

Recruitment information pack



PUSH THE BOUNDARIES

ENJOY FLEXIBLE WORKING

EXPERIENCE THE LONDON LIFESTYLE



IMPACT ON PATIENT OUTCOMES

DIFFERENT ENVIRONMENTS

FLEXIBLE WORKING

WHO WE ARE

Join Imperial College Healthcare and become part of a community of 12,000 staff working with a wide range of partners to offer 'better health, for life'.

Formed in 2007, we are one of the largest NHS trusts in the country – providing acute and specialist care to over a million patients each year in central and north London and beyond.

With a global reputation for ground-breaking research and innovation as well as excellence in education, we offer huge expertise across a wide range of clinical specialities.

Alongside our five hospitals – Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye – we have a growing number of community and digital services, reflecting our commitment to developing more integrated care with our partners. We also provide private healthcare at all of our hospitals (in dedicated facilities).

Together with Imperial College London and two other NHS trusts, we form one of six academic health science centres in the UK – focussed on translating research into better patient care. We also host one of 20 National Institute for Health Research biomedical research centres in partnership with Imperial College London.

Our mission is to be a key partner in our local health system and to drive health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

OUR VALUES AND BEHAVIOURS

With our staff and partners, we have developed a clear and ambitious vision as well as a set of core values that shape everything we do. Together they guide our organisational strategy and our behaviours framework:

- **Kind:** we are considerate and thoughtful so everyone feels valued, respected and included
- **Collaborative:** We actively seek others' views and ideas so we can achieve more together
- **Expert:** We draw on diverse skills, knowledge and experience so we provide the best possible care
- **Aspirational:** We are receptive and responsive to new thinking, so we never stop learning, discovering and improving

OUR HOSPITALS

Our hospitals and services

We have five hospitals on four sites, as well as a growing number of community and digital services across central and west London:

Charing Cross Hospital, Hammersmith.

Charing Cross Hospital offers outstanding day surgery and cancer care, award-winning dementia services and medicine for the elderly, and is a renowned tertiary centre for

neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

Hammersmith Hospital, Acton

Hammersmith Hospital is a specialist hospital renowned for its strong research connections, and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

Queen Charlotte's & Chelsea Hospital, Acton

Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as providing a midwife-led birth centre.

St Mary's Hospital, Paddington

St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

Western Eye

Text to come

WHY JOIN US?

Reach your potential through outstanding learning and development opportunities

Every year we welcome hundreds of doctors, nurses and other healthcare professionals to train with us. We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). If you are starting in an entry-level role, we also offer NVQ level two and level three qualifications. We also have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

Experience the rich heritage of hospitals that have made history

Some of our clinicians' achievements continue to transform healthcare practice and make a lasting impact on the world. In 1928, Alexander Fleming discovered the antibiotic penicillin at St Mary's revolutionising medicine and earning himself a Nobel prize – this is just one in a long line of many discoveries and developments that have put us on the map as at the forefront of innovation.

Draw on huge expertise as part of a strong international community

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious diseases, neurology and trauma care – to name just a few. We are part of the prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

Feel supported by a positive culture

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO sessions and on ward walk rounds. Every employee has an annual personal development review to discuss their progress and development needs. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

Recognition and career progression

We value our staff and recognise the unique contributions they make to their patients and colleagues with our [Make a Difference](#) recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

Conduct research here

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

Access brilliant benefits and enjoy a new social life

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

JOB DESCRIPTION

Job Title	Senior Occupational therapist
Band	6
Directorate/ Department	Therapies
Division	Medicine and Integrated Care
Location of work	Trust wide: St Marys Hospital, Charing Cross Hospital, Hammersmith Hospital & Community
Hours	37.5
Reports to	Clinical Service Lead of Specialist Area
Accountable to	Head of Therapies

1. Job purpose

To provide high quality standard of occupational therapy management to patients at Imperial College Healthcare NHS Trust. *To participate in a cross site rotational scheme, providing a high standard of occupational therapy.* To perform advanced assessment of patients with diverse presentations and complex physical and psychological conditions, to develop and deliver an individualised treatment programme.

When providing occupational therapy within this Trust you will be expected to be professional, efficient, effective, with a commitment to evidence based practice and continuous professional Development.

The post holder will be required to participate in the rostered weekend service cover arrangements including, unsocial hours and overtime (specific rota details are held locally within departments). Staff will do so once they have completed the relevant induction and achieved the required competencies.

2. Key stakeholders

- Patients, families and Carers
- Medical and Nursing staff within and external to ICHNT
- Other Allied Health Professionals in the acute and community settings
- External agencies e.g. Social Services
- Administration and Clerical staff
- Other staff, as applicable to the role e.g. domestic staff, works department etc.

3. Key areas of responsibility

Key Result Areas:

- To provide a high standard of occupational therapy to patients in all service areas
- To acquire and demonstrate knowledge of relevant pathologies, conditions, normal values relating to the specialist area of occupational therapy.
- To be responsible for own caseload and be responsible within a defined area of the service and to undertake all aspects of clinical duties as an autonomous practitioner.
- To supervise and contribute to the training and development of therapy support workers, band 5 occupational therapists and therapy students.
- To undertake service development projects to further own and team's clinical practice within each area.
- To make recommendations for service development, with active involvement in the implementation of changes to practice or service protocols.
- To participate in the out of hours weekend working (specific rota details are held locally within departments).

1. Clinical Responsibilities

- 1.1 To be professionally and legally accountable for all aspects of own work, including management of patients in your care.
- 1.2 To undertake a comprehensive assessment and re-assessment of patients including those with diverse or complex presentation for a designated caseload to establish clients' physical, cognitive, perceptual, psychological and social functioning.
- 1.3 To assess patient understanding of treatment proposals, to ensure improved compliance, gain valid informed consent and work within a legal framework with patients who lack capacity to consent to treatment.
- 1.4 To use advanced clinical reasoning skills to inform assessment, treatment and management plans.
- 1.5 To formulate and deliver an individualised and specialist Occupational Therapy management programme based on advanced knowledge of appropriate treatment options and evidence-based practice
- 1.6 Agree goal orientated programmes in conjunction with the client, his/her/their family and other professionals involved in providing appropriate intervention.
- 1.7 To formulate accurate prognoses and recommend and implement the best the course of intervention leading to the development of comprehensive discharge plans.
- 1.8 To utilise a wide range of treatment options including splinting techniques, patient education and therapeutic handling
- 1.9 Adjust the environment to suit clients' needs by recommending appropriate equipment and/or adaptations to the home in accordance with relevant policies and procedures.

- 1.10 Instruct patients/carers on the safe use of equipment/adaptations and techniques to increase their safety, independence and quality of life.
- 1.11 Assess for and provide wheelchairs, accessories and cushions to ensure clients' seating and positioning needs are met on the ward.
- 1.12 To motivate and encourage patients to actively participate in Occupational Therapy programmes
- 1.13 To use evidence based practice, audits, and published research including national and local clinical guidelines to inform own practice and that of other staff.
- 1.14 To manage clinical risk within own patient caseload.
- 1.15 To sensitively deal with distressing or emotional circumstances regarding patient care.
- 1.16 To take into account cultural, linguistic, medical, emotional, psychological and physical factors and utilise resources which are available to facilitate communication.
- 1.17 To work within Trust, Health Care Professions Council (HCPC) and The Royal College of Occupational Therapists (RCOT) Standards of Practice. To adhere at all times to personal and professional standards, which reflect credit on the profession and encourage others to do likewise.
- 1.18 To have a working knowledge of relevant Trust Policy and Procedures e.g. Infection Control, Information Governance, Complaints, Consent and Safeguarding Adults and Children.
- 1.19 To be responsible for maintaining accurate and comprehensive patient healthcare records in line with the legal requirements, Trust guidelines and RCOT standards of practice.
- 1.20 To represent the occupational therapy team or department at meetings, to ensure the delivery of a co-ordinated multidisciplinary service and integration of occupational therapy into the treatment programme. This will include discussion of patient care, patient progress and involvement in discharge planning.
- 1.21 To be responsible for the safe and competent use of all equipment used in patient care, e.g. patient appliances and aids and specialist equipment.
- 1.22 To be responsible for undertaking risk assessments of patients under own care and documenting the risk assessment.
- 1.23 To contribute to the development of clear and concise written information which may be made available to patients, carers or other members of the MDT.
- 1.24 To keep informed of activities in professional clinical groups, such as RCOT clinical interest groups and other professional development activities.

2. Communication

- 2.1 To communicate effectively, using a range of verbal and non-verbal skills, with patients and carers/family to motivate, engage to participate in therapy and to ensure an understanding of their condition.
- 2.2 To deal sensitively and constructively with patients and carers/family, who have high levels of anxiety frustration or aggression caused by a variety of issues, such as pain, poor prognosis or limited mobility.
- 2.3 To advise and support patients and carers; particularly where motivation and persuasion are required.
- 2.4 To communicate clinical findings to the patient or carers/family which may be complex and to gain valid informed consent prior to any intervention
- 2.5 To utilise a range of personal, external and technical resources for patients and carers who have communication difficulties. These may include non-English speakers, dysphasic or confused patients.
- 2.6 To clearly convey knowledge of assessment and treatment techniques, anatomy and physiology to patients and staff, both individually and in groups.
- 2.7 To articulate the Occupational Therapy perspective on a patient's condition to the MDT.
- 2.8 To promote the occupational therapy service to all users, both within and outside the Trust, in conjunction with departmental colleagues.

3. Planning and Organisational:

- 3.1 To plan and prioritise own caseload independently on a day-to-day basis to ensure patients are appropriately seen, in conjunction with the priorities of the team and to give assistance to other team members as required.
- 3.2 To be flexible in the organisation of own caseload and to respond to predictable and unpredictable service needs throughout the day.
- 3.3 To take delegated responsibility for the operational management of the team, allocating and guiding the work of junior and assistant staff to meet service priorities on a daily basis.
- 3.4 To have mechanisms in place to ensure that your own practice and that of staff under your supervision meet the required professional standards of practice.
- 3.5 To make recommendations for service development, with an active involvement in the implementation of changes to practice or service protocols.
- 3.6 To be responsible for ensuring all staff under your supervision including students and support workers adhere to safety procedures regarding to patient equipment.
- 3.7 To seek managerial support appropriately

- 3.8 To be actively involved in departmental and professional activities e.g. peer group and project meetings.
- 3.9 To be an active participant and have a good understanding of the clinical service and Trust's Governance Framework.
- 3.10 To undertake the collection, collation and reporting of statistical information.

4. Research and Development:

- 4.1 To undertake the measurement and evaluation of your own work and current practice through the use of projects, audit or outcome measures, whether individually or with the support of senior staff.
- 4.2 To critically appraise published research and use results to inform practice.
- 4.3 To play an active part in and at times lead the service development projects being undertaken by the service or the MDT.
- 4.4 To contribute to research processes being undertaken by the department or the MDT.
- 4.5 To maintain a portfolio that reflects your personal and professional development and complies with your agreed personal development plan.

5. Human Resource Management:

- 5.1 To assist in the induction, daily supervision and delegation of tasks to band 5 occupational therapists, therapy support workers, students and administrative staff, as required.
- 5.2 To be an active member of the departmental education and development programme, by participating in teaching sessions, leading tutorials and presenting external course feedback.
- 5.3 To be responsible for supervising and teaching student occupational therapists to graduate level on topics such as occupational therapy skills and other core clinical areas and to be responsible for their placement appraisal.
- 5.4 To take a delegated active role in the training of all MDT staff, as appropriate.
- 5.5 To contribute to and supervise the training and development of band 5 occupational therapists, therapy support workers and occupational therapy students on clinical placements.
- 5.6 To take a delegated active role in the training of all MDT staff, as appropriate.
- 5.7 To ensure band 5 occupational therapists, therapy support workers and occupational therapy student's healthcare records are in line with Departmental guidelines, legal requirements, Trust guidelines, HCPC guidelines and RCOT standards of practice.
- 5.8 To participate in the performance review system, both as an appraisee and appraiser, as appropriate.

- 5.9 To maintain compliance with Mandatory training E.g. Manual Handling Training, Safeguarding Adults and Children and any other regular updates required by the Trust.

4. General Responsibilities

To undertake any other duties considered appropriate by team leader or therapy senior leadership team.

In agreement with line/service manager, may include providing cover for colleagues, as appropriate, assisting in ad hoc project work, and undertaking any other duties requested, as appropriate to the banding and setting.

The job holder is required to work at weekends (specific rota details are held locally within departments). Those staff joining the weekend rota will do so once they have completed the relevant induction and achieved the required competencies.

5. Scope and Purpose of Job Description

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.

PERSON SPECIFICATION

Directorate/ Department	Job Title	Band
Therapies	Senior Occupational Therapist (<i>Rotational/Static</i>)	6

Criteria Relevant to the Role	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> Degree (or equivalent) in Occupational Therapy. State registration with the Health Care Professions Council. Evidence of CPD through maintenance of a portfolio. Able to demonstrate specialist learning from band 5 rotations, formal post-graduate level learning and informal CPD (both general and specific to clinical fields of speciality). Demonstrate learning of personal effectiveness and first line leadership from experience and from both formal and informal CPD activity. 	<ul style="list-style-type: none"> Membership of the Royal College of Occupational Therapists (RCOT) Membership of RCOT special interest groups relevant to speciality Clinical Educators Course
Experience	<ul style="list-style-type: none"> Recent experience in relevant occupational therapy specialities and clinical settings Experience of working as part of an occupational therapy and multidisciplinary team To have participated in service development projects. Experience of clinical education of staff, students or assistants. Experience of supervision of students/therapy support workers, with development of basic supervision skills. Demonstrate an understanding of the use of evidence based practice in speciality 	<ul style="list-style-type: none"> Previous experience in the NHS or social care as a qualified occupational therapist Previous experience of prescribing wheelchairs and seating and other specialist equipment Experience with splinting Previous Band 6 experience in relevant post Involvement with Clinical Governance issues and an understanding of their relation to patient care
Skills/Knowledge/ Abilities	<ul style="list-style-type: none"> Able to apply a range and depth of knowledge to this specialist area. Able to use knowledge of a range of treatment approaches in the specialist area. Able to make sound clinical decisions based on knowledge/experience/circumstances and utilise advanced clinical reasoning skills. 	<ul style="list-style-type: none"> Evidence of CPD relevant to role and specialist area. Well-developed abilities for communication and consensus building skills

	<ul style="list-style-type: none"> • Able to carry out therapeutic handling, requiring skilful and strenuous physical effort during the working day. • Ability to remain up to date with professional practice and research and integrate this into daily patient management. • Ability to organise, prioritise and delegate as appropriate and manage time effectively. • Ability to seek guidance and assistance when required and to be aware of personal limitations. • Ability to cope with working in a stressful environment and with emotional or aggressive patients or carers. • Competent IT skills. • Good presentation skills. • Remain updated with professional practice and new research • To make sound judgments and reliable decisions in a variety of demanding situations. • Self-motivated and able to work unsupervised. • Able to work flexibly responding to the needs of the service. • Awareness of factors impacting on service provision • Ability to comprehend and work within the Trust's policies of data protection, equal opportunities and health and safety and meet the differing needs of the patients • To be able to take part in a weekend service depending on specialist post • Be fluent in written and spoken English. • Good communication skills in a variety of settings • Able to present information written and orally, in a clear & logical manner • To have strategies for dealing with stressful interpersonal situations including frequent exposure to unpleasant working conditions and patients presenting with limited expectations of rehabilitation or life limiting conditions. • To make sound judgments and reliable decisions in a variety of demanding situations. 	
Values and Behaviours	<ul style="list-style-type: none"> • Able to be empathetic and handle difficult or emotional situations, using judgement to determine optimal intervention. • Professional manner and appearance. • Demonstrate ability to meet Trust Values 	
Other Requirements	<ul style="list-style-type: none"> • Such as to meet the requirements of the role with any reasonable adjustments 	

Additional information

1. Health and safety

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

2. Medical Examinations

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.

3. Equal Opportunities

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

4. Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

5. Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

6. Professional Registration

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered 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 subsequently on request.

7. 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.

8. Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

9. Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

Clinical staff – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staffs are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

Non clinical staff and sub-contracted staff – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Flu vaccination – the Trust's expectation is that all patient-facing staff have an annual flu vaccination, provided free of charge by the Trust. Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

10. No Smoking

The Trust operates a smoke free policy.

11. Professional Association/Trade Union Membership

The Trust is committed to working in partnership with Trades Unions and actively encourages staff to join any Trade Union of their choice, subject to any rules for membership that the Trade Union may apply.