

# SHAPE YOUR STORY

## Recruitment Information Pack



Band 6-7 Developmental Occupational  
Therapist role in Surgery



## Our Vision

To be a high-performing group of NHS hospitals, renowned for excellence and innovation, providing safe and compassionate care to our patients in east London and beyond.

## WeCare about our ambition for excellence

Our WeCare values shape everything that we do, every single day. They are visible in every interaction we have with each other, our patients, their families and our partners.

WeCare about everything from the appointment letters our patients receive, to the state of our facilities when they walk through the door, to the care and compassion they receive when they are discharged. WeCare that the people who join our trust will hold the same values as we do, so our values are embedded within our recruitment and selection processes. WeCare that you feel valued working here, so our values also guide our training and development and performance and talent management. WeCare about working with suppliers that live and breathe our values too.

We have come a long way on our journey to delivering safe and compassionate care. By embracing these values as the way we behave around here, we will achieve our ambition for excellence.

Value	Key behaviours
<b>W</b> <b>WELCOMING</b>	<ul style="list-style-type: none"> <li>Introduce yourself by saying "Hello, my name is ..."</li> <li>Smile and acknowledge the other person(s) presence</li> <li>Treat others as you would wish others to treat you</li> <li>Ensure the environment is safe and pleasant for our patients, our colleagues and our visitors</li> </ul>
<b>E</b> <b>ENGAGING</b>	<ul style="list-style-type: none"> <li>Get involved in making improvements and bring others with you</li> <li>Encourage feedback from patients and colleagues and respond to it</li> <li>Acknowledge efforts and successes; say thank you</li> <li>Use feedback to make improvements, and empower colleagues to do this without needing to seek permission</li> <li>Appreciate that this may be a new experience for patients and colleagues; help them to become comfortable</li> </ul>
<b>C</b> <b>COLLABORATIVE</b>	<ul style="list-style-type: none"> <li>Give time and energy to developing relationships within and outside own team</li> <li>Demonstrate pride in Team Barts Health</li> <li>Respect and utilise the expertise of colleagues</li> <li>Know your own and others' part in the plan</li> </ul>
<b>A</b> <b>ACCOUNTABLE</b>	<ul style="list-style-type: none"> <li>Always strive for the highest possible standard</li> <li>Fulfil all commitments made to colleagues, supervisors, patients and customers</li> <li>Take personal responsibility for tough decisions and see efforts through to completion</li> <li>Admit mistakes, misjudgements, or errors; immediately inform others when unable to meet a commitment; don't be afraid to speak up to do the right thing</li> <li>Do not pretend to have all the answers; actively seek out those who can help</li> </ul>
<b>R</b> <b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Be helpful, courteous and patient</li> <li>Remain calm, measured and balanced in challenging situations</li> <li>Show sensitivity to others' needs and be aware of your own impact</li> <li>Encourage others to talk openly and share their concerns</li> </ul>
<b>E</b> <b>EQUITABLE</b>	<ul style="list-style-type: none"> <li>Value the perspectives and contributions of all and ensure that all backgrounds are respected</li> <li>Recognise that individuals may have different strengths and needs, and that different cultures may impact on how people think and behave. Be curious to find out</li> <li>Work to enact policies, procedures and processes fairly</li> <li>Be open to change and encourage open, honest conversation that helps foster an inclusive work and learning environment</li> <li>Remember that we all have conscious and unconscious bias; get to know what yours are, and work to mitigate them</li> </ul>

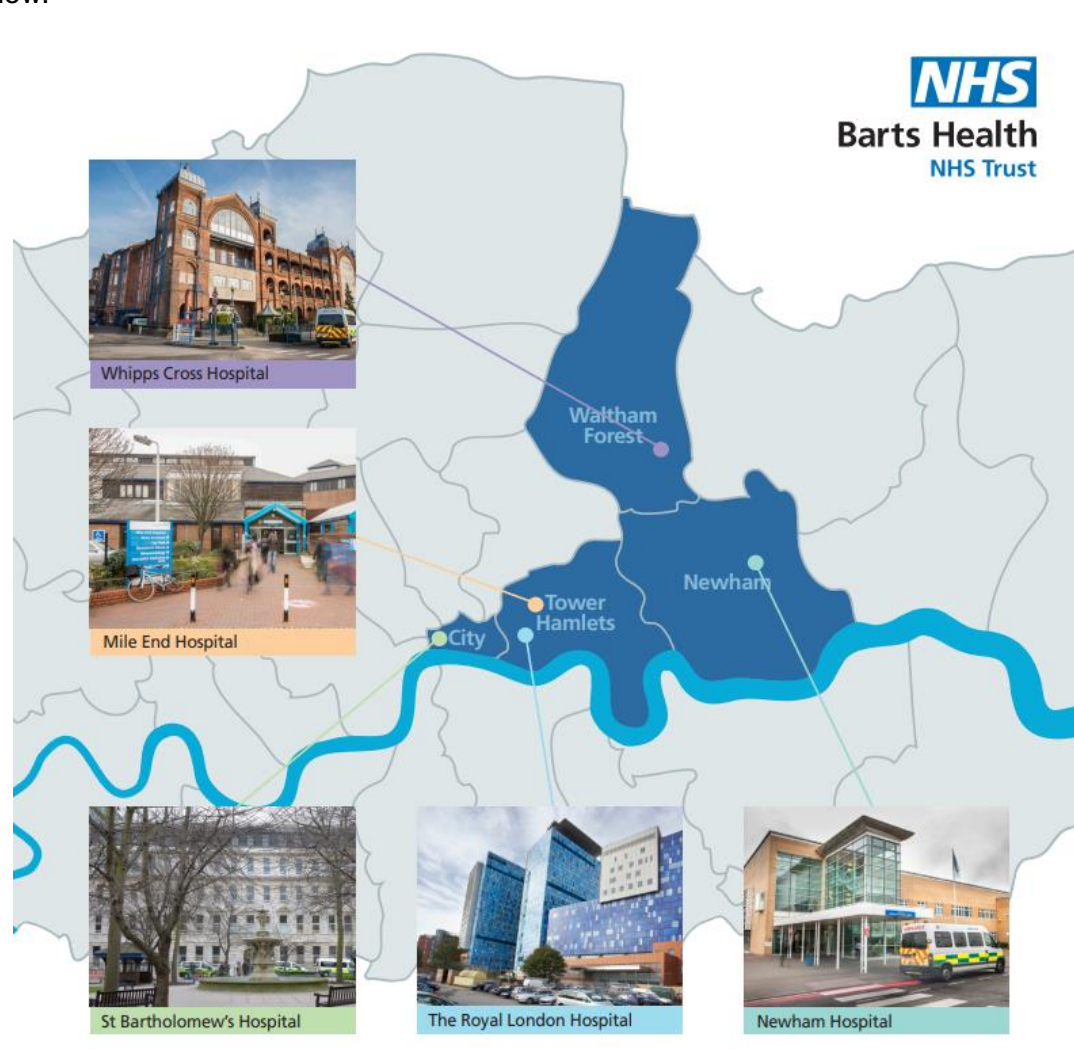


## Job Particulars

<b>Job Title</b>	Band 6-7 <b>Developmental Occupational Therapist</b> post in SurgeryTeam
<b>Pay Band</b>	Band 6 with aim to be Band 7 within 12 months
<b>Location</b>	Barts Health NHS Trust- <b>Royal London hospital site</b>
<b>Reports to</b>	<i>OT Clinical Lead</i>
<b>Responsible to</b>	<i>Deputy Head of Therapy and Head of Therapies</i>

This post is at the **Royal London Hospital** site.

Barts Health Trust comprises of the following sites, across the city and East London as below:



## 2. Job Purpose

To provide a high standard occupational therapy service and intervention to patients across the 3<sup>rd</sup> floor surgery wards.

To co-ordinate physiotherapy and occupational therapy staff working in this area.

**A bespoke developmental programme would be devised with clear set goals to achieve with aim to be a Band 7 within 12-month period.**





### 3. Key Working Relationships

Internal	External
OT Clinical Lead for Surgery	Continuing Health Care
Deputy Head of Therapies	GP's
RLH multidisciplinary team	Tower Hamlets Community Services
Head of nursing for clinical area, ward nurses for clinical area.	Adult Social Care
<b>Integrated and Complex Discharge Team.</b>	Local equipment stores
Hospital based Social Workers and area social workers	Other Health professionals
Clinical Site Management Team (RLH)	

### 4. Main duties, responsibilities and results areas

#### Main duties and responsibilities

- Work autonomously to undertake standardised and non-standardized assessment of clients living with a range of conditions, predominantly medical, renal and outliers. This will include an assessment of physical, sensory, cognitive, psychological and social levels of functioning.
- To have the knowledge and skills to support junior OTs in the assessment of capacity and Best Interest assessments. This includes knowledge of legal frameworks around capacity.
- Formulate collaborative, client-centered and evidenced based intervention plans with clients, carers and colleagues.
- Provide training, education and advice to patients and carers relating to diagnosis, rehabilitation potential and management strategies and assist patients / carers to implement effective physical, psychological or cognitive coping strategies.
- Be professionally and legally accountable for all aspects of own clinical and professional work and be responsible for the maintenance and development of own CPD.



- To complete the developmental competencies and be able to participate in evidence-based quality improvement initiatives (i.e. research and audit), contributing to the implementation and dissemination of successful outcomes locally and nationally.
- To eventually develop and get involved with the Fair share model for student placements and to continue to develop and embed the model and support Junior Staff with student placements, throughout the year.
- To be able to participate actively in developing the induction pack and induct new and rotational staff members to the Team and ensure the smooth transition to the service. To support and supervise junior OTs, towards developing their skills and knowledge, with an aim to progress and develop them in their role. This will include developing their own and staff knowledge around the Trust probation and Appraisal policies.
- Work in a highly diverse, multi-ethnic, multi-cultural and socio-economically varied environment to ensure intervention is of the highest standards regardless of cultural or language differences and support the staff you supervise in doing likewise, to ensure we are working in an inclusive manner, in line with the Trust policy

## Clinical

- To provide and ensure an awareness of the role of occupational therapy to the multi-professional team (Doctors and Nurses), other colleagues, family and carers regarding the appropriate management / support of clients who have complex presentations and multipathologies i.e. cognitive strategies for day-to-day activities, prescription and use of appropriate equipment and environmental adaptations.
- To advance your knowledge and skills around specialist assessment of manual handling requirements and environmental considerations to be able to prescribe appropriate specialist equipment to optimize a patient's independence and rehabilitation while ensuring the safety of patients, staff, relatives and carers.
- Initiate and undertake risk assessments when assessing and treating patients. This will involve an assessment of the individual and the environment.
- To be confidently able to interpret findings of assessment to implement occupational therapy intervention plans based on current evidence from NICE guidelines on surgery, brain injury, cancer, orthopedics, cardiac and outliers (stroke, amputees), and a knowledge of available treatment options.
- Actively motivate and encourage Patients to participate in their goal setting and treatment planning.



- To improve and be up-to-date with the knowledge of a range of health, education and social care policies and be able to utilize skills of analysis and interpretation to apply these policies to a variety of situations.
- To be able to confidently provide advice and education to patients, carers, junior staff and students for the prescription, safe and competent use, installation and maintenance of therapeutic, rehabilitative and assistive equipment and / or minor adaptations.
- Maintain accurate and comprehensive client records ensuring that all documentation fulfils legal requirements, Trust policies and COT standards.
- Maintaining an amicable relationship with other MDT members such as Physiotherapist, Speech and Language therapist, Dieticians and be able to identify any service issues and to lead in educating MDT's (such as Doctors, Nurses) about OT role and referrals.
- To be responsible for the safe and competent use of all therapy and independence equipment. Ensure that more junior occupational therapy staff / support staff attain competency prior to use. To undertake duties at all times with regard to the Health & Safety at Work Act 1974.
- To provide spontaneous and planned advice, teaching and instruction to patients, relatives, carers, and other professionals, regarding the occupational therapy management of patients and to promote understanding of the aims of occupational therapy, and to ensure a consistent approach to patient care.
- To be able to eventually carry out specialist advice, teaching and training to junior OT's/other members of the MDT/Multi Agency Services regarding the management of patients within the specialty. This may involve challenging or requesting changes to treatment programmes/care plans set by other professionals.
- To provide specialist advice to occupational therapy colleagues working within other clinical areas regarding surgery. To be a source of clinical expertise and advice for junior therapists on the ward and less senior occupational therapists in the wider surgery team.
- To train, supervise and manage the performance of more junior occupational therapy staff, support staff and students. This will include the use of formal appraisal documentation in line with those agreed by Therapies and the Trust IPR policy.



## Professional

- Participate in the staff appraisal scheme as appraiser and appraise. Be responsible for identifying, implementing, and achieving development needs and recommended actions from performance review and development plan.
- Be responsible for the evaluation and measurement of own practice through the use and implementation of appropriate outcome measures, audit, client and referrer surveys and other evidence-based quality improvement initiatives.
- Demonstrate and apply a sound understanding of the pillars of clinical governance and risk management and apply these to your own clinical and non-clinical practice.
- Be responsible for the maintenance and development of own competency to practice and professional registration, taking responsibility for ensuring own continuing professional development by attendance at postgraduate training courses and actively supporting the learning needs of others. This will include maintenance of a CPD portfolio, which reflects development of knowledge, skills and evidence-based practice.
- Participate in the staff appraisal scheme as appraiser and appraise. Be responsible for identifying, implementing, and achieving development needs and recommended actions from performance review and development plan.
- Be responsible for the evaluation and measurement of own practice through the use and implementation of appropriate outcome measures, audit, client and referrer surveys and other evidence-based quality improvement initiatives.
- Demonstrate and apply a sound understanding of the pillars of clinical governance and risk management and apply these to your own clinical and non-clinical practice.
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- Use supervision, mentoring and performance development plans to promote clinical and personal effectiveness.
- Play an active role in departmental and multi-professional in-service training and clinical governance programmes through attendance and delivery of presentations and teaching sessions.





- Be actively involved with professional clinical groups, such as journal clubs, COT specialist sections, peer review groups and other professional developmental activities.
- Undertake the collection and collation of statistical and activity data for use in service audit and research projects.
- Maintain a high level of clinical and professional standards and work within organizational clinical guidelines, COT rules of professional conduct, local and national standards for practice.
- Maintain and update understanding and knowledge of key government, national, local, and COT strategies, policies, legislation and guidelines and ensure adherence to these.
- Always represent the occupational therapy service and Barts Health in a positive and professional manner during inter-agency, multi-professional and external forums.
- To identify the need for Service development and Quality improvement projects within the team and to be able to lead them alongside Band 8A
- To participate and lead on Recruitment and retention of junior staff, participate in teaching B5 and 6's, recruitment and provide expert advice on different steering groups.
- To develop your leadership skills via coaching, time management, delegation, difficult conversations etc, for career progression.
- To improve your knowledge and skills around Incident reporting/managing complex situations and opportunities to be in various champion groups.

## Organisational

- Prioritize, and plan own workload to manage conflicting and competing priorities both clinically and professionally to ensure client care is conducted in an efficient and timely manner and allowing adequate time for non-clinical duties.
- To eventually be able to take responsibility for operational management of the team (juniors, students), allocating and organizing the work-load to meet service priorities.
- Be flexible during the working day, allowing appropriate responses to unexpected situations, e.g. deteriorating clients, urgent referrals, safeguarding



## Communication

- Ensure that all relevant information is communicated in a timely, professional, effective and sensitive way, to colleagues, external agencies, patients and relatives, including information which may be distressing to patients and carers
- Be flexible and effective in communicating information to a range of people with a variety of clinical knowledge, including patients, relatives, carers, other health and social care professionals and outside agencies.
- Give a concise and accurate handover of client information, including feedback from multidisciplinary initial assessments, complex case presentations, referrals to colleagues and other health and social care professionals.
- Facilitate effective verbal and non-verbal communication with those demonstrating communication barriers.
- Work effectively with patients and families requiring a language interpreter and ensure effective assessment and treatment for all clients regardless of their spoken language or communication status.

## General

- Attend / complete mandatory and statutory courses and any additional courses which may be essential to your role as required.
- Comply with all Trust policies, always including the Trust Information Governance Policy, in particular ensuring that there are no breaches of confidentiality.
- Carry out any other such duties as may be required consistent with the responsibilities of the grade

**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 postholder.**

**The post holder might be required to work across the Trust at any time throughout the duration of his/her contract, which may entail travel and working at different hospital.**



## 5. Working conditions

Criteria	Description
<b>Physical</b>	Highly developed physical skills, high degree of precision. Frequent moderate effort for short periods each day. Moves, manoeuvres patients and equipment.
<b>Emotional</b>	Occasional distressing or emotional circumstances. Imparts unwelcome news about rehabilitation prospects.
<b>Working Conditions</b>	Occasional unpleasant conditions, occasional very unpleasant conditions
<b>Mental</b>	Frequent concentration on patient on patient assessment and treatment and work pattern can be unpredictable, at times.

### NHS Manager's Code of Conduct

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002). [www.nhsemployers.org/](http://www.nhsemployers.org/)

### Safeguarding adults and children

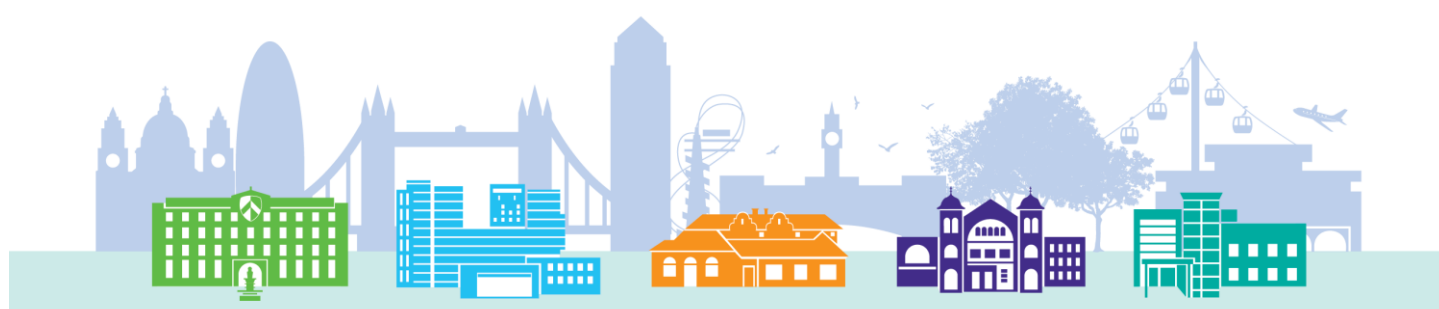
Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager, consultant (October 2002). [www.nmc-uk.org/](http://www.nmc-uk.org/)

### Person Specification

Domain	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Diploma or Degree in Occupational therapy</li> <li>Valid HCPC registration</li> <li>Evidence of relevant CPD</li> </ul>	<ul style="list-style-type: none"> <li>Member of the Royal College of Occupational Therapy</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Post registration experience</li> </ul>	<ul style="list-style-type: none"> <li>Supervision skills</li> </ul>



	<p>working in an acute hospital setting</p> <ul style="list-style-type: none"> <li>• Experience as a senior Band 6 OT</li> <li>• Post registration experience in relevant clinical setting: surgical wards, other wards in an acute setting</li> <li>• Experience working as part of a multi-disciplinary team</li> <li>• Experience supervising and appraising staff</li> <li>• Experience of audit/research</li> <li>• Documented evidence of CPD, in accordance with HPC recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Practice educators training</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to undertake comprehensive standardized, and non-standardized assessments of motor, sensory and cognitive skills.</li> <li>• Ability to carry out risk assessments.</li> <li>• Ability to assess for and review manual handling equipment. This includes safe handling, fitting and demonstration.</li> <li>• Ability to maintain accurate electronic patient records.</li> <li>• Ability to organize, prioritize, &amp; delegate, and to support other staff in this.</li> <li>• Ability to deal with challenging situations and with emotional/aggressive patients/carers</li> <li>• In depth knowledge of national policies and procedures relevant to client group</li> <li>• Be able to demonstrate flexibility and reliability</li> <li>• Proficient IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation skills</li> </ul>



<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good knowledge of current best practice in OT in relevant setting</li> <li>• Specialist clinical knowledge &amp; skills in OT in surgery</li> <li>• Ability to lead &amp; motivate a team</li> <li>• Understanding &amp; application of risk management</li> <li>• Understand legal responsibilities of the profession &amp; associated code of ethics</li> <li>• Ability to pass on knowledge &amp; deliver training both internally within profession &amp; externally to other staff groups</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local community services and agencies.</li> <li>• Understanding of National Service Frameworks, NICE guidelines and national strategy documents and their implementation in practice.</li> </ul>
<b>Other</b>	Participate in working over a 7-day roster, fulfilling contractual hours of 37.5 hours a week, should the service require it (not currently required).	





## About Barts Health

Our group of hospitals provide a huge range of clinical services to people in east London and beyond.

We operate from four major hospital sites (The Royal London, St Bartholomew's, Whipps Cross and Newham) and a number of community locations, including Mile End hospital. Around 2.5 million people living in east London look to our services to provide them with the healthcare they need.

The Royal London in Whitechapel is a major teaching hospital providing local and specialist services in state-of-the-art facilities. Whipps Cross in Leytonstone is a large general hospital with a range of local services. Newham in Plaistow is a busy district hospital with innovative facilities such as its orthopaedic centre. Mile End hospital is a shared facility in Mile End for a range of inpatient, rehabilitation, mental health and community services. And St Bartholomew's in the City, London's oldest hospital, is a regional and national centre of excellence for cardiac and cancer care.

As well as district general hospital facilities for three London boroughs, Tower Hamlets, Waltham Forest and Newham, we have the largest cardiovascular centre in the UK, the second largest cancer centre in London, an internationally-renowned trauma team, and the home of the London Air Ambulance. The Royal London also houses one of the largest children's hospitals in the UK, a major dental hospital, and leading stroke and renal units.

We're also proud to be part of UCLPartners, Europe's largest and strongest academic health science partnership. The objective of UCLPartners is to translate cutting edge research and innovation into measurable health gain for patients and populations through partnership across settings and sectors, and through excellence in education.

