

Job Description & Person Specification



Job title: Occupational Therapist, Medical team

Band: 6

Job Description

1. General Information

Job title: Occupational Therapist

Band: 6

Department: Inpatient Therapies

Division: Clinical Support

Reports to: Therapy Team Lead/ Band 7 Occupational Therapists

Accountable to: Acute Therapy Services Manager

DBS Clearance required: Yes

Enhanced: posts providing hands on care to patients.

2. Key relationships

Therapy Manager, Therapy Team Leads, Supervisors, Patients/Family/Carers; Peers; Allied Health Professionals; Medical and nursing staff; Multidisciplinary Team; Community Service colleagues; Statutory/Voluntary Organisations.

3. Job Summary

To provide specialised assessment and treatment for patients with complex needs, and to provide expert advice, guidance and information to health and social care professionals, carers and relatives and other non-professionals.

To perform advanced occupational therapy assessments of patients with diverse presentations and complex physical and psychological conditions; to develop and deliver an individualised treatment programme which will contribute to safe discharges and prevention of hospital admissions.

To hold responsibility for own case load and be responsible for a defined area of the service or a particular patient type, working without direct supervision. Supervision takes the form of regular one to one sessions with the line manager, formal training and clinical reasoning sessions, peer review, case conferences and reflective practice. Access to advice and support from a senior occupational therapist is available if required, clinical work is not routinely

evaluated.

To undertake all aspects of clinical duties as an autonomous practitioner.

To be responsible for supervision, education and assessment of junior occupational therapists and support staff.

To supervise, educate and assess the performance of occupational therapy students; this would be to a graduate standard and involve working with universities to ensure the standard practice and teaching meets the standards set by the degree level qualification.

To undertake evidence-based audit and research projects to develop and enhance personal and team's clinical practice within each rotation; to make suggestions to team Lead/ clinical Lead/ head of service for changes to practice by the team; to assist in the implementation of specific changes to practice; to contribute to the preparation of service protocols.

To actively participate in working over a 7-day roster, fulfilling contractual hours of 37.5 hours a week.

4. Primary duties and areas of responsibility

The post holder will uphold and display Trust values of empowered, compassionate, professional & Inclusive.

Clinical

To be professionally and legally accountable for all aspects of own work, including clinical practice, and for the work and clinical practice of line-managed staff.

To be responsible for a designated caseload of patients and to organise this efficiently and effectively with regard to own clinical priorities and those of line managed staff.

To maintain a high standard of clinical care.

To undertake advanced, comprehensive, and where applicable, standardised assessments within a specialised field, looking at all occupational performance including self maintenance, productivity and leisure, for patients with diverse or complex presentations/multi pathologies.

To use advanced clinical reasoning skills and assessment techniques to formulate soundly reasoned prognoses, develop patient centred goals, and recommend and/or deliver a client centered occupational therapy treatment programme.

To assess patient understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment.

To carry out rehabilitation programmes with patients in conjunction with other members of the team to maximise patients functional ability in activities of daily living.

To determine the most appropriate setting for assessment and/or treatment, e.g. department, ward, clinic, community.

To contribute towards the selection of outcome measures and use these in the evaluation of clinical practice.

To evaluate patient progress, reassess and alter treatment programmes if required and to take on the role of care co-ordinator when applicable to facilitate transfer of care.

To assess and manage clinical risk within own patient case load and report to other professionals as appropriate.

To provide advice to nursing staff and other members of the multi-disciplinary team regarding patients' functional, cognitive, sensory or perceptual abilities and on the subsequent management of any deficit.

To contribute to the discharge planning process in collaboration with other members of the multidisciplinary team, to ensure the safe and effective discharge.

To be responsible for maintaining accurate and comprehensive assessment and treatment records in line with legal, departmental, professional and Trust requirements; and communicate assessment and treatment outcomes appropriately in the form of letters and reports.

To represent the occupational therapy service and/or individual patients at the multi-disciplinary team meetings, to ensure the delivery of a co-ordinated multidisciplinary service, and integrate occupational therapy treatment into the treatment programme. This will include discussion of patient care, patient progress and involvement in discharge planning.

Communication

To communicate complex patient related information effectively, to ensure collaborative working with the multi disciplinary team members across health and social care sectors ensuring the delivery of a co-ordinated multidisciplinary service.

To use a range of verbal and non-verbal communication tools to communicate effectively with patients to progress rehabilitation and treatment programmes, and to ensure an understanding of their condition/problem so that patients are supported in self-management of their condition.

To use communication skills of persuasion, motivation, explanation and gaining informed consent with a wide variety of patients.

To identify barriers to effective communication which will regularly be evident, including: cognitive impairment, expressive and receptive communication difficulties, embarrassment, anxiety, pain, fear and visual/hearing impairment, to develop and implement strategies to overcome these barriers.

To use communication skills to address language and cultural diversity issues.

To be able to communicate effectively with relatives and carers regarding patient care, progress and discharge plans with the consent of the patient involved.

To facilitate good communication between the multidisciplinary team members via regular team meetings, verbal and written reporting.

To achieve and maintain a level of information technology relevant to all areas of work.

Staff Management / Training

To be responsible for the supervision of junior staff, students and support staff on a daily basis.

To ensure that own practice and that of staff under supervision meet the required professional standards of occupational therapy practice.

To deputise for more senior staff in their absence, taking responsibility for operational management of the team, allocating and organising the work of junior and support staff to meet service priorities on a daily basis.

To be responsible for organising and planning own case load to meet service and patient priorities, readjusting plans as situations change/arise.

To supervise the record keeping of basic grade and student occupational therapists and support staff according to Trust and professional standards.

To contribute to improvements in service delivery and clinical practice, including integrated care pathway development and clinical networks.

To assist in the recruitment and retention process as required.

To assist with the planning and implementation of induction programmes for support staff, students and basic grades.

To maintain and manage resources and supplies for the service, under guidance of the team lead/ head of department, adhering to the service stock system.

To ensure the implementation of clinical governance frameworks and quality procedures within own team/area of speciality; to ensure risk management strategies are in place and apply to all aspects of the work situation and ensure others do likewise.

To represent the occupational therapy service and other health professionals, as requested, in own specialty.

To comply with the organisational and service policies and procedures and to be involved in the reviewing and updating as appropriate.

To be responsible for equipment used in carrying out occupational therapy duties and to adhere to departmental equipment policy, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice.

To participate in the maintenance and management of the team/department, and to allocate and share duties with other staff.

To be aware of health and safety at work and implement any policies which maintain or improve standards; to record and report incidents promptly to senior staff.

Non-Clinical and Domestic Duties

To maintain own clinical professional development (CPD) by keeping abreast of any new trends and developments and incorporate them as necessary into clinical work.

To maintain a portfolio which demonstrates personal development and shows evidence of reflective practice.

To attend / be an active member of any of the following::

- o in-service training programme
- o external courses
- o tutorials
- o training sessions
- o journal club
- o staff meetings
- o clinical networks
- o special interest group
- o peer review
- o mandatory training

To contribute to the preparation and presentation of training sessions and lectures for in-service training, internal and external courses, and to other professionals and organisations.

To be responsible for teaching student occupational therapists to graduate level on professional skills and knowledge within core clinical areas.

To teach, assess and contribute to the performance assessment and appraisal of newly qualified occupational therapists and support staff.

To maintain develop and enhance current knowledge of evidenced based practice in the areas of each rotation, developing specialist knowledge of particular conditions and patient groups.

To take an active role in supervision and the appraisal scheme as an appraisee and be responsible for complying with agreed personal development programmes to meet standard of knowledge and competencies.

To ensure timely and accurate collection of statistics.

To audit and monitor performance against local and national guidelines and standards, both professional and clinical.

To undertake the measurement and evaluation of clinical work and current practices through the use of evidence based practice projects, audit, research and outcomes measures, either individually or with more senior occupational therapists.

To undertake as directed the collection of data for use in service audit and research projects; to participate in research into specific areas of clinical practice and service delivery using a range of research methodologies as part of MDT audit and departmental research initiatives.

Author: Inpatient Therapies

Date: 2024

Person specification

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	Essential Requirements	Desirable Requirements
Education and Qualification	<p>Occupational Therapy degree qualification or equivalent & NHS experience.</p> <p>Registration with the Health Care Professions Council.</p> <p>Evidence of Continued Professional Development and reflective practice.</p>	<p>Membership of BAOT/COT.</p> <p>Membership of special interest group.</p> <p>Experience on a broad band 5 or band 6 rotational scheme.</p> <p>Attendance at post-graduate course(s) in relevant field.</p> <p>Attendance at Student supervisors course within last 3 years.</p>
Knowledge	<p>Understanding of Occupational Therapy structure in NHS.</p> <p>Understanding of Occupational Therapy models of practice.</p> <p>Standards – HCPC/COT/Local Legislation and litigation related to Occupational Therapy.</p> <p>Professional ethics and their application in practice.</p> <p>Policies and procedures (local e.g. Health and Safety).</p> <p>Ability to search and review the evidence base.</p> <p>Understanding of clinical governance and the implications for the service.</p> <p>Commitment to lifelong learning.</p> <p>Application of specific assessment techniques.</p>	<p>Evidence of written projects/audits.</p> <p>Relevant Standardised assessments.</p> <p>Relevant outcome measures.</p>

Experience	<p>Clinical problem solving ability.</p> <p>Highly developed physical skills, dexterity, co-ordination and sensory skills for assessment and treatment of patients.</p> <p>Ability to assess patient conditions, establish a diagnosis and formulate a treatment plan, from a range of OT modalities.</p> <p>Physical fitness to move and handle patients and equipment.</p>	<p>Previous experience of working in the acute hospital setting (qualified or as a student).</p>
Skills	<p>Ability to teach patients, relatives and carers individually/in groups.</p> <p>Ability to teach and present to qualified / non-qualified staff and other disciplines, in groups or individually, using a variety of media.</p> <p>Ability to communicate complex and or sensitive information requiring empathy and reassurance – knowledge of barriers to understanding.</p> <p>Ability to communicate effectively with colleagues, other disciplines, patients, relatives, and carers.</p> <p>Ability to communicate effectively and confidently in case conferences, discharge planning meetings, and MDT meetings.</p> <p>Able to keep legible and accurate patient records in English. Good written/spoken English.</p> <p>Administration – statistical data collection, department tasks, patient records.</p> <p>Ability to take responsibility for own caseload, organising, delegating and prioritizing.</p> <p>Health, safety and risk awareness.</p>	<p>Ability to supervise others, e.g. non-qualified staff, students on a day-to-day basis.</p> <p>Audit of own and others practice.</p> <p>Delegated management responsibilities within service area.</p> <p>IT skills (email, internet, word)</p> <p>Leadership and team building qualities.</p> <p>Driving licence.</p>

	<p>Presentation skills.</p> <p>Ability to motivate self and others.</p> <p>Able to react in a flexible way to changing demands in service.</p> <p>Ability to work in a multi-disciplinary team.</p>	
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Additional information

- The duties and responsibilities outlined in the job description although comprehensive are not definitive and you may be required to perform other duties at the request of your manager.
- This job description is designed to reflect duties currently incorporated in this post. These may change in the light of changes in the service provided by the Trust. Any such changes will be fully discussed with the post holder.
- It is the responsibility of all staff to be aware of the risks in their working environment and to ensure that all working practices are undertaken in such a way that risks are minimized. All staff must report risks in line with Trust policy and take the necessary action to ensure that colleagues, patients, and visitors are not exposed to unnecessary or avoidable risk.

Dignity & Respect	The Trust requires that you treat others with dignity and respect and that you do not harass or otherwise discriminate against any other member of staff, patient or visitor to the Trust or employees of any associated employers or contractors of the Trust on the grounds of sex, age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief and sexual orientation.
Values Based Appraisals	All staff employed within the Trust will be expected to participate in the annual values based appraisal process for themselves and any staff accountable to them.
Rehabilitation Of Offenders Act	Under this Act, offences which are 'spent' need not be revealed to a potential employer. However, there are some occupations which are exempt from the Act. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, all employees of the Trust are not protected by the Act and therefore employees and applicants do not have a right not to reveal 'spent' convictions if asked. Further information can be found via: https://www.gov.uk/government/organisations/disclosure-and-barring-service
Health Clearance	All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.
Professional Registration	Staff undertaking work which requires professional registration are responsible for ensuring that they are registered with the appropriate professional body and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time on request.
Work Visa / Permits / Leave To Remain	If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.
Confidentiality / Data Protection / Freedom of Information	Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

Our commitment to you

West Hertfordshire Teaching Hospitals NHS Trust is committed to recruiting the best person for the job, based solely on their ability and individual merit as measured against the criteria for the role; through a process that is fair, open, consistent, and free from bias and discrimination.

We are committed to being a diverse and inclusive employer and foster a culture where all employees are valued, respected and acknowledged. All applicants will be considered for employment without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

We particularly welcome applications from Black, Asian and Minority Ethnic communities, people with disabilities and/or long-term health conditions and LGBT+ community members. We have policies and procedures in place to ensure that all applicants and employees are treated fairly and consistently. We are proud to be accredited as a Disability Confident Employer, with a number of active staff networks. Staff network members create a positive and inclusive work environment at West Hertfordshire Teaching Hospitals NHS Trust by actively contributing to the Trust's mission, values and efforts specific to inclusion.

We ask all applicants to tell us about their personal information to help us monitor our processes and ensure that we treat everyone fairly.



Staff benefits and rewards

Supporting you

- Our Employee Assistance Programme (EAP) is a free service for staff provided by Vita Health. It's here to help you manage all of life's events 24/7 365 days a year.
- We have a spiritual care team offering support to people of all faiths.
- The Trust offers health and wellbeing days which includes free massage and relaxation treatments, in addition to fitness classes.

Flexible Working

- At West Herts we recognise the importance of a good work life balance and the ability to work flexibly. We are delighted to offer a variety of flexible working options for all staff. Please check out our web page for more information.
- <https://www.westhertshospitals.nhs.uk/flexibleworking/>

Annual leave

- You get 27 days on starting, 29 days after 5 years and 33 days after 10 years' service (excludes bank holidays).
- If you already have NHS service, then we will honour this in terms of your annual leave entitlement.
- We have a range of flexible working options across the Trust including part-time hours and home working.

Discounts

- You can order bikes and safety accessories with our Cycle to work scheme staff benefit.
- Discounted childcare at our onsite Busy Bees nurseries.
- Free eye tests.
- Free quarterly health checks, massages, and fitness classes.
- Discounted gym memberships including Anytime Fitness and Nuffield Health.

NHS Pension

- One of the UK's best pension schemes, the NHS pension offers an excellent package of benefits. Visit: www.nhsbsa.nhs.uk/pensions.aspx for more information on NHS Pensions.

Maternity/Paternity Pay & Shared Parental Leave

- Female staff with at least one years' service can benefit from up to a year's leave, 8 weeks of which are full pay, then 18 weeks at half pay plus Statutory Maternity Pay.
- The Trust also provides two weeks paternity leave for partners at full pay, for those with at least one years' service. Further information outlined in the policy.

Development Opportunities

- The Trust offers over 300 online courses that staff can undertake either at home or in the workplace.
- Staff may be eligible for funding to undertake an apprenticeship or a foundation degree, or undertake courses provided by the University of Hertfordshire or an alternative course provider.
- The Trust has a Coaching Network and trained coaches within the Trust are matched with staff of all disciplines to provide a powerful development opportunity.

Staff Recognition

- The Trust recognises its staff through Long Service Awards, Stars of Herts Awards and through an Annual Stars of Herts event.

Library

- The library staff are committed to providing an efficient service, offering the latest and most appropriate collections, along with a study environment supported by advice and guidance on finding information.
- Staff can ask the library to search for information, evidence and publications.

Staff Networks

- The Trust has an equality and diversity staff network providing support for staff. This includes Disability, Carers, BAME and LGBT+ networks.
- The Trust recognises several trade unions and works in partnership with Unison, Unite, BMA and RCN to name a few.
- The Trust has a range of peer support networks which include Wellbeing Champions and Mental Health First Aiders.

Temporary Staffing via Bank

- A fantastic opportunity to gain additional experience and keep your skills up to date
- Flexible shift patterns
- Competitive weekly pay and access to 'NHSP Stakeholder pension' for eligible members

Schwartz Centre Rounds

- A forum where all staff (clinical and non-clinical) can come together regularly to discuss the emotional and social aspects of working in healthcare.
- Helps staff to feel more supported in their jobs and allows them the time and space to reflect

Engagement Events

- Annual engagement events at West Hertfordshire Teaching Hospital include, Well Fest All Stars Awards Night, Afternoon Tea's and much more.