



Hampshire Hospitals
NHS Foundation Trust

Application & Recruitment Pack



**LIFE CHANGING
CHANGING LIVES**

hampshirehospitalscareers.co.uk



Welcome from *Chief Executive Officer* Alex Whitfield

Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

Job Description

JOB DESCRIPTION	
Job Title:	Band 6 Occupational Therapist
Department:	Therapy Department, Basingstoke and North Hampshire Hospital
Division:	Family and Clinical Support Services
Salary Band:	6
Accountable To:	Therapy Team Lead
Hours per week:	37.5
Location:	Basingstoke and North Hampshire Hospital, service need may require you to work at any of the trust locations.
JOB SUMMARY	
<p>To provide a high standard Occupational Therapy service to patients on the Acute and Long Term Conditions wards at the Basingstoke and North Hampshire Hospital, Basingstoke.</p> <p>To perform advanced therapeutic assessment of patients with diverse presentations and complex physical and psychological conditions, to provide a diagnosis and develop and deliver an individualised treatment programme.</p> <p>To hold responsibility for own caseload and be responsible for a defined area of the service or a particular patient type, working often without direct supervision. Supervision takes the form of regular formal training and clinical reasoning sessions, peer review and case conferences. Access to advice and support from a senior therapist is always available if required, clinical work is evaluated through supervision sessions.</p> <p>To deputise for the Band 7 in operational management.</p> <p>To provide supervision and teaching within the MDT and to students.</p> <p>To undertake quality improvement projects to further own and team's clinical practice. Make recommendations to Team Lead/Service Lead for changes to practice by the team. Assist in the implementation of specific changes to practice or contribute to service development.</p>	

KEY RESULT AREAS/RESPONSIBILITIES

- To be professionally and legally accountable for all aspects of own work within scope of professional practice.
- To undertake a comprehensive assessment of patients including those with diverse or complex presentations / multi-pathologies, using investigative and analytical skills.
- Formulate and deliver an individual therapy management and/or treatment plan based on a sound knowledge of evidence based practice and treatment options using clinical assessment, reasoning skills and knowledge of treatment skills. To evaluate patient's progress, reassess and alter treatment programmes as required. Involve carers with treatment when appropriate, which can involve teaching and assessment of their ability to be involved.
- Formulate accurate prognoses and recommend best course of intervention, developing comprehensive discharge plans, including appropriate referrals to other specialities.
- Work within trust clinical guidelines and professional guidelines and to have a good working knowledge of national and local standards and monitor own and others quality of practice as appropriate.
- To demonstrate a sound understanding of clinical governance and clinical risk and to demonstrate this in daily practice.
- To be responsible for maintaining accurate, comprehensive and contemporaneous patient treatment records in line with professional standards of practice.
- To be responsible for the safe and competent use of equipment, gym equipment, patient appliances and aids, adhering to the medical devices policy, and ensure that junior staff / assistants attain competency prior to use.
- To comply with the Trust Manual Handling Policy and local therapeutic handling guidelines at all times with / without the use of equipment / machinery.
- To be responsible for maintaining an accurate and up to date record of patient statistics
- To demonstrate the physical ability to carry out treatments and interventions that require exertion of moderate physical effort on a daily basis. This frequently includes heavy patients and confined spaces.
- To demonstrate the mental ability to retain concentration and remain focused throughout a working day.
- To work as a lone practitioner in accordance with the lone worker SOP this may be in the form of extended hours, on call, community and off site and seven day working.

CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS

- Assess patient understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment.
- To be able to manage potentially stressful, upsetting or emotional situations in an empathetic manner.
- To represent the Therapy service and/or individual patients at MDT meetings, Therapy meetings and external meetings.
- To deal sensitively with patients who have high levels of anxiety and aggression caused by pain, dementia, limited mobility, distressing news, and inability to cope with prognosis or illness.
- The job involves occasional exposure to unpleasant working conditions – smell, dirt, bodily fluids, sputum, vomit and occasional exposure to verbal and physical aggression.

COMMUNICATION

- To demonstrate the ability to communicate complex and sensitive information to patients, carer's and other staff, including imparting unwelcome news.
- To motivate and encourage others through effective communication skills
- To provide referring GP's, consultants and other disciplines with effective and timely communications about patients both verbally, and in written form of discharge letters/clinic reports.
- To ensure that all written patient information is available, relevant and appropriate.
- To maintain accurate and timely patient records in line with professional standards and departmental guidelines.
- To ensure timely and effective communication with senior staff (Team Lead and or Stream Lead) on all professional matters.
- To ensure good communication with all members of the MDT-both internally and externally so that there is a seamless continuation to patient care in relevant cases.
- To use a range of verbal and non-verbal communication tools to communicate effectively with patients, carers and other staff to progress rehabilitation and treatment programmes. This will include patients who may have difficulties in understanding or communicating. For example, patients may be dysphasic, depressed, deaf, and blind or who may be unable to accept diagnosis.
- To organise and use interpreters when required to ensure effective communication occurs with patients who are hard of hearing, or have a poor understanding of English.
- To present to a variety of audiences both professional and lay person in order to inform, promote and educate.
- To attend and be an active participant in specialty and peer group staff meetings and ensure that all members of staff who are not present are informed of any issues.

PLANNING AND ORGANISATION

- To support Team Lead and senior clinicians with managing the day to day ongoing operational needs and support the strategic requirements of the clinical area. Keeping the line manager informed as appropriate and escalating issues in a timely fashion if required.
- To achieve the effective daily management of a caseload of patients including responding to urgent referrals, prioritising clinical work and balancing other patient related and professional activities in accordance with departmental standards.
- To delegate tasks effectively within the clinical environment whilst retaining the professional responsibility of appropriate delegation.
- To deal with any issues of professional behaviour or attitudes, quality or safety in a timely manner.
- To be a member of flexible teams around the patient's needs, supporting and co-ordinating multi-professional inter-agency groups to achieve service improvements and optimise outcomes for patients.
- To ensure all care delivered empowers patients to recover their independence at the earliest opportunity.

BUDGETARY AND RESOURCE MANAGEMENT

- No budgetary responsibility; however there is an expectation that the post holder will have an understanding of basic healthcare financial implications.
- To manage resources within the department as part of a therapy team looking to minimise waste.
- To ensure that all equipment defects, accidents and complaints are reported to a Senior member of staff in a timely manner and the appropriate action and documentation is undertaken.
- To aid departmental procurement by enabling and assisting patients wishing to buy stock from the department.

STAFF MANAGEMENT

- Be responsible for the supervision of junior staff, students and assistants on a daily basis.
- Ensure own practice and that of staff under one's supervision meet the required professional standards of practice.
- To participate in the appraisal process, both as an appraisee and appraiser and be responsible for complying with agreed objectives.
- Be responsible for the safe and competent use of therapy equipment by patients, junior staff and students, through teaching, training and supervision of practice.
- Deputise for the Band 7s and team lead as required.
- Regularly responsible for reviewing work performance, progress, work allocation and checking for quality and timely completion.
- To take part in the recruitment and selection process.
- To undertake the initial stages of staff management by applying HR policies e.g. grievance, conduct and capability as per Trust Policy, referring concerns to line manager.

TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES

- To be responsible for maintaining own competency to practice through CPD activities, and maintain a portfolio which reflects personal development.
- Teach, assess and contribute to the performance assessment and appraisal of therapists, therapy assistant staff and receptionists.
- Maintain and develop current knowledge of evidence-based practice, developing specialist knowledge of musculoskeletal conditions.
- To undertake quality improvement projects making recommendations for change to the Team Lead.
- To be an active member of the in-service training programme by attendance at, participation in, and leading in-service training programmes, tutorials, individual training sessions, external courses and peer review.
- To be actively involved in professional clinical groups, such as the trust Journal Club, COT Clinical Interest Groups, Peer Review Groups and other professional development activities.
- To supervise, educate and assess the performance of therapy students following a training course: this would be to a graduate standard and involve working with universities to ensure the standard of practice and teaching meets the standards set by the degree level qualification.
- To supervise band 5 and student Therapists record keeping system according to professional and the therapy service standards.

TRUST VALUES

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:-

- **Compassionate, caring about our patients.**
- **Accountable and responsible, always looking to improve.**
- **Respectful for all and show integrity in everything.**
- **Encouraging and challenging each other to always do our best.**

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire Hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

ORGANISATION STRUCTURE



Person Specification

Job Title: Band 6 Occupational Therapist	
Training & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> BSc (Hons) Occupational Therapy or equivalent HCPC registration 	<ul style="list-style-type: none"> RCOT membership
Experience & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Evidence of undertaking safe practice Willingness to undertake and complete tasks 	<ul style="list-style-type: none"> IT Skills Assist in audit/ research projects

<ul style="list-style-type: none"> • Demonstrate effective management of own workload and autonomous practice • Evidence of undertaking relevant post graduate training/ CPD including reflective practice • Knowledge & experience in a wide range of conditions and awareness of evidence based practice 	<ul style="list-style-type: none"> • Show evidence of doing or have potential to supervise and teach more junior staff, students and other members of the healthcare team • Evidence of researching HHFT as an employer • Evidence as to reason for wanting to work for this Trust.
Skills & Ability	
Essential	Desirable
<ul style="list-style-type: none"> • Effective verbal and written communication & interpersonal skills. • Demonstrate or show potential to be a proactive team member • Deputise for more senior therapists • Effective participant in multi-disciplinary team meetings • Effective delegation of duties to other staff • Demonstrate understanding and appropriate application of all principles surrounding risk management, data protection, consent, confidentiality etc 	<ul style="list-style-type: none"> • Undertaking of Departmental Officer role e.g. Steward, H&S Rep, Work Experience co-ordinator, Assistant Mentor • Presentation skills • Audit experience
Other Specific Requirements	
Essential	Desirable
<ul style="list-style-type: none"> • Flexible approach to working hours • Able to recognise own stress & act on it appropriately well motivated • Committed to maintaining improving own standards • Committed to providing high quality care as demanded through the Clinical Governance Agenda • Flexibility to undertake any other duties as reasonably requested by Therapy Managers • Ability to travel between Andover, BNHH (Basingstoke) and RHCH (Winchester) sites as required at short notice. • Able to occasionally deal with distressing circumstances pertaining either to patients or colleagues • Expectation to participate in 7 day working patterns when required • Holding a current full manual driving licence 	<ul style="list-style-type: none"> • Able to recognise stress in others & act on it appropriately • Able to maintain judgement under pressure

Appendix A

ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust. The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them

through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

Governance and Risk

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

Safeguarding

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

Training & Personal Development – Continuous Professional Development

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

Sustainability and Carbon Reduction

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.