



## SWANSEA BAY UNIVERSITY HEALTH BOARD

### JOB DESCRIPTION

#### JOB DETAILS:

Job Title	Occupational Therapist
Pay Band	Band 5
Division/Directorate	Primary Community and Therapies Service Group
Department	Occupational Therapy

#### ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Head of Occupational Therapy
Reports to: Name Line Manager	Team Leader and Locality Lead
Professionally Responsible to:	Head of Occupational Therapy

#### Our Values

In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”.

#### Job Summary/Job Purpose:

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- To manage a defined caseload, using evidence based /client centred principles to assess, plan, implement and evaluate interventions where appropriate; hospital, community, patients homes, schools, outpatient settings and maintaining associated records. To organise this efficiently and effectively with regard to clinical priorities and use of time.
- To ensure clinical records are kept to agreed standards and report accurately to others.
- To work in partnership with clients, carers and all stake holders including the multidisciplinary/ multi-agency team to identify relevant goals.
- To develop skills and knowledge through participation in the Preceptorship Programme and the Band 5 development and competency framework
- To gain experience through participation in rotational scheme

## **DUTIES/RESPONSIBILITIES:**

### **Communication**

1. Develop rapport with the client and all stakeholders in order to engage successfully in the OT process.
2. Communicate role and purpose of Occupational Therapy clearly to client and/or carers and all associated stakeholders
3. Communicate condition related information and results of assessments to clients/carers which may include sensitive, contentious and/or complex information.
4. To provide effective listening & communication in the management of situations where there may be barriers to understanding. This may include communication difficulties, working with elderly confused clients, or where the atmosphere is highly emotive and potentially distressing e.g. terminally ill or severely disabled clients.
5. Provide client with relevant supportive information to supplement verbal advice given.
6. To provide concise, professional verbal and/or written reports at relevant team meetings, care planning meetings or ward rounds. This may include recommendations essential for a safe discharge, or may recommend that discharge is unsafe and should not go ahead, providing information to facilitate acceptable alternative or assessment outcomes that impact on a patients care in the community or feedback to schools on how to best manage a pupil
7. Communicate effectively with other members of the multi-disciplinary and/or multi-agency teams, OT team and agencies both formally and informally.
8. Ensure that records/ documentation are maintained to agreed RCOT, Health Board and service standards and report accurately when providing feedback to others.
9. Initiate and undertake relevant referrals to other agencies to meet ongoing needs of clients post intervention.
10. Ensure that communications on all platforms including social media are always professional, comply with GDPR, professional, HB and departmental standards/policies and enhance the OT profession

### **Education and Training**

1. Hold a qualification approved by the Royal College of Occupational Therapists (RCOT) enabling registration with the Health Care Professions Council (HCPC) as an Occupational Therapist.
2. Comply with the HCPC /RCOT Code of Ethics and Professional Conduct and in accordance with the Statement of Conduct of the Occupational Therapy Board.
3. Be professionally and legally responsible and accountable for all aspects of own work, including the management of clients in your care.
4. Apply acquired skills and knowledge of professional practice in order to maintain fitness to practice as an Occupational Therapist and to increase expertise.
5. To ensure that colleagues, patients, all stakeholders including the public are informed of the scope of practice of an OT
6. To ensure that all training undertaken is relevant to current role as an OT
7. To comply with all Mandatory Training requirements, Preceptorship and Band 5 Competencies

### **Management**

1. Manage own caseload, prioritising cases appropriately, with regular support and supervision

of Senior Occupational Therapist.

2. Participate in multi-disciplinary team/multiagency meetings, contributing to decisions with regard to the clients care.
3. Delegate appropriate tasks to support staff.
4. Manage time effectively ensuring completion of both clinical and non-clinical tasks and effective workload management ensuring flexibility and timeliness in responding.
5. Co-ordinate the activities of support staff in the treatment of clients on caseload.
6. Be a resource for training peers and other health professionals.
7. Participate in the induction, training and education of students and other staff in this setting.
8. Assist in the supervision of Occupational Therapy students on fieldwork placement as requested.
9. Contribute to the supervision and education of work experience placements.
10. Contribute to departmental, professional and clinical audits and service improvements
11. Ensure own PADR and supervision notes are well maintained in line with policy
12. Demonstrate opportunities for leadership with role
13. Undertake any other duties as requested by the Head of Service or Deputy, or line Manager

### **Clinical**

1. Be aware of own clinical competence and acknowledge limitations to practice, seeking help to develop clinical competence
2. Undertake a significant amount of client contact single handedly without direct supervision
3. To understand the implications of relevant clinical investigations on occupational therapy management of patients.
4. Acceptance of referral and gathering of relevant information regarding individual client prior to assessment
5. Ensure competence in using both standardised and non standardised assessments and interventions relevant to clinical area
6. Undertake occupational therapy assessments for a designated caseload, addressing occupational performance and skill deficits, enabling the client in areas of self-maintenance, productivity and leisure within agreed protocols and standards.
7. Implement individual and/or group interventions, in collaboration with the client, using graded activity to achieve therapeutic goals which may include any of the following:
  - a Individual or group rehabilitation programmes
  - b Participation in multidisciplinary rehabilitation programmes
  - c Prescription, provision and instruction on the safe use of adaptive equipment
  - d Instruction of the client and/or carer in adaptive techniques
  - e Fabrication and application of splints
  - f Provision of individual moving and handling transfer of information to inform community services of appropriate handling needs
  - g Liaison with multi-disciplinary and or multi-agency teams in hospital, community, schools and out-patient services and other agencies to arrange appropriate client support service
  - h Co-ordinate the commencement of services within the community, including delivery of equipment to facilitate client's safe discharge home. This will include knowledge of elements of cross boundary working which involves a range of external policies and procedures.
8. Analyse the results of assessments, work with clients to identify their goals and develop

individualised treatment plans.

9. Monitor and evaluate treatment in order to measure progress and ensure effectiveness of the intervention.
10. To undertake safe moving and handling procedures with knowledge of specialist handling techniques, positioning, and normal movement. To undertake frequent client moving and handling involving use of static postures and manual dexterity to facilitate assessments and interventions involving all activities of daily living
11. Respect the individuality, values, cultural and religious diversity of clients and contribute to the provision of a service sensitive to these needs.
12. Visit and assess clients' homes single-handed to check appropriateness of environment to accommodate large items of equipment such as beds, pressure relieving mattresses and hoists. Assessment within the client's home environment may involve transportation of the client and/or equipment within the post holder's car.
13. Transport and fit equipment in the client's home, observing relevant environmental factors. This will include demonstration in the correct use of the equipment e.g. toilet aids to clients, relatives and carers and will include the safe handling of inanimate loads within national safety limits. This is often carried out single-handed, utilising the lone worker policy appropriately.
14. Post-discharge evaluation may include post discharge assessment of complex cases to ensure discharge arrangements such as moving and handling plans and equipment are safe and appropriate.
15. Conditions encountered in the hospital or community may at times be unsanitary and involve exposure to unpleasant substances, bodily fluids and odours.
16. Responsible for providing accurate and timely written and /or verbal reports of client progress to referrer, at relevant team meetings, care planning meetings and ward rounds, ensuring compliance with relevant professional and Health Board, standards, policies and guidelines. Maximise the use of available resources to the benefit of client care.
17. Maximise the use of available resources to the benefit of client care. Be aware of own clinical competency and ability to recognise the need for professional guidance when appropriate.
18. Take responsibility as required for making decisions in respect of accepting referrals and discharging clients from the service.
19. Undertake relevant risk assessment of the client, their needs and their environment, to manage and reduce risk and implement control measures, including any safe guarding measures that may be required
20. Make relevant modifications to existing client treatment programmes (individual or group sessions) without prior consultation with an Occupational Therapist within agreed parameters and within competence.
21. Relevant clinical outcomes and patient related outcome measures are collated and evaluated to continually improve service delivery
22. Ensure highly accurate electronic records, statistics and data collection as appropriate

#### **Professional**

1. Demonstrate an understanding of clinical governance and risk management showing an awareness of the implications for self, clients and colleagues.
2. Ensure adherence to health and safety guidelines within clinical area.
3. Ensure attendance at mandatory training.
4. To be responsible for ensuring own continued professional development, and maintain written portfolio. CPD activities to include: participation in the band 5 development programme and competency framework, literature reviews on relevant topics and participation in journal clubs.

5. To be proactive in the PADR appraisal system including identification of developmental needs.
6. Review and reflect on own practice and performance through effective use of supervision identifying personal strengths and areas for development.
7. Ensure that competencies regarding provision of equipment are in line with current operational policies and the local Community Equipment Service (CES)
8. Communicate own well-being needs to line manager as appropriate. Support and engage in wellbeing of team members
9. Ensure current evidence based practice is maintained and embedded into practice
10. Maintain compliance with clinical governance procedures, pathways and current standards
11. Ensure professional ethos is maintained at all times representing service, Health Board and RCOT
12. Maintain levels of training required for clinical role
13. Ensure continual professional development in line with Career Development Framework

#### **Service Delivery**

1. Follow Health Board, Directorate, Occupational Therapy Service and professional standards, policies, protocols and guidelines.
2. Communicate information which is of relevance to the effectiveness of service delivery to relevant member of staff.
3. Work flexibly to meet the needs of the service, including a 7 days shift pattern, with extended working hours covering 365 days of the year.
4. Participate in general departmental service development, contributing ideas and information and implementing new procedures, policies and developments as they arise.

#### **Finance and Resource Management**

1. Ensure safe use of any equipment utilised as part of intervention programmes, be responsible for the safety of equipment and report any shortfalls or maintenance requirements to line manager.
2. Adhere to Jointly Agreed Protocols with local authority partner agencies with regard to the provision of intervention and equipment.
3. Where appropriate record and monitor equipment on loan, in accordance with Health Board and Occupational Therapy guidelines
4. Use robust clinical reasoning to ensure that equipment required is most cost-effective to meet needs and ensure safety. Timely ordering of equipment is essential

#### **Information Resources**

1. Ensure that up to date written and where used electronic records and activity data are maintained in accordance with Professional and Health Board standards.
2. Comply with information governance standards including GDPR
3. Collate statistical information relating to activity undertaken and equipment issued
4. Collate all PREMs and PROMs as appropriate
5. Be responsible in the safe frequent (daily basis) use of VDU equipment
6. Comply with HB policies with regard to use of social media

**Research & Development**

1. Participate in the planning, evaluation and audit of practice, clinical pathways and protocols within your area.
2. Demonstrate the ability to critically evaluate current research and apply to practice
3. Undertake data collection and assist with validation exercises for all aspects of the service.
4. Participate in opportunities to be involved in professional research when relevant to clinical area

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>	Degree in Occupational Therapy (or other relevant OT qualification)  Professional Registration with HCPC	Membership of professional body - BAOT	Application form and pre employment checks
<b>Experience and Knowledge</b>	Understanding of the Occupational Therapy process, theories of OT and their application to practice.  Documented evidence of CPD.  Evidence of knowledge of current best practice in OT  Basic knowledge of the principles of Clinical Governance  Awareness of Health & Safety legislation  Understanding of professional ethics and their application in practice  Understanding of a wide range of pathological and traumatic processes, and understanding of the processes that have led to occupational dysfunction  Relevant experience during fieldwork placement and training	Experience of audit and implementing evidence based practice during training	Application form and interview
<b>Aptitude and Abilities</b>	Ability to work single-handedly with individuals and/or groups  Effective written and oral communication skills.  Computer skills e.g. use of Word, Excel, PowerPoint and Data inputting  Ability to reflect and critically appraise own performance.  Ability to travel across sites to clients homes and community settings where required in order	Ability to speak Welsh	Interview

	<p>to carry out clinical tasks</p> <p>Understanding of professional ethics and their application in practice</p> <p>Planning, time management and organisational skills</p> <p>Ability to work under pressure</p> <p>Physical, emotional stamina to deal with sensitive and difficult situations</p> <p>Ability to undertake physical activity involved with therapeutic and care handling of patients</p> <p>Dexterity to undertake therapeutic activity</p>		
<b>Values</b>	<p>Shows empathy and compassion towards others – a natural disposition to put yourself in someone else’s shoes. Sees and treats others as individuals (patient, families, colleagues) and treats people with dignity and respect.</p> <p>Shows resilience, adaptability and flexible approach as situations arise and positivity when times are tough.</p> <p>Shows respect for others’ views and appreciate others’ inputs and encourage colleagues to display our values.</p> <p>Motivated to use initiative to recognise problems and seek solutions whilst understanding the importance of empowering and enabling others (patients, families, colleagues).</p> <p>Friendly and helpful disposition, awareness of how our own and others’ behaviours impact on people’s experiences and the</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>



	<p>organisation's reputation.</p> <p>Willing to seek out learning, give and accept constructive feedback and committed to continuous improvement.</p>		
<b>Other</b>	<p>Enthusiastic and motivated</p> <p>Ability to work effectively as part of a team</p> <p>Ability to work flexibly according to the needs of the service and prioritise workload appropriately.</p> <p>Ability to handle difficult situations.</p> <p>Ability to conduct self in a professional manner</p>		Application form and interview

#### **GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.

- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **General Data Protection Regulation (GDPR):** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Regulation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favour-able treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. \*Delete as appropriate.  
If the post holder does not require a DBS Disclosure Check, delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children

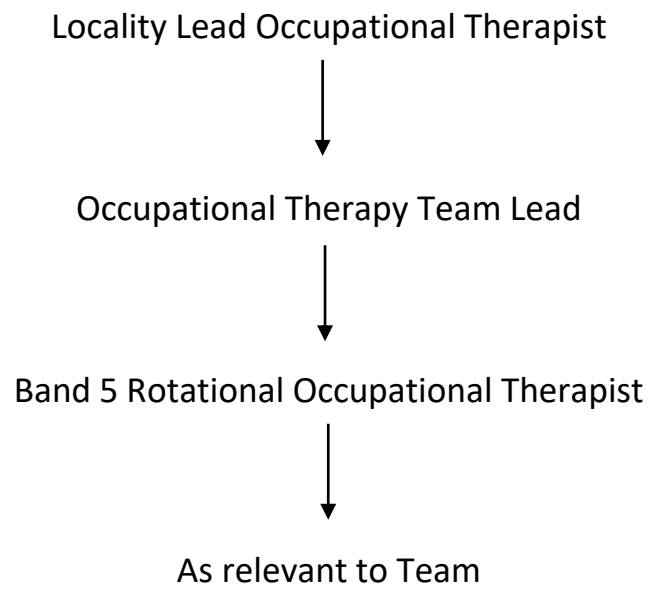
and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.

- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.

**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

**Job Title: Occupational Therapist**

**Organisational Chart**



**Job Title: Occupational Therapist****Supplementary Job Description Information****Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

<b>Examples of Typical effort(s)</b>	<b>How often per day / week / month</b>	<b>For how long?</b>	<b>Additional Comments</b>
Dexterity, co-ordination for driving, keyboard skills, sensory skills; use of specialist equipment and tools, advanced sensory skills, manual handling and mobilising skills	<b>Daily</b>	<b>Approx. 4 hrs</b>	Staff use specialist equipment and computers as essential part of their job roles. Driving to undertake assessment of patient home/work or school environments, participation in community activities and other hospital/community sites for work purposes.
Restricted position treating patients; manoeuvres patients/ clients, carries equipment	<b>Daily</b>	<b>Approx. 2 hrs</b>	Staff complete manual handling with patients in hospital/home/school environments often restricted due to space confines particularly in patient's home environment. Transporting equipment to wards, patients home/work or school environments to undertake assessments and/or provision with patients – this can include carry equipment up/down stairs

## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Dexterity, co-ordination for driving, keyboard skills, sensory skills; use of specialist equipment and tools, advanced sensory skills, manual handling and mobilising skills	Daily	Approx. 4 hrs	Staff use specialist equipment and computers as essential part of their job roles. Driving to undertake assessment of patient home/work or school environments, participation in community activities and other hospital/community sites for work purposes.
Restricted position treating patients; manoeuvres patients/clients, carries equipment	Daily	Approx. 2 hrs	Staff complete manual handling with patients in hospital/home/school environments often restricted due to space confines particularly in patient's home environment. Transporting equipment to wards, patients home/work or school environments to undertake assessments and/or provision with patients – this can include carry equipment up/down stairs

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Restricted position treating patients; manoeuvres patients/clients, carries equipment	<b>Daily</b>	<b>Approx. 2 hrs</b>	Staff complete manual handling with patients in hospital/home/school environments often restricted due to space confines particularly in patient's home environment. Transporting equipment to wards, patients home/work or school environments to undertake assessments and/or provision with patients – this can include carry equipment up/down stairs

## Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Receiving and giving information concerning patient's/ client's history, sensitive issues, some patients with special needs: requires persuasive, reassurance skills	Daily	Approx. 4 hrs	Staff receive personal and sensitive information from patients, families/carers and MDT staff as part of the OT assessment process. This includes patients with communication difficulties due to physical/cognitive or learning disabilities/impairments. Information may be contentious and challenging
Supervise work and provide emotional support to OT's, support staff, and students.	Daily	Approx. 2 hrs	Staff provide supervision/mentoring/emotional support to students and other staff members.
Imparting unwelcome news and communicating life changing events to patients, clients, families/carers and staff; treating terminally ill/life limiting patients	Daily	Approx. 2 hrs	Staff work with terminally ill/life limited patients, families and carers within hospital, home and community settings supporting to achieve patient goals, this includes communicating life changing events



Dealing with complaints, concerns and challenging behaviour.	<b>Daily</b>	<b>Approx. 1 hr</b>	Staff deal with complaints from patients, families/carers and MDT members.
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## Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Dust, dirt, smell/ infectious material	Daily	Approx. 2hrs	Staff may come into contact with materials when completing personal care/manual handling assessments/activities with patients in the hospital/home/school or community settings. Also when completing visits to patients homes.
VDU use	Daily	Approx. 2 hrs	Used daily for ordering of equipment and onward referrals, electronic patient documentation.
Contaminated Equipment	Daily	Approx. 1 hr	OT assessment equipment may become contaminated from use with patients on the wards.
Driving vehicle including transporting patient/ staff on occasions,	Weekly	Approx. 6 hrs	Staff complete home environmental assessments, school and community visits as an essential component of patient intervention.