

Job Description

Job Title:	Senior Occupational Therapist, Orthopaedics
Base:	Orthopaedic Therapy Team
Band:	Band 6 (Also development opportunities from band 5 to band 6)
Reporting to:	Team Lead, Orthopaedic Therapy

Our Values

Our values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

Person Centred and Safe

Our focus is on delivering high quality, safe and person focussed care through teamwork and continuous improvement

Professional

We will be open and honest, efficient and act as role models for our teams and our communities.

Responsive

We will be action oriented, and respond positively to feedback.

Friendly

We will be welcoming to all, treat people with respect and dignity and value others as individuals.

Progressive

We will constantly seek to improve and transform the way we work, to ensure that our services respond to the changing needs of our communities

Main Purpose of the Job

- To provide specialist occupational therapy assessment and treatment to patients requiring Orthopaedic care at Salisbury NHS Foundation Trust.
- Work is guided by precedent and clearly defined occupational policies and procedures. The post holder is responsible for allocating work to and for supervising the work of others.
- Maintain patient safety through rigorous and consistent compliance with Trust policies for the prevention and control of infection, including hand hygiene. To undertake appropriate mandatory training and updates in infection prevention and control.
- As a registered occupational therapist the post holder is required to comply with the HCPC Standards of conduct, performance and ethics and the College of Occupational Therapists Code of ethics and professional conduct.

Main Responsibilities and Duties

To provide a comprehensive assessment of the patient.

- Assessment will involve specialist skills e.g. advanced clinical reasoning skills to make the clinical judgements necessary to ensure all complex facts and situations are taken into account. The post holder must ensure that interventions are based on the sound principles of clinical need and priorities across the caseload. This will



- include complex condition assessment, End of Life discharge co-ordination, equipment assessment, and communication in complex/difficult social situations.
- To use specialised skills as appropriate e.g. acute complex case prioritisation and OT assessment and treatment in an acute fluctuating work environment.
 - To plan a treatment programme with the broad aim of enabling the patient to achieve their maximum level of function and independence, with the overall aim of returning the patient to usual occupations.
 - To implement the treatment plan effectively and safely using the facilities and equipment as treatment media. Complete activity analysis and provide specialist advice as appropriate. On occasions to carry the case load of other therapists using treatment plans that have been prepared e.g. during annual leave and sickness.
 - To evaluate treatment outcomes for these patients to maintain and develop the quality of service; use of outcome measures, reflective practice, audit, evidence based practice and the evaluation of new equipment and materials. Monitor standards of practice.
 - Allocate workload within the therapy department. Plan and organise activities on a daily basis. Supervise the work of junior staff to ensure the safety and quality of care. Advise the line manager of any issues that need attention.
 - Ensure that accurate statistical information is kept on patient contact
 - To take an active role in the implementation of service development initiatives and propose changes to working practice based on experience.
 - To be involved in the teaching and training of staff, support workers, students and visitors. To be involved in teaching on training events run by the department – departmental in-service training, local, regional and national courses.
 - To identify own area of need in knowledge and professional skills. To take responsibility for own personal development by reading, study and attendance at courses and other training events. Maintain own CPD file.
 - To ensure the safe and effective use of resources and facilities. To ensure that the clinical area is kept clean and tidy with safe use, maintenance and storage of equipment and materials. To ensure that training in health and safety issues is completed and regularly updated.
 - As appropriate to be responsible for the ordering, storage, maintenance and safe, efficient use of equipment and materials, ensuring that stock levels are appropriately maintained. To organise and order specialised equipment for the patient as required. To ensure that patients are taught the safe use of equipment, aids and appliances.
 - To arrange and undertake home, community and work visits as necessary. For this reason the therapist must have access on a daily basis to a suitable insured vehicle that will enable flexibility of timing to provide responsive home and community visits.
 - By following Trust policies in relation to Safeguarding Adults, staff will ensure that they work with other agencies to protect all adults from abuse at any time.
 - To safeguard and promote the welfare of children and young people in compliance with Trust and staff responsibilities under Section 11 of The Children Act 2004; to follow Trust safeguarding children and child protection policies and guidelines and undertake appropriate mandatory training and updates in safeguarding children/child protection.
 - Respect and value the diversity of our patients, their relatives, carers and staff by committing to address the needs and expectations of the diverse communities we serve to provide high quality care and strive to make best use of talents and experience from our diverse workforce.

Communication and relationship skills

To work as an effective multidisciplinary team member and maintain the effective



exchange of information between members of the team, patients, relatives, carers and other health professionals as necessary, ensuring patient confidentiality at all times.

- Maintain the effective exchange of information between members of the team and patients, including relatives and carers as necessary. Ensure patient confidentiality at all times.
- Respect and value the diversity of our patients, their relatives, carers and staff by committing to address the needs and expectations of the diverse communities we serve to provide high quality care and strive to make best use of talents and experience from our diverse workforce.
- Provide or receive complex, sensitive or contentious information, where there are barriers to understanding about difficult matters and/or in difficult situations.
- To accurately document treatment using department systems. To monitor and ensure the quality of documentation of patients in your own case load and of patients you have delegated to others e.g. junior staff, students. To use electronic information systems. To monitor quality of documentation against Trust and professional standards.
- To liaise and negotiate with colleagues, outside agencies and others for the overall care of the patient within the rehabilitation process.
- To be responsible for the professional and clinical supervision of the occupational therapy staff and students delegated to this post holder. To support the team through regular supervision and appraisal.
- To receive regular clinical and professional supervision and appraisal.
- To be aware of Trust wide professional and organisational issues.
- To be aware of and follow relevant Trust policies and guidance.

Planning and Organisational Skills

Evidence of effective time management skills, managing a busy and variable caseload in a pressurised environment with time limitations.

- Ability to plan own work and that of the delegated occupational therapy team.
- Ability to organise complex activities or programmes to provide a specialist occupational therapy service.
- Experience of managing other occupational therapy staff and students.
- Evidence of effective time management skills.

Analytical and Judgemental Skills

- Judgment which involves complex facts or situations, which require the analysis, interpretation and comparison of a range of options, including professional issues.

Patient/Client Care

- Responsibility for providing the specialised assessment and treatment of acute Orthopaedic conditions including patients undergoing elective surgery on an inpatient and days case basis, trauma patients receiving emergency care, age related conditions, falls, End of Life, complex social circumstances and lower limb amputees.
- Responsible for the evaluation of treatment and quality of care to patients in your own case load and of patients you have delegated to others e.g. junior staff, students.

Budget Responsibilities

Personal duty of care in relation to equipment and resources, supporting the Team Leader



and Advanced Clinical Practitioner to ensure the safe, efficient and effective running of the therapy service and deputise in their absence.

Responsibility for the ordering, storage, maintenance and safe, efficient use of equipment and materials, ensuring that stock levels are appropriately maintained.

Responsibilities for People or Training

Responsibility for the day to day supervision and appraisal of delegated staff within the team, including temporary bank staff.

Ensure high quality training and development of self and team members, including temporary staff, therapy assistants and students.

Actively contribute to ensuring a highly motivated and committed workforce

Other Factors

MOST CHALLENGING PART OF THE JOB

Providing a responsive, timely effective OT service in a demanding acute environment

Working with flexibility, engaging initiative and managing interruptions and unforeseen circumstances.

Working Conditions

A variety of working conditions which include the hospital and the community. Likely to be exposed to unpleasant odours, uncontained bodily fluids and possible verbal and physical aggression.

Physical Effort

Frequent requirement to exert light physical effort for several long periods during a shift including the movement of equipment and materials and the participation in physical activity.

Mental Effort

Frequent requirement for prolonged concentration. Work pattern is unpredictable e.g. dealing with interruptions and staff issues.

Emotional Effort

Frequent exposure to distressing and emotional circumstances e.g. imparting unwelcome news.

Additional Information

The Trust may ask you to undertake other duties, as required, which are not necessarily specified in the job description but which are commensurate with the grade of the post. If this results in significant changes to the job description, it may be subject to a banding review, in line with the Trust's Control of Banding policy.

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 of this Job Description and Person specification details key information you should be aware of.



Person Specification

Job Title:	Senior Occupational Therapist
Base:	Orthopaedic Therapy

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Criteria	Essential	Desirable
Trust Values	We will expect your values and behaviours to reflect the Values of the organisation: Person Centred and Safe Professional Responsive Friendly Progressive	
Education, Qualifications and Training	Diploma in Occupational Therapy or BSc (Hons) Occupational Therapy or overseas equivalent Evidence of relevant post graduate courses/CPD and reflective practice Up to date professional development portfolio Up to date manual and therapeutic handling training Health Care Professions Council registration	Registration with professional body and special interest groups Clinical Supervisors course Practice Educators training Royal College of Occupational Therapy membership
Experience	Experience of supervising less experienced staff and students Experience in team leadership on a day to day basis including rota organisation Experience of managing difficult situations and conflict Post graduate experience, within the speciality of orthopaedics Experience of working without clinical supervision. Experience of telephone consultation, decision making and planning. Experience of balancing clinical and non-clinical priorities Experience of assessment of competency of other members of staff Experience of working as part of a multidisciplinary team.	Experience of audit procedures and quality measures



<p>Knowledge and Skills</p>	<p>NHS Constitution Trust vision, values and strategic objectives An awareness of relevant Health and Safety issues and the wider issues of Clinical Governance.</p> <p>Demonstrate evidence of continuing professional development and the development of a personal professional portfolio.</p> <p>Demonstrate experience in orthopaedic rehabilitation. This will include the underpinning theoretical knowledge e.g. frames of reference, models of practice, anatomy, physiology, psychology and pathology.</p> <p>Working knowledge of a wide range of approaches to the management orthopaedic conditions</p> <p>Ability to utilise a wide range of assessment, treatment techniques and provision of equipment</p>	<p>Willingness to further develop skills in orthopaedic rehabilitation</p> <p>Knowledge and application of standardised assessments of</p>
<p>Other Job-Related Requirements</p>	<p>Personal</p> <p>Demonstrate the ability to work to a variable and challenging working day adapting clinical and non-clinical workload flexibly according to the day's / week's events Able to maintain judgement under pressure Demonstrates passion for excellence Can demonstrate motivation, drive, enthusiasm, flexibility, reliability, empathy and confidence Flexible in their attitudes and behaviours to support team working and delivery of objectives Able to adapt and work effectively with others and pass on skills and knowledge</p> <p>Leadership qualities Always puts patients first, treating patients, visitors, colleagues with respect Able to demonstrate that you are honest, reliable and trustworthy Punctual and reliable Must be able to demonstrate that you have knowledge of your professional code of conduct and guidance issued by your professional body and that you adhere to these. Able to work flexibly across specialities to meet the needs of the team, the service and the Trust Willing and able to take personal responsibility Seeks out and takes opportunities for improving the service offered Takes pride in their work and their team Respects, values and cares for others</p>	<p>Clean driving license and with access to car</p>



	<p>Supports learning and development of self and Clean driving license and with access to car others Supports and promotes equality and diversity Ability to work in a safe, organised and efficient manner Ability to monitor the quality of own work and that of others</p> <p>Communication Ability to communicate complex information effectively with patients, relatives, carers, colleagues and outside agencies. Both verbal (telephone and face to face) and written formats.</p> <p>Proven ability to build and maintain relationships with (profession) and multidisciplinary teams Proactively facilitate clinical discussion and decision making. Demonstrate effective and confident specialist advisory / teaching skills at all levels and disciplines. (Carer to Consultant) Experience in motivating and empowering staff</p> <p>Planning/organisational Able to plan and prioritise own workload efficiently Able to work under time pressures, showing initiative to prioritise Experience of planning workload of other team members including 7 day working Analytical/judgmental Ability to interpret complex facts and make professional and clinical decisions. Ability to maintain judgement and make decisions under pressure To be accountable for own actions. Highly developed clinical reasoning skills Ability to analyse performance and statistical Information</p> <p>IT Ability to type Ability to undertake light physical effort for long periods. Ability to handle equipment, materials and patients</p> <p>Physical Experience and training in current manual handling techniques</p>	<p>Presentation skills</p> <p>Experience of equipment ordering online</p>
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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 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. You must adhere to the Trust Data Quality Policy and be fully versed in the responsibilities outlined for your job role.

These obligations are in line with common law duty of confidentiality, Caldicott Principles. Data Protection Act 2018 Freedom of Information Act 2000.

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 and Safety

Patient, service/facility user and staff safety is paramount at Salisbury NHS Foundation Trust. The post holder will promote a just and open culture to reporting of incidents and adverse events. The post holder should be aware of current health and safety policies of the Trust and are required to co-operate with management and safety representatives on matters relating to the Health and Safety at Work Action, including the Radiation Protection Supervisor. 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 and 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 offence 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 prosecutions.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control, including hand hygiene policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment. To undertake mandatory annual training/updates in infection prevention and control.

Government and Risk

Adhere to 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.

Data Quality

The Trust recognises the role of reliable information in the delivery and development of its service and in assuring robust clinical and corporate governance. Data Quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality.

Safeguarding

To safeguard and promote the welfare of children and young people in compliance with Trust and staff responsibilities under Section 11 of the Children Act 2004; to follow Trust safeguarding children and child protection policies and guidelines and undertake appropriate mandatory training and updates in safeguarding children/child protection.

By following Trust policies in relation to Safeguarding Adults, staff will ensure that they work with other agencies to protect all adults from abuse at any time.

COVID Vaccination

During the COVID-19 pandemic, it has been necessary to take significant steps to protect the health and safety of our staff, service users and those attending our sites. In order to comply with our duty of care, we continue to encourage and support our staff to have the COVID vaccine in order to protect themselves, colleagues and their patients as this is the best line of defence against COVID-19.

Training and Personal Development – continuous professional development

There is a requirement for all Trust employees to take part in an annual appraisal; 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.

Flexible Working

We support flexible working and will consider requests taking into account the needs of the service.

