

Job Description

Job Title:	Occupational Therapist
Band:	5
Responsible to:	AHP lead
Department:	Allied Health Professionals
Directorate:	Older People and Adult Community

Our Values

	Behaviour	How we will demonstrate this behaviour
Professionalism	We will maintain the highest standards and develop ourselves and others	By demonstrating compassion and showing care, honesty and flexibility
Respect	We will create positive relationships	By being kind, open and collaborative
Innovation	We are forward thinking, research focused and effective	By using evidence to shape the way we work
Dignity	We will treat you as an individual	By taking the time to hear, listen and understand
Empowerment	We will support you	By enabling you to make effective, informed decisions and to build your resilience and independence

Job Purpose

- To provide Intermediate Care Occupational Therapy intervention to enable patients to maximize their abilities to undertake all aspects of functional daily living and reach client-centred goals

Key Responsibilities

Clinical / Service Specific

1. To work towards the acceptance of clinical responsibility and professional autonomy for a designated caseload of patients, from referral to discharge, and to organise this efficiently and effectively in relation to clinical priorities and use of time.
2. To be professionally and legally responsible and accountable for all aspects of your

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own work, including the management of patients in your care.

3. To accept responsibility for ensuring the effective selection, use and fitting of equipment used both in the intermediate care beds and community (e.g. hoists).
4. To communicate effectively with patients and carers to maximise rehabilitation potential. Communication skills of persuasion, motivation, explanation and gaining informed consent will be used with a variety of patients. Barriers to effective communication will regularly be evident, e.g. sensory impairment, cognitive impairment, pain, emotional state, behavioural and communication difficulties.
5. To be able to deal effectively and appropriately with patients/public who display inappropriate behaviours (physical or verbal aggression) with the support and guidance from the supervisor.
6. To ensure effective communication and collaboration takes place between yourself and members of the multi-disciplinary and multi-agency teams across hospital and community. This may include verbal communication (e.g. case conferences, telephone) and written communication (e.g. report writing).
7. To support others and recognise the limitations of your own clinical practice and seek the advice of others as appropriate.
8. To develop an awareness of wider team and service issues.
9. To ensure the effective selection and appropriate use of treatment resources.
10. To maintain an awareness of resources available as part of clinical reasoning and decision making.
11. To follow organisational policies regarding financial and requisitioning procedures.
12. To ensure safe, effective and efficient occupational therapy practice within your assigned caseload in the intermediate care beds or community.
13. To work under the supervision of a senior therapist.
14. To independently plan and carry out assessments in the patient's own home. This may involve unforeseen exposure to environmental hazards (e.g. unhygienic home environment).
15. To ensure appropriate recommendation, supply/purchase of equipment in accordance with eligibility criteria.
16. To provide planned advice, teaching and instruction to relatives, carers and other professionals.
17. To maintain accurate and up-to-date documentation in line with Service, Trust and COT requirements.
18. To take responsibility for appropriate delegation of tasks to therapy assistants.
19. To comply with the HCPC and COT Code of Ethics and Professional Conduct.
20. To undertake all stages of the Occupational Therapy therapeutic process:
 - Referral taking and information gathering through searching clinical records and through liaison with the client, carers, and colleagues from health and other agencies.
 - Completing assessments, through interview, observation of functional tasks and using standardised assessments
 - Identifying needs and forming goals and plans for interventions
 - Completing a wide range of interventions including giving advice and support, home activity programmes rehabilitation, splint fabrication, and equipment provision.
 - Evaluate client progress through regular re-assessment and ensure continuous progression by graded activity for improving conditions or activity modification for deteriorating conditions.

- Discharge planning and referral onto alternative services.

Research & Service Evaluation

1. The post holder will undertake learning activities and maintain a professional portfolio for CPD recording and reflect on learning outcomes.
2. The post holder will demonstrate continuing fitness to practise through maintaining registration with HCPC and compliance with their standards

Training & Development

- To participate in regular supervision in accordance with good practice guidelines and Trust policy.
- To participate in the Trust's annual Appraisal process.
- To attend all relevant mandatory training as and when required to do so.

Quality & Patient Safety

- Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.
- Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)
- Infection Control - To be responsible for the prevention and control of infection.
- Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
- To contribute to the identification, management and reduction of risk in the area of responsibility.
- To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
- To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

General

- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
- To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- To comply at all times with the Trust's Information Governance related policies. Staffs are required to respect the confidentiality of information about staff, patients and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

Equality & Diversity

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

To be noted:

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

Person Specification

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Criteria	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> Degree or equivalent, e.g. BSc, or Diploma entry level qualification into the Occupational Therapy profession. Current HCPC registration Documented evidence of own continuing professional development 	<ul style="list-style-type: none"> Member of Royal College of Occupational Therapy Member of Royal College of Occupational Therapy Specialist Section Neurological Practice
Experience	<ul style="list-style-type: none"> Experience of working in the NHS A broad range of undergraduate placements completed including stroke and/or neurology 	<ul style="list-style-type: none"> Clinical experience including neurology and/or stroke Community experience Acute setting experience
Skills & Abilities	<ul style="list-style-type: none"> Able to demonstrate commitment to high quality care and service provision Ability to work flexibly as part of a team. Effective communication skills Professional approach Able to pass skills/knowledge to others within formal/informal settings Good organisational skills Good report writing Able to assess plan and implement care 	<ul style="list-style-type: none"> Understanding of clinical supervision Motivated to learn and develop as a professional practitioner Ability to communicate with patients with impaired communication abilities

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	<ul style="list-style-type: none"> • Support non-registered staff • Standard keyboard skills and ability to communicate through IT using packages such as Word, • Time Management and prioritisation skills 	
Knowledge & Understanding	<ul style="list-style-type: none"> • Accepts responsibility and accountability for own work and can define the responsibilities of others • Recognises the limits of own authority within the role • Seeks and uses professional support appropriately • Understands the principle of confidentiality • Demonstrates professional curiosity • Responsible for maintaining registration with HCPC and/or other professional bodies 	<ul style="list-style-type: none"> • SystemOne • Relevant outcome measures
Physical Requirements	<p>The ability to:</p> <ul style="list-style-type: none"> • Kneel, bend & stoop, and work in cramped environments • Move and manoeuvre people and equipment • Manoeuvre patients using moving and handling aids • Travel independently around work base locality 	
Other	<ul style="list-style-type: none"> • Positive approach to people with long-term neurological conditions • Ability to use the CPFT Trust Values to guide behaviour to patient, carers and colleagues. • Recognise people's right to privacy and dignity, treating every person with respect • Willingness to embrace MDT working • Willingness to be flexible in approach and attitude 	

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.