

## JOB DESCRIPTION

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### JOB DETAILS

<b>Job Title:</b>	<b>Band 6 Rotational Occupational Therapist</b>
<b>Department / Ward:</b>	<b>Rehabilitation</b>
<b>Division:</b>	<b>Clinical Support &amp; Specialist Surgery</b>
<b>Base:</b>	<b>The Christie NHS Foundation Trust</b>

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### ORGANISATIONAL ARRANGEMENTS

<b>Accountable to:</b>	<b>Rehabilitation Manager Band 7 Occupational Therapists</b>
<b>Other Accountabilities:</b>	<b>Dietetic Manager Divisional Lead Nurse &amp; Clinical Services Manager General Manager Clinical Support Services</b>
<b>Responsible for:</b>	<b>Band 5 Occupational Therapists Rehabilitation assistants Occupational Therapy Students</b>

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### JOB PURPOSE

To provide a high quality efficient Occupational Therapy service rotating across the Proton Beam Therapy (PBT) outpatient service and the clinical and medical oncology wards within the Christie NHS Foundation Trust

To provide supervision and education to junior staff and students

To assist with the promotion and development of the Occupational Therapy service and participate in service development.

Flexible working may be required

The post may involve working across a range of work settings including Haematology and Teenage and Young Adults



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## **DUTIES AND RESPONSIBILITIES**

### **Clinical**

- To undertake comprehensive Occupational Therapy assessment of patients as an autonomous practitioner, including those with complex physical, psychosocial and cognitive problems. Use clinical reasoning skills and knowledge of evidence-based practice to determine treatment plans, rehabilitation and discharge planning.
- To work collaboratively with the senior physiotherapists in delivering a high quality efficient service to patients attending the Christie for Proton Beam Therapy, including both outpatients and inpatients and the clinical and medical oncology wards
- To undertake treatment planning and implementation of agreed goal orientated intervention with patient/carers
- To accept clinical responsibility for those patients referred to the Occupational Therapy service
- To monitor, evaluate and modify Occupational Therapy treatment plans in order to measure progress and ensure effectiveness of intervention
- To assess for specialist disability equipment
- To carry out risk assessments and provide training and advice on safe moving and handling within the ward environment and to facilitate discharge to the patients home environment.
- To liaise effectively as appropriate with other National Health, Social Services, private and voluntary agencies to ensure safety of patients whilst undergoing treatment and timely discharge
- To provide accurate reports on patients functional abilities as required
- To make appropriate and timely referrals to external agencies
- To communicate complex and sensitive patient related information to ensure effective collaborative working between multi-disciplinary team members
- To communicate discharge plans and Occupational Therapy intervention to patients and relatives and the multi-disciplinary team members
- To participate in the supervision and management of assistant staff, students and other healthcare professionals.
- To be responsible for the safe use of all Occupational Therapy equipment within the trust, by staff, patients and relatives
- To assist the Band 7 occupational therapist to monitor referrals, caseloads and prioritising referrals as required.
- To monitor effectiveness of intervention through goal setting, outcome measurement and evaluation of practice.
- The post holder may be required to lone work within the hospital setting

### **Professional**

- To be fully aware of and comply with the rules of professional conduct as set by The College of Occupational Therapy and Health & Care Professional Council.
- To work within guidelines of policies and procedures and standards set by Christie Hospital NHS Trust



- To participate in an on-going evaluation of both the Inpatient Occupational Therapy Service and Proton beam therapy service, to demonstrate the role and contribution it offers to cancer care
- To promote the role of Occupational Therapy both internally and externally of the Christie NHS Foundation Trust
- To ensure the health and safety of staff and patients and to report any areas of potential risk to the Senior Occupational Therapist or Divisional Manager
- To be responsible for Continued Professional Development as directed by the Health Professions Council

## Managerial

- To contribute to the development of all staff within the rehabilitation department, actively encourage and participate in supervision, training and development opportunities within the team, including students and junior staff.
- To delegate duties to occupational therapy assistant
- To collaborate with other senior staff on ways to maintain, monitor and improve services provided and undertake audits or research projects as appropriate
- To behave in a professional manner at all times and to all people
- To supervise the education of pre-registration occupational therapists during their fieldwork practice
- To operate a flexible service according to the needs of the service and the clinical area as directed by senior staff.
- To discuss service provision issues with senior staff and to report any incidents, clinical or non-clinical promptly

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Date Prepared: 19.12.23

Prepared By: Kathy Pantelides

Agreed By: Dani Warner

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:

Date Reviewed:

Reviewed By:

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**GENERAL STATEMENTS:**

**RISK MANAGEMENT**

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

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**RECORDS MANAGEMENT/DATA PROTECTION**

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

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**HEALTH AND SAFETY REQUIREMENTS**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

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**CONFIDENTIALITY AND INFORMATION SECURITY**

As a Trust employee you are required to uphold the confidentiality of all records held by the trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment.

All Information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the Data Protection Act 2018 and should be managed in accordance with this legislation.

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**SAFEGUARDING**

All employees of The Christie NHS Foundation Trust have a responsibility to safeguard children, young people, and vulnerable adults, regardless of their role. Appropriate and proportionate actions/interventions should be undertaken, documented, and escalated promptly to the Safeguarding Team within normal working hours, or the Duty Manager out of hours. This includes making safeguarding referrals, risk assessments, and incident reports, in-line with roles and responsibilities.

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**The Christie**  
NHS Foundation Trust

**TRUST POLICIES**

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

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**PERSON SPECIFICATION**

**Job Title:** **Band 6 Rotational Occupational Therapist**

	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	Occupational Therapy Degree or equivalent.  HCPC Registration.  Member of the College of Occupational Therapist	Post registration clinical educators certificate  Postgraduate study	Certificates Application form
<b>EXPERIENCE</b>	Post registration experience.  Experience of occupational therapy management of patients with multiple and complex presentations  Experience of working with patients with an oncology/palliative diagnosis  Previous experience in clinical effectiveness and audit projects  Experience of supervising junior staff including students  Multi-disciplinary team working	Experience in assessing and providing treatment plans for patients with a palliative diagnosis.  Experience of assessing patients with neurological conditions.	Application Form Interview References



<b>SKILLS</b>	<p>Excellent written and verbal communication skills.</p> <p>Advanced clinical reasoning and analytical skills</p> <p>Prioritisation and time management skills.</p> <p>Ability manage own complex caseload</p> <p>Ability to work in a team; and to be an effective team leader.</p> <p>Ability to recognise own limitations.</p> <p>Must be able to work autonomously.</p> <p>Proficient with basic Excel and Word</p>	<p>Counselling skills.</p> <p>Presenting skills</p> <p>Splinting skills</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>KNOWLEDGE</b>	<p>Must be able to demonstrate awareness government drivers within oncology and palliative care.</p> <p>Knowledge of the Occupational Therapy process.</p> <p>Knowledge of models of practise in Occupational Therapy.</p> <p>A working knowledge of the Mental Health Act</p> <p>An understanding of the impact of cancer on function.</p>	<p>Knowledge and understanding of the patho-physiology of cancer; and cancer treatments.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>



<b>VALUES</b>	Professional and patient focused. Flexible, adaptable, capable of lateral thinking. Assertive and able to influence. Excellent interpersonal skills. Ability to cope in and with stressful situations. Ability to demonstrate the organisational values and behaviours		Application Form Interview References
<b>OTHER</b> <i>(Please Specify)</i>	Must be flexible in their approach. Self-motivated. Must be able to maintain patient confidentiality Ability to actively promote Occupational Therapy within The Christie Hospital		Application Form Interview Document Check

Date Prepared: 19.12.23

Agreed by: Employee

Date Agreed:

Date Reviewed:

Prepared By: Kathy Pantelides

Agreed By: Dani warner

Date Agreed:

Reviewed by:

