry out non-clinical fault finding				
Other (please specify)				

Is the pattern of this work predictable in nature? Yes

If no, please describe below, including examples of activities / responsibilities that make it unpredictable.

Emotional effort

This factor measures the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding. Please complete the table below, indicating whether you carry out the activities listed as examples.

Examples	Number of occasions per week / month / year
Giving unwelcome news to patients / clients / carers / staff	1-2 week
Processing, eg typing / transmitting, news of highly distressing events	nil
Providing a service for distressed / angry patients / clients	2-3 x daily
Dealing with difficult situations / circumstances	1-2 week
Designated to provide emotional support to front line staff	weekly
Providing a care or therapy service to emotionally demanding patients / clients	daily
Caring for the terminally ill	weekly
Communicating life changing events to patients / clients	weekly
Dealing with people with challenging behaviour	monthly
Arriving at the scene of a serious incident	possible
Other (please specify)	

Working conditions

This factor measures the demands arising from inevitably adverse environmental conditions (such as extreme heat / cold, smells, noise, fumes) and hazards, which are unavoidable (even with the strictest health and safety controls), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers).

Please describe where you work and state percentage of time in each area below:

Please complete the table below concerning the conditions in which you are required to work or illness /injury to which you are exposed.

Are you require to work in, directly with or exposed to:	Yes / no	Frequency per week / month / year
Driving / being driven in normal situations (excluding driving to work)?	Yes	daily
Driving / being driven in emergency situations?	no	
Inclement weather?	no	
Use of VDU more or less continuously?	no	
Excessive temperatures?	no	
Unpleasant smells / odours?	Yes	daily
Excessive noise and / or vibration?	no	
Dust / dirt?	Yes	occasionally
Humidity?	No	
Exposure to dangerous chemicals / substances in containers?	no	
Exposure to aggressive verbal behaviour where there is no or little support?	Yes	monthly
Unpleasant substances / non-household waste?	No	
Noxious fumes?	No	
Infectious material / foul linen?	No	
Fleas or lice?	Yes	yearly
Body fluids, faeces, vomit?	Yes	weekly
Exposure to dangerous chemicals / substances not in containers?	no	
Other (please specify)		

Corporate accountabilities

Equality and diversity

The post holder will comply with all policies and procedures designed to ensure equality and diversity of employment and services across the organisation.

Standards of professional and business conduct

The postholder will be required to comply with the organisation's standing orders and standing financial Instructions, and at all times deal honestly with the organisation, with colleagues and all those who have dealings with the organisation, including patients, relatives and suppliers. The postholder will also be required to comply with the Code of Conduct for NHS Managers and / or the relevant professional codes of conduct.

Control of infection

All staff whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008. Code of Practice for the prevention and control of infections and related guidance. Therefore the postholder is expected to keep patients, visitors, themselves and other staff safe by continuously reducing the risk of healthcare associated infections.

NHS values

All staff must be committed to abiding by the NHS values and our organisational values; open and truthful in all their dealings with patients and the public, being caring and compassionate, working in partnership and delivering quality and value. Organisational and personal interests must never be allowed to outweigh these.

Risk management and health and safety

The postholder will ensure compliance with the organisation's risk management policies and procedures. These describe the organisation's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk. The postholder will be required to observe local health and safety arrangements and take reasonable care of him / herself and persons that may be affected by his / her work.

Governance standards

Comply with the relevant governance standards applicable to the organisation as communicated to the postholder from time to time

Confidentiality

To respect the confidence of patients, clients and their carers relating to their condition, their family and their financial and other circumstances and not to disclose any such information to others who are not authorised to have it, either within or outside the organisation. To abide by the organisation's code of conduct and Caldicott requirements in confidentiality at all times.

Records management

To maintain organisation and patient records (both paper and electronic) in accordance with organisation policies to facilitate clinical care and effective administration.

Freedom of Information

To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with organisation Freedom of Information procedures.

Data protection

To comply with organisation's policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information.

Security

To comply with organisation policies to ensure there is a safe and secure environment that protects patients, staff and visitors and their property, and the physical assets and the information of the organisation.

Safeguarding and protecting children and vulnerable adults

All staff must be familiar with and adhere to Medway Community Healthcare Safeguarding Policies, procedures and guidelines for both children and vulnerable adults. This must be in conjunction with the Kent and Medway Safeguarding Children Procedures and Kent and Medway Safeguarding Vulnerable Adults Multi-Agency Policy, protocols and guidelines. All staff are required to attend mandatory safeguarding children and vulnerable adults training and updating relevant to their position and role.

Person specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Diploma/Degree in Occupational Therapy • Health Professions Council Registration • Evidence of continual professional development • Recognised relevant post graduate training • Practice Educator Training 	<ul style="list-style-type: none"> • Member of Special Interest Group • Member of RCOT
Experience	<ul style="list-style-type: none"> • Board range of experience at junior level • Post graduate experience in rehabilitation/reablement and intermediate care • Responding to demand/prioritising work/managing caseload • Able to communicate clearly with other team members and patients/carers • Able to work in and fully contribute to a team 	<ul style="list-style-type: none"> • Community experience • Participated in clinical audit • Experience of MDT working • Supervision of more junior staff and students • Experience in developing services or changing services
Special knowledge / expertise	<ul style="list-style-type: none"> • Good knowledge of basic assessment and treatment of patients with neurological, muscular-skeletal and respiratory conditions • Understanding of clinical governance • Understanding of national and professional issues • Knowledge of primary and secondary care services • Clinical Governance issues 	
Disposition, adjustment, attitude and commitment	<ul style="list-style-type: none"> • Ability to work under pressure • Good verbal and written communication skills • Attention to details and presentation • Motivated to community work • Open and friendly • Basic IT skills • Able to demonstrate a holistic approach to patient care 	<ul style="list-style-type: none"> • Experience of audit • Experience in implementing change

	<ul style="list-style-type: none"> • Flexible and responsive to changes within the needs to the service • Teaching and presentation skills 	
Practical / intellectual skills	<ul style="list-style-type: none"> • To have developed a CPD portfolio and demonstrate a planned commitment to CPD • Ability to travel across Medway in a timely fashion. • Car driver 	<ul style="list-style-type: none"> • Ability to work flexible hours
MCH values	<p>Being caring and compassionate The health and wellbeing of our patients and staff are my priority. I show kindness and humanity. I am inclusive and non-discriminatory.</p> <p>Working in partnership I ask for, respond to and offer feedback which improves the quality of our services. I work effectively as part of my immediate team, the wider organisation and with external partners to achieve shared goals. I take responsibility and ownership for my area of work and I meet and manage expectations.</p> <p>Delivering quality and value I raise my concerns and I am open and honest when things do not go well, learning from successes and mistakes. I make the most of resources and reduce waste and inefficiencies. I seek out, share and actively participate in new ideas and ways of working.</p> <p><i>These are the core values and behaviours expected of all roles within MCH and individual performance in relation to the values is assessed in your PDR. A full description is available from your manager and the intranet.</i></p>	