

# PROGRESS *your* CAREER



## Occupational Therapist Band 6

Job Description and Person Specification

## Job Description

**JOB TITLE: Senior Occupational Therapist**

**BAND: 6**

**RESPONSIBLE TO: Band 7 Occupational Therapist**

**KEY RELATIONSHIPS:**

Internal	External
Members of Intensive Rehabilitation Service (IRS) including physiotherapists, occupational therapists, rehabilitation assistants and nurses. Manager of IRS ICD director	GPs Collaborative Care Teams Social Services Acute Hospitals Community Hospitals

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

### Aim of the role:

The expectation of this post holder will be to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

## Key Responsibilities:

- To be responsible for organising and prioritising own and others workload in the day to day allocation of work.
- To deputise when required in the team managers absence and delegate appropriately to health care assistants.
- To have organisational knowledge relating to Trust protocols and procedures and adhere to them, particularly administration of medicine and moving and handling.
- To be responsible for providing accurate records of information required by the Trust for audit purposes.
- To ensure effective risk management at team level by accident/incident reporting, assessing and controlling risk and ensuring residual risks are added to the Trust register.
- To supervise pre-registration students.
- To employ professional curiosity in your day-to-day role and act upon any findings appropriately.

## Clinical Skills

- To act as an autonomous, registered practitioner who is legally and professionally accountable for own unsupervised actions guided by the professional code of conduct and Trust guidelines and protocols.
- The post holder will have Current Effective Status on the HCPC register
- To be responsible, and accountable, for service delivery to clients/patients.
- To be able to assess and develop rehabilitation plans to meet the complex needs of patients with a variety of conditions. This includes chronic and acute conditions within own competencies, recognising own limitations and seeking advice when necessary. This will include continuously evaluating and acting on outcomes.
- To be able to initiate referrals to other health professional specialist services and agencies.
- To provide patients and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence and quality of life.
- To ensure practice is supported by research, evidence-based practice, literature and peer review.

## Leadership

- To participate in the development of an effective team and the development of productive working relationships throughout the Trust.
- To actively promote integrated health professional working internally and externally.
- To facilitate the development of a positive and supportive team culture.
- To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols and guidelines.
- To participate in the audit process, linking in with the clinical governance agenda.
- To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews.

## **Administration**

- To be computer literate.
- To ensure accurate recording of actions, and updating patient's records, maintaining confidentiality at all times.
- To take part, and assist, in the planning and administration relating to day to day running of the caseload.

## **Communication**

- To have a wide range of knowledge in approaches to communicating and managing patient care.
- To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust.
- To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
- Participate in the review and development of clinical policies and identifies improvements to service provision.

## **Training**

- To act as mentor to students, providing effective education, facilitating their development and promoting high standards of nursing care.
- Ensure students are actively supported to enable them to achieve their learning needs.
- To ensure own continued professional development and support a culture of lifelong learning in self and others.
- To undertake, and assist, in the planning of own mandatory training and workshops.
- To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
- To support new staff and their integration within the team.
- To support training as part of the role including changes to professional development and implementation of new policies and guidelines.

## **Specific tasks directly related to the post**

The post holder will work as part of the Intensive Rehabilitation Service (IRS) to providing high quality, timely rehabilitation for patients requiring step up from the integrated health team or step down from an acute or community bed.

## **Additional Information**

Additional information about protocols and guidelines while working at NELFT are outlined in [this document](#).

### Key Performance Indicators (KPI) and Objectives

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

### Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

### Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

**Date last reviewed:** Approved historically

**Date to be reviewed:** April 2025

## Person Specification

Please note if you do not meet all the criteria listed in the person specification, we encourage you to still apply and development needs can be discussed at the interview.

Demonstration of Trust Values	Essential	Desirable	Measurement
<ul style="list-style-type: none"> <li>Putting people first</li> <li>Prioritising quality</li> <li>Being progressive, innovative, and continually improve</li> <li>Being professional and honest</li> <li>Promoting what is possible, independence, opportunity, and choice</li> </ul>	✓		Application Form Interview Assessment

Qualifications	Essential	Desirable	Measurement
BSc(Hons) Occupational therapy degree or equivalent	✓		Application Form Interview
NVQ level 2 or equivalent standard of literacy and numeracy	✓		Application Form Interview
RCOT membership		✓	Application Form Interview

Experience	Essential	Desirable	Measurement
Previous experience working within the NHS	✓		Application Form Interview
18 month post registration experience working as an OT in relevant clinical setting	✓		Application Form Interview

Knowledge	Essential	Desirable	Measurement
An awareness of NHS priorities	✓		Application Form Interview
Knowledge of current best practice in Occupational Therapy in acute, physical health, community and rehab settings.	✓		Application Form Interview
Knowledge of national policies and procedures relevant to safe guarding vulnerable adults	✓		Application Form Interview
Sound clinical knowledge from evidence based sources	✓		Application Form Interview

Skills	Essential	Desirable	Measurement
IT skills	✓		Application Form Interview
Ability to work as an effective team member with excellent interpersonal skills	✓		Application Form Interview
Organisational Skills	✓		Application Form Interview

Other	Essential	Desirable	Measurement
To be able to travel efficiently throughout the area	✓		Application Form Interview
Ability to carry out moderate physical manual handling throughout the day as part of clinical duties.	✓		Application Form Interview
To be aware and demonstrate the Trust Values	✓		Application Form Interview