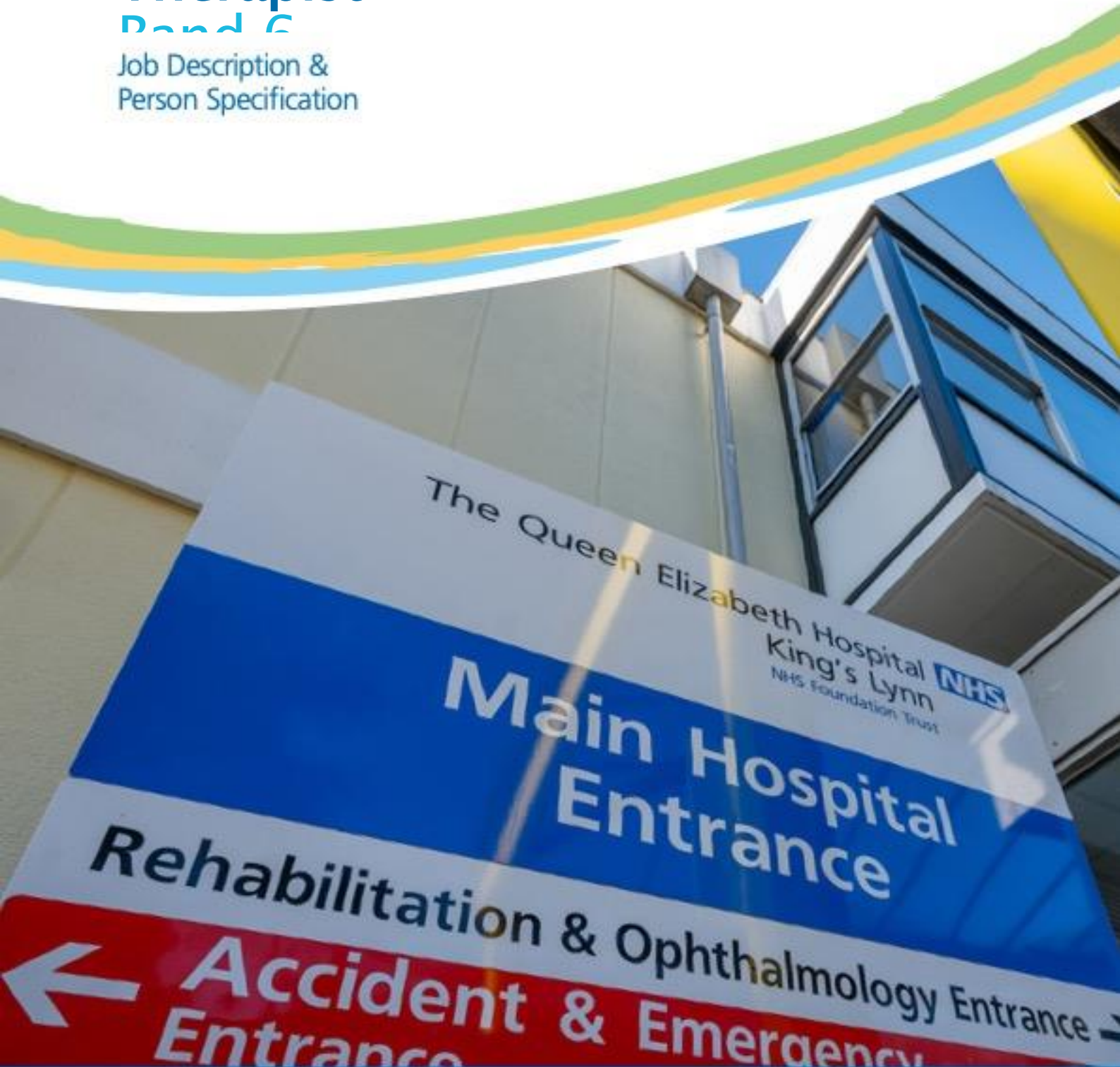


# Complex In-patient Rehabilitation Occupational Therapist

Band 6

Job Description &  
Person Specification



Our vision is to be the best rural District General Hospital  
for patient and staff experience

## Job Description

<b>Job title:</b>	Complex Inpatient Rehabilitation Occupational Therapist
<b>Grade:</b>	Band 6
<b>Department:</b>	Rehabilitation Services
<b>Responsible to:</b>	Team Lead – Medical Team
<b>Professionally accountable to:</b>	Therapy Service Leads
<b>Hours:</b>	37.5 hours

## Job Description

The post holder will predominantly work alongside a band 7 Physiotherapist but within an integrated team of physiotherapists, occupational therapists and non-registered staff across the inpatient wards at The Queen Elizabeth Hospital, providing specialist occupational therapy assessment, diagnosis and treatment of patients. Provide an active contribution to patient flow/SAFER, expediting safe and effective discharges utilising community services to maximum benefit for all.

To work within the MDT to both facilitate discharge and support of all patients under post holder's care.

Maintain records as an autonomous practitioner. Assist and support in the service development within own speciality and to train, educate and support Band 5 Occupational Therapists, therapy assistants, students and other healthcare professionals.

The post holder is supervised on a regular basis by more senior members of the occupational therapy team, alongside post specific/peer supervision. The supervision takes the form of evaluating and developing practice through one-to-one meetings. Advice, training, and support are available as required.

This post will include a requirement to participate in a 7-day working rota in accordance with the Trust's policy and you will be advised accordingly.

## Main Duties & Responsibilities

### Clinical

Take responsibility for the occupational therapy element of the clinical management of the patients in your care. This should include recognising the need for and seeking supervision for clinical issues beyond your experience/ability.

To be proficient in formulating and implementing treatment plans using clinical reasoning skills and treatment options such as:

- Full functional assessment and analysis of patients physical, cognitive and perceptual presentation using informal and standardised assessment tools
- Assessments for activities of daily living which will incorporate home, work, and leisure activities
- Advice on energy conservation/adaptation. This includes transfers, mobility, personal care and domestic activities
- Prescribing and arranging provision of equipment. Educating patients and carers in safe use of equipment
- Adapt and evaluate treatment plans utilising a range of skills and treatment options
- Assessment of hoists and other patient handling equipment
- Evaluate, plan and implement effective patients discharge from the service
- Prioritising clinical workload to give an effective service combining patients need and department requirements

Assessing, presentation and prescribing and developing specialist Occupational Therapy for patients with complex rehabilitation needs, including challenging behaviours, using investigative, analytical and clinical reasoning skills to inform the development of a differential diagnosis and subsequent treatment plan.

Providing specialist occupational therapy assessments and advice, in order to facilitate timely discharge from our in-patient.

To delegate and direct unregistered staff in the delivery of clinical interventions.

Demonstrating the knowledge and ability to carry out a range of highly specialist treatment skills including vocational rehabilitation, assessment of prolonged disorders of consciousness, Environmental Controls, cognitive rehabilitation therapy, spasticity, postural management and splinting.

To provide advice, teaching and instruction to relatives and carers to promote understanding of the aims of occupational therapy to ensure a consistent approach to patient care.

To communicate effectively with patients and carers, whilst addressing cultural, religious and language barriers, to maximise rehabilitation potential and to ensure

understanding of condition and address anxieties and concerns. Communication skills of persuasion, motivation, explanation, and gaining informed consent will be used with a wide variety of patients. Dealing with patients with loss of hearing, altered perception, expressive and receptive dysphasia, pain and fear. Patients may lack the capacity to consent to treatment.

To educate and encourage nursing staff, patients and carers in the re-enforcement and progression of the rehabilitation process.

Working frequently with patients and families in complex situations which are emotionally distressing and may cause hostility. This may include completing suicide risk assessments and providing and receiving contentious information.

To provide psychosocial support to patient's relatives and carers that will facilitate psychological adjustment to life changing and life-threatening conditions.

Acting as key worker for individual patients, taking responsibility for organising and chairing Multidisciplinary /multi agency meetings (including continuing health care assessments, leading case discussions and being key contact for family members.

Will be able to drive to patients' homes, in patient units, clinics, base and meetings as required.

## Professional

To fulfil duties in accordance with the Health & Care Professions Council with the guidance of The Royal College of Occupational Therapists Code of Ethics and Professional Conduct:

- To be professional, legally responsible and accountable for all aspects of own work, including the clinical management of patients in your care
- To delegate and supervise support staff and students in the delivery of clinical interventions
- To maintain comprehensive and accurate assessment and treatment records in line with legal and departmental requirements, and communicate assessment and treatment results to the appropriate disciplines in the form of letters and reports

To maintain and update own clinical professional development and incorporate as an integral part of your day-to-day practice.

Identify objectives for personal development through discussion with the senior occupational therapist and undertake learning contracts to achieve goals through the process of supervision and appraisal.

To undertake critical appraisal and evaluation of your current practice through the use of evidence-based projects and clinical audit using supervision where necessary.

To be an active member of the team continued professional development programme through attendance at internal/external courses and facilitating feedback to the team at tutorials and training sessions.

Demonstrate through clinical practice a sound understanding of clinical governance and risk management and apply to work situation.

To be an educator for occupational therapy students.

To provide education to work experience students and student nurses on placement in the department.

## Organisational

To efficiently and effectively manage designated caseload with regard to clinical responsibilities and use of time.

To provide daily informal supervision to support workers.

To undertake administrative duties, which include ordering of equipment and patient administration.

To comply with all mandatory training sessions.

To actively participate in the continued development of team standards.

To be aware of all health and safety aspects within the workplace and abide by policies, including the prompt reporting and documentation of incidents and accidents.

General housekeeping duties and maintenance of work areas. This may include cleaning of equipment and treatment areas.

To be aware of and comply with Trust and department policies and procedures including clinical governance framework.

To participate in the implementation of clinical audits within the speciality.

## GOVERNANCE AND STATUTORY REQUIREMENTS

The post holder is expected to comply with the governance arrangements and policies and procedures of the organisation available on the Trust intranet site.

## **Equal Opportunities and Diversity**

The Trust has an absolute commitment to equal opportunities based on sound management practice, respect for the individual and legislative compliance. The post-holder must at all times carry out his/her responsibilities with regard to the Trust's Equal Opportunities Policy.

## **Health and Safety & Risk Management**

Employees must be aware of the responsibilities placed upon them under the Health and Safety Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.

Employees must wear personal protective equipment where provided.

All employees are expected to comply fully with the Trust and Departmental fire policies and procedures to meet their responsibilities in relation to fire safety. All staff are also expected to maintain safe infection control practices at all times. All

employees are responsible for reporting any accidents, untoward occurrences and potential hazards to their Head of Department even when no injury or property damage has resulted.

## Infection Control

All staff has a responsibility to contribute to the reduction of healthcare acquired infection by the adherence to best practice.

Staff are expected to comply with hand hygiene guidelines and ensure all equipment used for patient care is clean and fit for purpose.

Staff are requested to report any environmental concerns regarding breach of infection prevention guidelines to their line manager.

## Information Governance

Confidentiality is both a moral and contractual obligation and applies both inside and outside of work. Any matters of a confidential nature, and in particular any information relating to patients, individual staff records and details of contract prices and terms must, under no circumstances, be divulged or passed to any unauthorised persons at any time during your employment or afterwards.

All notes, emails, records and other documents, regardless of medium, are and shall remain the property of the Trust and shall be handed over by you to the Trust from time to time on demand and, in any event, upon termination of your employment. All assets issued to you (such as identity card, car parking pass, equipment, office keys, etc.) must be surrendered to the Trust upon termination of your employment and, where applicable, on change of employment within the Trust.

As a user of information, you must be aware of your responsibilities, both legal and other, and comply with all policies and procedures issued by the Trust and associated NHS Codes of Conduct and work within the principles outlined in the information governance framework. This includes information security (including encryption and, where applicable, home working and remote access), records management and information quality responsibilities.

Under the common law duty of confidentiality, you may be personally liable in a court of law for unauthorised disclosure of personal data. In addition, the wilful or negligent disclosure of confidential information or disregard for the Trust's information governance framework would be a breach of the disciplinary rules and could result in summary dismissal. Should you breach this clause after your employment has ended, the Trust may take legal action against you.

## Safeguarding Children/Vulnerable Adults

All staff within the Trust shares a commitment to safeguard and promote a child or vulnerable adult's wellbeing. As an organisation we need to ensure that all staff who come into contact with children/vulnerable adults in their daily activities or provide services to adults with children or vulnerable adults receives mandatory safeguarding training which is appropriate to their role. In addition to this you, will be expected to work in accordance with the policies and procedures relating to Safeguarding Children/Vulnerable Adults that have been agreed by the Trust.

## Values & Behaviours

All staff must be able to evidence that they possess and exhibit the behaviours which underpin the core values of the Trust.

**THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER.**

**THIS JOB DESCRIPTION WILL BE REVIEWED ANNUALLY**

Post Holder Name: .....

Post Holder Signature: .....

Manager Name: .....

Manager Signature: .....

Date: .....



Person specification				
Criteria	Essential/ Desirable	Means of assessment		
		A	I	Q
Qualifications/training and professional development				
B.Sc. in occupational therapy (3 year) or M.Sc. in occupational therapy (2 year) (fast-track qualification with previous degree) or Diploma in occupational therapy (3 year) Health & Care Professions Council registration Basic kitchen hygiene certificate Current driving licence	E	✓	✓	✓
Experience				
A minimum of 18 months of clinical experience as a junior occupational therapist. Experience in a variety of clinical areas including speciality of post	E	✓	✓	
Skills, abilities, and knowledge				
Good clinical reasoning skills Very good knowledge of human anatomy and physiology, cognitive and perceptual functions Ability to use a wide range of assessment and treatment techniques Committed to life-long learning and continued professional development through post graduate education Ability to delegate workload Organised approach to clinical and managerial work Good communication skills both written and verbal Ability to prioritise one's own workload and that of others Ability to problem solve Ability to use initiative Demonstrate the ability to work as a key member of a team Sound knowledge of assessment/provision of relevant equipment – including onward training as required Sound understanding and application of the D2A process	E	✓	✓	
Computer skills using Word, Excel, PowerPoint Ability to supervise under-graduate occupational therapists Positive approach to data collection and audit	D	✓	✓	
Aptitude				

Sense of humour Mature attitude to work Team worker Honest/polite/punctual Reliable Flexible/adaptable Good interpersonal skills Ability to empathise, use tact and diplomacy Professional in appearance and manner	E		✓	
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Physical effort				
Maintain one's own fitness to carry out the duties associated with the post	E		✓	
Mental effort				
Ability to deal with emotional and stressful situations in relation to patient care	E		✓	