

JOB DESCRIPTION

Job title:	Senior Occupational Therapist
Grade:	Band 6
Directorate:	Operations
Division:	West Sussex Adult Services
Service:	Community Therapy Team

1. Job summary

The Community Therapy Team provides therapy to adults to support them to remain in their home avoiding attendance and admission to hospital and to return home following a hospital stay.

Operating 365 days per year, the service receives referrals from a range of health and care professionals and triages, assesses, and delivers programmes of therapeutic care to the patient to ensure they can remain safely at home.

The post holder will work as a band 6 Occupational Therapist managing a caseload of patients with a variety of conditions. They will formulate and deliver a generic and specialised treatment programme based on a sound knowledge of evidence-based practice and treatment options using clinical assessment and reasoning skills. To treat all patients with respect and courtesy, maintaining dignity and respecting individual needs and differences, both physical and cultural. They will be involved in the support and supervision of staff across bands 2-5 and will act as a clinical educator for undergraduate students within own professional area, whilst also receiving and delivering internal training to keep their own personal development plans up to date. The post holder will take on an audit and evaluation role of the service in which they work. They will assist the team with service development initiatives, including implementation of competency frameworks.

2. Communication and working relationships

- a) To build professional rapport with patients and their families, communicate with them in a way that respects their views, autonomy and culture, ensuring that they are involved in and informed about their care packages.
- b) To communicate effectively with all professionals concerned with the patient's care.
- c) Ensure patient/carer confidentiality is maintained at all times.



- d) To report effectively to the team/supervisor/extended MDT on patient's progress and performance in relation to the patient goals.
- e) To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional Standards and SCFT Information Governance.
- f) Liaise effectively with other health and Social Care professionals in the primary and acute sectors.

3. Key responsibilities

- a) Supervision and Appraisal - Review and reflect on your own practice through regular participation in clinical supervision and annual appraisal with the Team Lead and/or a nominated supervisor.
- b) To provide clinical supervision for staff at Band 2 to 5.
- c) To support the operational lead with the appraisal of staff at band 2 to 5.
- d) Training staff and students - To support the training and development of the other members of the team and students of all disciplines as required.
- e) Equipment responsibility - To ensure the maintenance of assessment and treatment equipment in a satisfactory condition, and ensure careful use and return of same, cleaned, where appropriate. Report any suspect or faulty equipment to the Team Lead.
- f) Professional development - To maintain professional registration, with the HCPC, and show proof of registration to the Team Lead when requested.
- g) Continual Professional Development - To undertake professional training that may be required by the Trust and to undertake relevant activities to meet the objectives identified with your clinical and line managers.
- h) Personal management - To exercise good personal time management, punctuality and consistent reliable attendance.
- i) Quality and Development - To participate in service development, service audit and outcome measurement to ensure that quality is maintained.
- j) Best Practice – To keep up to date with current guidelines relating to your field of work to insure best practice is maintained.
- k) Undertake clerical duties as required including inputting of information on to IT databases.



- l) Knowledge and Skills -To develop and maintain a high standard of specialised professional knowledge and skills by different means; e.g. training, reading, reflection, peer support.
- m) To attend mandatory and statutory training as required.

4. Main tasks

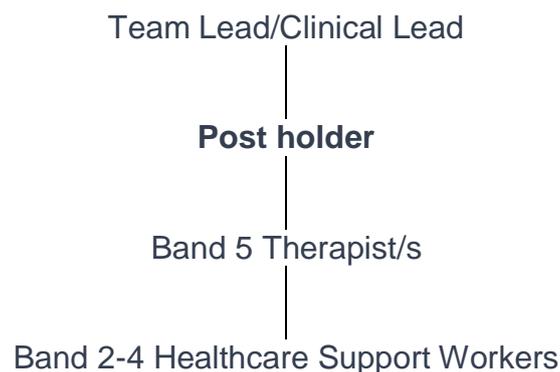
A job plan will be created by your line manager in line with the service blueprint and discussed with you. It will be reviewed annually at your PDR and updated as required. The main tasks you will spend your time doing are:

- a) To work effectively as a team member in providing and facilitating a high standard of care, social and rehabilitative support in the unit, department or in the community.
- b) To plan therapy, social and rehabilitative pathways taking account of the fluctuating needs of the patient and assist in evaluating the outcomes.
- c) To report and document variances in a patient's condition or planned pathway of care.
- d) To offer advice and support and education on healthcare to both patients and carers.
- e) To take referrals for all services using the criteria specified in their operational policies.
- f) To undertake a holistic assessment of all the patients' needs and understand the routes for escalating issues that are not directly resolved by own professional practice.
- g) Formulate and deliver an individual treatment programme based on a sound knowledge of evidence-based practice and treatment options using specific clinical assessment, reasoning skills and knowledge of treatment skills.
- h) To evaluate patient progress, reassess and alter treatment programmes as required.
- i) 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.
- j) To manage clinical risk within own patient case load and recognise potential risks to others, complying at all times with the requirements of health and safety regulations.



- k) Work in line with the SCFT lone worker policy where lone working is integral to the role.
- l) To be responsible for maintaining personal accurate and comprehensive patient treatment records in accordance with SCFT Information Governance and professional bodies.
- m) To be responsible for maintaining and developing own competency to practice through CPD activities and maintain a portfolio which reflects personal development.
- n) To clinically supervise, support and teach other staff, including Band 5 therapists, assistants and students.
- o) To support the operational lead with annual appraisals for staff at Band 2 to 5 staff and assist them with their career development.

5. Organisation chart



- a) The post holder may have tasks or responsibilities delegated to them, appropriate to their level of competence. They may also be expected to delegate tasks or responsibilities to other staff, as appropriate.
- b) The Delegation Policy sets out the expectation of staff regarding the safe delegation of clinical care and therapeutic interventions to unregistered practitioners and support workers.

6. Flexibility

- a) This job description is intended to provide a broad outline of the role. The post holder may be required to carry out other duties commensurate with their banding and competence.



7. Policies and procedures

- a) The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times.

8. Confidentiality and data protection

- a) The post holder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (2018) and General Data Protection Regulation (2018) at all times.
- b) The post holder must comply with all Trust information and data protection policies at all times. The work of a NHS Foundation Trust is of a confidential nature and any information gained by the post holder in their role must not be communicated to other persons except where required in the recognised course of duty.

9. Health, safety and wellbeing

- a) Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these in full at all times, including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for patients, visitors and colleagues.
- b) The Trust is committed to support the health and wellbeing of all its employees. The post holder is required to familiarise themselves with the organisation's range of health and wellbeing support, share with their team, and report stress and ill health as early as possible.

10. Equality, diversity and inclusion

- a) The Trust aims to grow inclusive teams in which you feel like you belong, we encourage a culture of learning from different points of view. We want to support you to be courageous and to overcome bias and challenge prejudice.
- b) We are a Level 3 Disability Confident Leader. We go the extra mile to make sure disabled people get a fair chance. As well as paid employment we offer work experience and apprenticeships for disabled people.

11. Use of technology

- a) The Trust is making increased use of computer technology. The majority of employees (both clinical and non-clinical) should expect to use automated information systems in their work in order to improve quality and coordination of services, and enable faster and more certain communication within the Trust. Necessary training will be provided.



12. No smoking policy

- a) SCFT operates a no-smoking policy, in line with government legislation. This applies to all staff, visitors and patients. It is a condition of employment for staff that they do not smoke whilst on duty or in uniform or anywhere on Trust premises. This includes electronic cigarettes.
- b) Whilst we do not discriminate against employing smokers, they are expected to adhere to this policy and all prospective employees should be aware of this.

13. Professional registration

- a) All employees who are required to be a member of a professional body are required to hold relevant registration and must comply with the standards and guidelines of their professional practice, education and conduct and must act at all times within the boundary of the code of conduct.

14. Infection prevention and control

- a) Infection prevention and control is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of healthcare-associated infections (HCAI).

15. Safeguarding children, young people and vulnerable adults

- a) SCFT 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. Rigorous recruitment checks are carried out and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

16. Quality

- a) Excellent care at the heart of the community is our Trust vision. To make sure our care meets this high standard all staff must ensure that the three themes of quality care are provided in every encounter they have with our patients. The three themes are safe care, effective care, and patient-centred care.
- b) All staff, clinical and non-clinical, are expected to ensure that quality is a key consideration in all we do. This includes reviewing practice and being open to feedback on our performance, being open and honest, and seeking to identify, resolve, and appropriately escalate issues and risks.



PERSON SPECIFICATION

This person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet, or have the potential to meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

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Criteria	Essential or desirable	Method of assessment
Qualifications and/or professional registration		
Professional qualification such as a degree or equivalent in Occupational Therapy.	E	Application
Current registration with the Health and Care Professions Council	E	Application
Evidence of relevant postgraduate courses / CPD and reflective practice relevant to clinical speciality	E	Application
Training in student education	D	Application
Experience		
Substantial relevant post-qualification experience covering a broad range	E	Application
Experience of working within a relevant specialist area	E	Application
Experience of interdisciplinary working	E	Application
Experience of supervising junior staff, assistants and students	E	Application
Experience of independently managing a clinical caseload	E	Application

Criteria	Essential or desirable	Method of assessment
Experience at contributing to audit and evaluation within a clinical governance framework	E	Application
Experience of a range of caseload management and prioritisation systems	E	Application
Experience within specialism underpinned by theory and specific therapeutic knowledge	E	Application
Experience of using assessment tools relevant to client group	E	Application
Skills and knowledge		
Able to demonstrate competency in a range of clinical skills	E	Interview
Able to assess, plan, implement and evaluate care for individuals	E	Interview
Able to plan and prioritise own workload efficiently	E	Interview
Able to delegate work to others	E	Interview
Able to demonstrate leadership in practice	E	Interview
Good numeracy, literacy and IT skills	E	Application
Promotes choice and independence in undertaking patient care	E	Interview
Able to demonstrate advanced communication and negotiation skills	E	Interview
Able to demonstrate the application of research based practice	E	Interview
Up to date knowledge of national policies and procedures relevant to the clinical setting	E	Interview
Up to date knowledge of clinical governance, clinical audit and risk management	E	Interview

Criteria	Essential or desirable	Method of assessment
Able to give supervision and appraisal of junior staff	E	Interview
Up to date knowledge of professional code of conduct	E	Interview
Able to demonstrate knowledge / understanding of boundaries of role	E	Interview
Able to demonstrate how to reflect and learn from situations and identify difficulties as challenges to then work with others to identify solutions	E	Interview
Able to demonstrate co-operative team working and awareness of the roles of other professionals	E	Interview
Able to demonstrate a commitment to learning and development with documented evidence of CPD	E	Interview
Other requirements		
Flexible working	D	Interview
Car driver (Valid Driving License for use in the UK)	E	Application
Access to a vehicle for work purposes	D	Application
Willingness to undertake training to develop within the role	E	Interview

Good luck with your application!



Author's name:	Scott Hart
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Job evaluation number:	

