

All staff uphold and promote our Trust vision and values

Our Vision

We put our patients, their families and carers at the centre of our simple vision:



Our Values

Innovative	<i>We seek new ideas and adopt best practice to improve our services</i>
Caring	<i>We show kindness and consideration for others</i>
Agile	<i>We deal with new situations quickly</i>

JOB DESCRIPTION

Job title: Discharge Home to Assess Occupational Therapist

Band: 6

Location / Work Base: Hoddesdon Health Centre

Business Unit / Department: Discharge Home to Assess

Reporting to: Not yet known

JOB PURPOSE SUMMARY:

- To support either the Discharge Home to Assess Manager in delivering of high standard therapy service, including service evaluation.
- To undertake therapeutic assessment of patients, some of whom may have complex and diverse conditions, and delegate tasks as appropriate.
- Following assessment to provide, develop and implement individual care/treatment plans.

MAIN DUTIES and RESPONSIBILITIES:

Operational

- To be professionally and legally accountable for all aspects of own work, including the management of patients in your care.
- To be responsible for organising and planning own caseload and monitoring those of other team members to meet patient priorities and service needs. Readjusting plans as situations change/arise.
- To manage clinical risk within own patient caseload.
- To provide advice, training and education to other members of the MDT/colleagues regarding the rehabilitation of patients.
- To take responsibility for planning, co-ordination and leading assessments. Working with the patient or with carers, relatives and other professionals, making recommendations as required to meet the patient's need.
- To supervise and co-ordinate less experienced staff and students working with the post holder on a daily basis.
- To ensure priorities for own work area balance patient related and professional demands.

Patient / Customer Care

- To formulate and deliver an individual therapy treatment programme based on a sound knowledge of evidence based practice and treatment options using clinical assessment, reasoning skills and knowledge of treatment skills e.g. therapeutic handling, patient education, and other alternative options.
- To interpret and analyse clinical and non-clinical information to form an accurate assessment across a wide range of conditions, to recommend the best course of intervention and to develop comprehensive rehabilitation and discharge plans.
- To assess capacity, gain valid and effective consent and work within a legal framework with patients who lack capacity to consent to treatment.
- To evaluate patient progress, reassess and alter treatment programmes if necessary.

Service Development and Improvement

- To undertake measurement and evaluation of DH2A service through the use of evidence based projects, audits and outcome measures, either individually or in co-operation with others.
- To participate in appropriate/relevant working groups where changes will impact on service users.
- Contribute to changes in department policy and service development and actively participate in the implementation and review process at department level.
- To participate in clinical audit/quality assurance programmes/research as required.
- To demonstrate an understanding of Risk Management and apply it to the work situation.

Management and Leadership

- To continually review the evidence base of practice, implementing and evaluating change to ensure the highest possible standards of care are offered.
- To contribute to the fulfilment of the requirements of the Governance Framework, as agreed with the team leader.
- To ensure implementation and compliance with Trust, College of Occupational Therapy (COT) and departmental policies, protocols, guidelines and standards; and to participate in the reviewing and updating of departmental policies as appropriate.
- To be responsible for keeping up to date with mandatory training, e.g. Adult Basic Life Support, Manual Handling, Fire, Infection Control, Safeguarding of Adults.
- To be an active member of the in-service training programme through attendance at sessions, delivering presentations and using reflective practice.
- To participate in the staff Personal Development Review process as both appraiser and appraisee.

- To participate in the departmental Clinical Supervision process.
- To take responsibility for own personal and professional development including maintaining an up to date Continuing Professional Development portfolio.
- To provide clinical education and training to OT students to graduate level. To provide support, guidance and training to technical instructors and assistants, assessing competence and practice and teaching therapeutic skills and knowledge.
- To be actively involved in professional clinical groups, such as Journal Club, Clinical Interest Groups, Peer Review Groups and other professional development activities.
- To ensure standards of good practice are consistently achieved through leadership and supervision of less experienced members of staff.
- To assist in the induction of staff, students and other members of the multi-disciplinary team.

Communication and Relationship Building

- To use a range of verbal and non-verbal communication tools to communicate effectively with patients who may have difficulty understanding or communicating.
- To communicate, establish and maintain relationships with, and gain the co-operation of others, by motivating, persuading and/or training.
- To communicate condition related information; this may be complex/sensitive to patients, carers, relatives and other clinical/social care staff.
- To maintain accurate, comprehensive and up to date treatment records/documentation through a paper and/or computerised system in line with agreed standards.
- To communicate assessment and treatment results to appropriate disciplines verbally or in the form of reports and letters.
- To represent the occupational therapy service and/or individual patients at the multi-disciplinary team meetings, to ensure the delivery of a co-ordinated multidisciplinary service, and integrate occupational therapy treatment into the

treatment programme. This will include discussion of patient care, patient progress and involvement in discharge planning.

- To communicate effectively with patients and carers to maximise rehabilitation potential and ensure an understanding of the condition.
- To offer education, advice and training to informal and formal carers, to best support patient's safety.
- To develop appropriate partnerships and joint working with local statutory and non-statutory agencies to maximise opportunity and support for patients.
- To attend and participate in staff meetings and In-service training sessions.

Key relationships:

- Patients, relatives and carers.
- Multi-disciplinary team members, including medical staff within the Trust and Primary Care.
- Team Manager for Discharge Home to Assess
- Deputy Team Lead.
- Therapy staff within and external to the Trust.
- Other organisations and agencies in the interests of patient care.
- Peer networking locally, regionally and nationally.

Information Management

- To use SystmOne to maintain accurate patient records on a daily basis and write reports when required
- To achieve and maintain a level of information technology relevant to all areas of work

PHYSICAL SKILLS, EFFORT and WORKING CONDITIONS:

<p>Physical skills</p>	<p>Manual handling of equipment, e.g. lifting equipment in and out of car, carrying equipment.</p> <p>Manual handling of adult patients, e.g helping pts out of a chair, helping patients negotiate stairs and use exercise equipment</p> <p>It is a requirement to have a valid full UK driving license.</p>
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<p>Physical effort</p>	<p>Therapeutic handling of patients-helping with exercise, Demonstrating exercises.</p> <p>To be able to carry out the duties of the post, including using stairs</p>
<p>Mental effort</p>	<p>Ability to concentrate in a busy office with constant interruptions</p> <p>Prioritise workload effectively, to ensure care and organisational deadlines are met in a timely manner.</p> <p>Ability to forward plan to meet service needs.</p> <p>Ability to deal with urgent/unpredictable issues appropriately and safely.</p> <p>Supervision of less experienced staff e.g. TI's, assistants and work with them on their personal development.</p>
<p>Emotional effort</p>	<p>To be frequently exposed to distressing situations and highly emotional patients (for example: palliative care, chronic illness, long-term conditions).</p> <p>Provide ongoing support on a daily basis to team members.</p> <p>Dealing sensitively with patients, relatives or carers who may be angry, difficult, upset or ill and have a high level of anxiety. This includes supporting staff that are dealing with these patients.</p>
<p>Working conditions</p>	<p>Responsible for self and team members adhering to Trust Health and Safety and Infection Control policies.</p> <p>Ensure that relevant risk assessments are conducted and promptly disseminated to all staff and relevant others.</p> <p>The job involves occasional exposure to unpleasant working conditions e.g. bodily fluids including vomit and urine as well as fleas and lice.</p>

Supplementary Information:

Diversity and Inclusion

The Trust is committed to eliminate racism, sexism and forms of discrimination. The Trust will not discriminate on grounds of age, colour, disability, ethnic origin, gender, gender reassignment, culture, health status, marital status, social or economic status, nationality or national origins, race, religious beliefs, or non-beliefs, responsibility for dependants, sexuality, trade union membership or hours of work. It is required of all employees to uphold this policy in the course of their employment with the Trust and whilst undertaking their duties.

Mobility / Flexibility

The normal place of work for the post is as stated above, but as a term of employment post holders may be required to work from any of the Trust's establishments.

Health and Safety at Work

In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities and to co-operate in meeting statutory requirements.

Infection Control

Employees must be aware that preventing healthcare acquired infections and infection control is the responsibility of all staff. Clinical procedures should be carried out in a safe manner by following best practice and infection control policies.

Data Protection and Confidentiality

Employees must maintain confidentiality when dealing with sensitive material and information and be aware of the Caldicott principles, the General Data Protection Regulations (GDPR) and the Human Rights Act. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and individual may be prosecuted. Disciplinary action will be taken for any breach.

No Smoking Policy

The Trust operates a smoke free policy which means that smoking is not allowed anywhere on Trust sites including buildings, car parks and entrances.

Safeguarding

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines, all of which can be found on the Trust's intranet.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other duties and responsibilities commensurate with the grade. Any changes to this job description to take account of changing service needs will be made in discussion with the post holder.