
Job Description

Job Title: Advanced Occupational Therapist

Grade: Band 7

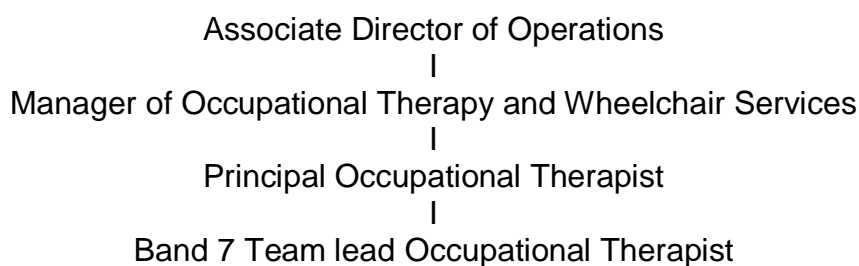
Reports To: Principal Occupational Therapist

Accountable To: Occupational Therapy Manager

Job Purpose:

- To provide an effective service delivery and to be responsible for all Occupational Therapy staff within the speciality.
 - To manage an agreed caseload of patients and provide professional clinical support within the service speciality area.
 - To ensure the designated area of speciality implements and meets the recognised professional standards, the agreed therapy pathway and best practice.
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Organisation Chart:



Key Result Areas:

Knowledge, Skills and Experience

- To deliver a high standard of Occupational Therapy intervention and
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maintain service delivery by flexible, effective and efficient prioritisation based on specialist clinical and professional judgement.

- To have knowledge of and apply the principles of the Mental Capacity Act in order to gain consent for intervention for those patients who have capacity or best interest decision for those who lack capacity to consent.
- To negotiate with client / carer to identify and formulate client centred, specific, measurable, achievable, realistic and timely (SMART) goals using the specialist assessment information and to complete designated outcome measures.
- To select and apply standardised and non-standardised Occupational Therapy and other professional assessment tools.
- To plan, implement and review patient centred individual and/or group assessments, interventions, using meaningful graded activity based on advanced knowledge of best practice, clinical reasoning and knowledge of Occupational Therapy models of practice.
- To interpret and analyse complex clinical, social and environmental factors to recommend the best course of intervention, and the development/review of treatment and discharge plans.
- To have a detailed working knowledge of relevant external agencies eligibility criteria and Trust policies and procedures to be able to effectively refer the patient to these services.
- To have an extensive knowledge and be safe and competent in the use of all equipment for daily living, evidenced in the individual Medical Devices Log and to be responsible for ensuring all staff and clients / carers attain competency prior to use.
- To have detailed knowledge of appropriate legislation and comply with the Professional Code of Ethics, Conduct and Standards for Occupational Therapy and ensure that all staff are aware of these.
- To take a lead role in developing a specific area of service delivery in conjunction with the Principal Occupational Therapist.
- To inform and work closely with all Occupational Therapy Management to ensure there is an optimal workforce to support the effective delivery of Adult Occupational Therapy and Wheelchair Services.

Measurable Result Areas

- To comply with Health and Safety guidelines, Medical Devices Policy and maintain safe environment, equipment and working practices, ensuring that all staff within the specialist area are aware of their obligation to comply. To carry out the risk assessments and implement the outcomes in designated therapy areas.
 - To ensure verbal and non-verbal, written and electronic patient records, reports and activity data including those of all staff are maintained, contemporaneous and reported back in appropriate forums, in accordance with professional and Trust record keeping standards.
 - To contribute to and monitor compliance with the Key Performance Indicator targets and ensure that they are recorded for the designated speciality area in line with the Trust policies and service protocols.
 - To prescribe and order equipment for daily living in line with the policies and
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procedures of the Integrated Community Equipment Service within the authorised budgetary limit.

- To identify stock and non-stock to maintain departmental resources and assist in the annual stock take in line with OT service procedures and Trust financial instructions.
- To participate in research opportunities, demonstrate the ability to critically evaluate current research and apply to practice disseminating findings at a local level.
- To assist in the development and implementation of Occupational Therapy objectives in line with Divisional and Trust Objectives.
- To coordinate the recruitment, selection and retention of staff.

Communications and Working Relationships

- To use an advanced range of verbal and non-verbal communication skills to develop therapeutic relationships, engage effectively, network with and represent Occupational Therapy or Allied Health Professionals at local forums.
- To be an accredited Occupational Therapy fieldwork educator and to provide and support Occupational Therapy fieldwork placements
- To coordinate, provide and support opportunities for teaching and training of staff, other students for example medical, nursing, work experience and other professionals.
- To lead the induction of new Occupational therapy staff and students.
- To facilitate the identification of training needs of all Occupational Therapy staff through appraisal and assist the Principal Occupational Therapist in the development, formation and delivery of the Occupational Therapy training plan.
- To notify the Manager for Occupational Therapy and Wheelchair Services of staff absences when the Principal Occupational Therapist is not available.
- To deputise day to day operational management for the Principal Occupational Therapist in their absence within the designated speciality area.
- To provide Occupational Therapy expertise at appropriate local and regional working parties or meetings to develop, implement and redesign service delivery.
- To respect the equality, dignity and diversity of the individual, and be responsible for the provision of a service which is sensitive to these needs.

General Items:

To provide short-term cover for colleagues during periods of leave.

To ensure that all Trust standards are maintained and monitored to improve the quality of care to all whom come into contact with services provided by South Warwickshire NHS Foundation Trust.

Every employee has a duty to take reasonable care of the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work, and to co-operate with the South Warwickshire NHS Foundation Trust to ensure that statutory and Trust regulations are complied with.

To participate in appraisals and personal reviews and work to achieve agreed set objectives.

To participate in appropriate training and development activities

To participate in team, professional and personal development activities and promote commitment to continuous development and improvement.

Ensure that all staff consciously review mistakes, complaints and incidents/near misses as well as successes to improve performance and the level of customer care.

All employees will have an organisational and individual responsibility towards safeguarding vulnerable adults, young people and children. Where employees are working with children, young people and families they have a responsibility to cooperate in national safeguarding policy around early intervention activities appropriate to improving health outcomes.

As a major provider of health care, South Warwickshire NHS Foundation Trust operate a Smoke Free Policy by providing a totally smoke free environment to help aid patients' recovery, promote health and wellbeing and minimize the risks of complications attributed to smoking tobacco and second hand smoke.

For Band 6 and above

Ensure that the Trust Smoke Free Policy is adhered to and that staff, patients and visitors are signposted to smoking cessation services.

Identify any appropriate support or interventions for staff to support their wellbeing.

To abide by Infection Prevention and Control policies relevant to their area of work, and undertake the necessary level of training. This will be appraised through the KSF review process or other relevant professional review process.

To accept responsibility for the provision of effective infection prevention and control within the Trust in liaison with the Trust's Infection Control Team.

To act as a role model in applying good infection control practice and ensures compliance with all Infection Control policies.

To promote and demonstrate implementation of the Trust's Carbon Management strategy and policy, ensuring team members are fully aware of the policy and are contributing to this.

This job description is subject to review at any time in consultation with the post holder.