

Senior Occupational Therapist Medway NHS Foundation Trust



Job Description

Role:	Senior Occupational Therapist
Banding:	6
Division:	Cancer and Core Clinical Services
Care group:	Diagnostic & Therapies
Responsible to:	Occupational Therapy Team Leader
Accountable to:	Clinical Lead

Job Purpose:

As an autonomous, experienced practitioner, to be responsible for the provision of Occupational Therapy assessment, treatment and discharge planning for acute inpatients within specialist teams.

To take an active role in the operational management of a speciality team under the leadership of the Occupational Therapy Team Leader, deputising in their absence.

Key Responsibilities:

To provide occupational therapy to patients, working as part of an Occupational Therapy Specialty Team

To participate in the planning, co-ordination, delivery and evaluation of the Occupational Therapy Service at Medway Maritime Hospital

This post may involve regular weekend and bank holiday working During weekends and bank holidays, working to act as Senior Lead Occupational Therapist across all inpatient areas

Clinical

To be professionally and legally accountable for all aspects of own work including responsibility of an allocated patient case/work load

To undertake assessment, standardised and non-standardised, 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 deliver individualised occupational therapy intervention and treatment programmes using a broad range of occupational therapy skills in individual and group settings

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

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



To communicate effectively with patients and carers and other health care 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 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 agree treatment goals and plans with patients, and progress treatment; motivating, gaining co-operation and enabling patients

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: to support the occupational therapy team leader in ensuring all team members achieve these standards

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

To liaise with health and social care professionals regarding patient care, treatment progress and discharge planning To work with, and delegate work under protocol to, Band 5 Occupational Therapist and Occupational Therapy Assistants

To be responsible, and assist the occupational therapy 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

To undertake, record, continually review and work within individual patient risk assessments in line with local policy, referring to the Team leader Occupational Therapist where risk cannot be safely reduced/managed

To assess patients for standard and bespoke aids and appliances, measuring, trialling and adjusting to aid independence/mobility/support care and request their provision and teach patients and carers in their safe application and use, assisting less senior staff where needed

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

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

The job holder must comply with the Medway NHS Foundation Trust Infection Prevention and Control policies at all times and adhere to the Clinical Work Wear policy. In particular hand hygiene must be performed before and after contact with patients and their environment. Mandatory training must also be completed and up to date

Professional



To be responsible for maintaining 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 your development as required by COT/HCPC Maintain appropriate communication with the Occupational Therapy Team Leader, participating in regular supervision of caseload and seeking advice when appropriate

Participate in the Trust's Staff Appraisal System as appraisee and appraiser including the agreement of Personal Development Plans

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

To teach, assess and contribute to the appraisal and development of less senior occupational therapists including the preceptorship process and Occupational Therapy Assistants

To abide by the Code of Professional Conduct of the College of Occupational Therapy and HCPC

To plan and provide specialty placements for Occupational Therapy students, training, supervising and assessing them at a BSc Level

Organisational

To contribute to the development of the team and wider occupational therapy service making recommendations to the Occupational Therapy 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 Team Leader

Deputise for the Occupational Therapy 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 required 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 to do so

In conjunction with the Occupational Therapy Team Leader, 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

Key Working Relationships:



Internal	External
Patients, Relatives and Carers Referrers Medical and Nursing Colleagues Discharge Team AHP colleagues Head and Members of the Therapy Team Secretary Administrative & Support Staff	Other Occupational Therapy Teams Intermediate Care Teams and Social Care Occupational Therapy and AHP colleagues in referring / receiving hospitals Equipment Services: CELS, Wheelchairs. Prosthetics, Orthotics

Main Conditions of Service

Registered Health Professional

All staff who are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements. All registered professionals must maintain registered in line with the Trust Professional Registration with Regulatory Bodies Policy.

Our Vision and Values

All staff must commit to our Vision and Values and exhibit behaviours in line with our new Values.

Bold
Every Person Counts
Sharing and Open
Together

We are *inspiring* and *ambitious*
 We are *respectful* and *supportive*
We are open and speak up
We are inclusive and responsible

Our Trust is a great choice for people who want to develop their career in an ambitious environment. Our employees are able to choose the coverage and supplemental benefits that best fit their needs and those of their families.

We are committed to endorsing diversity, multiculturalism, and inclusion; our policies / procedures ensure that all applicants are treated fairly at every stage of the recruitment process.

eRostering

Roles with budgetary responsibilities for e-rostering have had these responsibilities included in job descriptions

Mandatory Training

All staff must complete on-going mandatory and role-specific training pertinent to their post, and this should be confirmed with their line manager.
 Quality Assurance



The Medway NHS Foundation Trust has adopted comprehensive quality assurance, and all members of staff employed by the trust are expected to play their part. The aim is to provide a good quality service, which the customer accepts is appropriate and which is provided in the best possible way.

Health & Safety

Staff are required to observe local Health & Safety arrangements and take reasonable care of themselves and persons who may be affected by their work.

Equal Opportunities

Staff are required to comply with the Medway NHS Foundation Trust's approach to equal opportunities and treat everyone the same, regardless of their gender, race, disability, marital status, religion or belief, sexual orientation, gender reassignment or age.

Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Infection Prevention and Control

All post holders have a personal obligation to act to reduce healthcare associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. All post holders must comply with Trust infection screening and immunisation policies as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Hygiene Policy and Trust procedures for use of personal protective Equipment, safe procedures for using aseptic techniques and safe disposal of sharps.

Information Governance

Staff is required to keep all patient and staff information confidential unless disclosure is expressly authorised by your employer. Misuse of or a failure to properly safeguard any data considered to be confidential may be regarded as misconduct/gross misconduct and a disciplinary offence.

Patient Experience

Staff should ensure that they help to create a positive patient experience at all stages of a patient's interaction with the hospital and help to improve the patient experience within the hospital environment.

Safeguarding Children and Vulnerable Adults

The Trust is committed to the protection of children, young people, their families and vulnerable adults accessing its services. Promoting the message that "safeguarding is everyone's business" is vital to ensure our patients are protected and safe from abuse. To this end you



must comply with Trust's and the Kent and Medway Safeguarding Board's policies on safeguarding children, young people and vulnerable adults.

All staff no matter where they work or which age group of patients they work with must be aware of their responsibility to act when they feel a child, young person or vulnerable adult has been or is at risk of abuse.

Disclosure and Barring Service

The position you have applied for may have been identified as being an 'eligible position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* [the Exceptions Order] and, in certain circumstances, *the Police Act 1997*. As such, it may meet the eligibility criteria for a standard or an enhanced disclosure to be requested through the Disclosure and Barring Service (DBS).

Uniform

All staff must adhere to the Trust Nurses/Midwives Uniform Policy

Job Description

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

Smoke Free Medway

Medway NHS Foundation Trust is a smoke free site. This means that smoking is completely prohibited in all Trust buildings, grounds and car parks. This will ensure that the hospital is a better place to work and for our patients to be treated.

If you are currently a smoker and would like to receive free stop smoking advice, please contact the Medway Stop Smoking Service on 07535 710329 or 0800 234 6805.



Staff Networks

LGBT+ Staff Network

Staff (Dis)Ability Network

Armed Forces Network (for staff who are Reservists and Veterans)

Black, Asian and Minority Ethnic (BAME) Staff Network





Staff Benefits Information

The Trust has worked hard to offer the **Best** of the benefits to our staff, the **Best** of people. By following the link before you will find our staff benefits handbook which provides you with a large selection of benefits available.

<https://view.pagetiger.com/Benefits-Wellbeing/currentstaff>
Our Commitment

We are jointly committed to creating and maintaining a fair and supportive working environment and culture, where contributions are fully recognised and valued by all and staff feel empowered to carry out their duties to the best of their abilities.

As employers we are committed to promoting and protecting the physical and mental health and well-being of all our staff.

Talent Management and Skills Coaching

All staff at Medway NHS Foundation Trust will have the opportunity to undertake talent and coach sessions held with our Organisational Development Team. This will be supported through the talent management process.

Flexible Working Opportunities

At the NHS, we are reminded every day of how important life is. As a flexible working friendly organisation, we want to be sure that you can work in a way that is best for us and for our patients, and for you. Speak to us about how we might be able to accommodate a flexible working arrangement whether that's job share.

Applications are welcomed from applicants who wish to apply for a position on the basis of a smarter or flexible working arrangement. Where candidates are successful at interview, such requests will be taken under consideration and accommodated where the needs of the service allow.



Person Specification

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities applicant cannot be appointed to the post.

Role: Senior Occupational Therapy

Qualifications	Diploma/degree in occupational therapy Current Health Professions Council registration Membership of the College of Occupational Therapy Post Graduate training e.g. courses, other CPD activities
Knowledge	Good knowledge of basis assessment and treatment of patients with a range of conditions Understanding of the balance of professional development needs with service needs Understanding of Clinical Governance and managing risk in your own work Understanding of national and professional issues Knowledge of primary and secondary care services
Values	<i>Exhibits behaviours in line with Trust Values:</i> B old <i>We are inspiring and ambitious</i> E very Person Counts <i>We are respectful and supportive</i> S haring and Open <i>We are open and speak up</i> T ogether <i>We are inclusive and responsible</i>
Experience	Broad range of experience at junior level including highly acute environments with high demand for prioritisation of workloads Experience of responding to demand / prioritising work / managing a caseload Supervision of occupational therapy students / junior staff
Skills	To have developed a CPD portfolio and demonstrate a planned commitment to CPD Experience of implementing change Professional approach and appearance

Other Attributes	<p>Flexible and adaptable to change to meet the needs of the service.</p> <p>The vision and focus to continually strive to improve the service for our patients is a key attribute for this, and any role at the Medway NHS Foundation Trust</p>
-------------------------	--



Best of care
Best of people





Medway
NHS Foundation Trust



Best of care
Best of people



nhsmedway.co.uk