

## Candidate Pack

For

# Specialist Occupational Therapist Enfield Community Rehab Service



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Our  
**values**



The North Middlesex University Hospital NHS Trust is a medium-sized acute and community trust with over 525 beds and over 600 community staff, serving more than 600,000 people living across Enfield and Haringey and the surrounding areas, including Barnet and Waltham Forest.

The hospital has been on its present site for over 100 years and was established as an NHS trust by statute in December 1990. The Trust's services are provided on the North Middlesex University Hospital site as well as a range of community sites across the London Borough of Enfield, including at partner hospitals. They provide services in collaboration with a range of partners, including local GPs, acute, mental health and other community health service providers across North Central London.

In the year ending 31 March 2022, the Trust reported a turnover of £419.7m and employed almost 4,000 staff. Following the transfer of Enfield Community Services on 1st April 2023, this has increased as we have welcomed over 600 new staff including District Nurses, Community Matrons, Community Physiotherapists, Psychologists and many more across a wide range of adult and children's community services in Enfield. It is an exciting time to join North Mid as we continue our journey to become an integrated care organisation to deliver high quality, seamless care in our local communities, with a focus on tackling health inequalities.

North Mid is part of North Central London integrated care system – consisting of the NHS and Local authority organisations in Camden, Islington, Barnet, Enfield and Haringey. As with other ICS's, we are working increasingly closely with partners and indeed many of our financial and performance objectives are measured at this system level. Whilst all organisations remain as standalone, statutory bodies we have an ICS infrastructure for making shared decisions and agreeing shared approaches.

We are proud of our staff and want to ensure their training allows them to provide excellent clinical care. We are also a training unit for medical students from UCL and St George's University Grenada, and for nursing and midwifery students from Middlesex and City Universities.

## Our Vision

At North Mid, we've set out sights on Trust North: a set of five clear ambitions which describe our vision for our Trust.





## Additional Information

### Location

Situated in North London with a multi-cultural community, the area provides a wide range of facilities and is close to the heart of London. Central London is easily accessible, with Liverpool Street and Kings Cross approximately 30 minutes away by public transport.

### Benefits

We want to attract the best and brightest people to work at NMUH and that means looking after you from the moment you apply for a role at the Trust and throughout your career with us. Our staff are our most valuable asset and we believe that investing in colleagues is crucial if we want to enable everyone to reach their full potential.

### Learning and Development

As a University Trust, we recognise the importance of investing in our workforce to continue to deliver the right care in the most effective way, based on a sound evidence base and continuing professional development. We offer:

- A structured leadership and management development programme
- Core skills statutory and mandatory training programmes
- A 'one-stop' induction programme for all new staff – introducing you to the Trust, our values and our services
- A structured programme of learning for trainee doctors, student nurses and students across allied health professions
- A coaching network where trained coaches throughout the Trust are matched with staff of all disciplines to provide a powerful development opportunity

- A wide range of Continued Professional Development (CPD) opportunities, working with
- partners – such as Middlesex University and University of Hertfordshire, to deliver training and development programmes and support

### Health and Wellbeing

We offer a Health Hub which helps improve staff health and wellbeing across the Trust – encouraging staff to step away from their work and think about their own health. This includes:

- Workshops, challenges and social events throughout the year
- Confidential and safe forums where staff can talk about the emotional impact of their work
- An equality and diversity staff network providing support to all staff
- Mindfulness bite size taster sessions
- Mini health checks
- Free, confidential counselling services 24/7
- Reduced gym rates at a number of local health clubs/gyms

### Pay and Annual Leave

- Generous annual leave: starting at 27 days and increasing after five and 10 years
- Maternity/paternity and shared parental leave schemes
- Sick pay for all substantive and permanent staff
- Range of flexible working options across the Trust including compressed hours, term time contracts, part-time working etc.
- One of the best pension schemes in the UK

### Road Access and Public Transport

North Middlesex University Hospital NHS Trust is situated on the North Circular Road, the hospital is within very easy reach of the M25, M1, A1, A10 and A12. The hospital is situated close to the residential districts of North London including Enfield and Winchmore Hill, which all have an excellent environment and schools. Silver Street main line railway station is a 5-minute walk away, with services direct to Liverpool Street Station and Seven Sisters underground Station.

Our community services are based in a various locations around Enfield including:

St Michael's Primary Care Centre, Gater Drive, Enfield, EN2 0JB  
Lucas House, 305-309 Fore Street, Edmonton, N9 0PD  
Forest Primary Care Centre, 308A Hertford Road, Edmonton, N9 7HD  
Chase Farm Hospital and the Skye Unit, The Ridgeway, Enfield, EN2 8JL  
Eagle House Surgery, 291 High Street, Enfield, EN3 4DN  
Highlands Health Centre, 3 Florey Square, Winchmore Hill, N21 1UJ  
Bowes Road Clinic, 269 Bowes road, Enfield, N11 1BD  
George Marsha Centre, St Ann's Hospital Site  
Bay Tree House, Enfield

For more information about the services available at these locations click [here](#)

## Our Values and Expected Behaviours

You are part of Team North Mid, a workforce over 4,000 strong. A big part of working here is having a culture and values that help us to achieve our vision of delivering outstanding care to local people.

### We are caring:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We are compassionate and take time out to check on colleagues and patients</li> <li>We are understanding and recognise each other as individuals</li> <li>We are committed to improving our community for colleagues, patients and carers</li> </ul>	<ul style="list-style-type: none"> <li>Showing empathy</li> <li>Being curious</li> <li>Showing humility</li> <li>Listening to others</li> </ul>

### We are fair:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We respect and understand each other's differences and backgrounds</li> <li>We are consistent with providing realistic, clear expectations and constructive feedback</li> <li>We are always looking for opportunities to develop all our staff and our services</li> </ul>	<ul style="list-style-type: none"> <li>Being consistent</li> <li>Listening to others</li> <li>Supporting each other</li> </ul>

### We are open:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We embrace change and continuously challenge ourselves and colleagues to create meaningful improvement</li> <li>We ask for help when we need it; we offer help when we see a colleague struggling and we are always open to challenge</li> <li>We actively look for new ways of working and explore new partnerships across teams, divisions and organisations</li> </ul>	<ul style="list-style-type: none"> <li>Speaking up</li> <li>Being curious</li> <li>Learning from mistakes</li> </ul>

These values are extremely important to us and we expect everyone who works at the Trust in any capacity to share and uphold these values. Further information on the Trust's values is available on our website.

Ensure that any escalation of care concerns or safeguarding escalations are made robustly through the appropriate channel. Undertake audits and where appropriate cooperate with the corporate nursing team to maintain Trust standards of care.

## Job Description

**Position** Specialist Occupational Therapist, Community Rehab Service

**Salary/Band:** Band 6

**Location:** Based at St Michael's Hospital with clinical work undertaken in a variety of locations including patient's homes and community settings.

**Hours:** 37.5 per week.  
7 day working.

**Responsible to:** Clinical lead Community Rehab Service/ Adult Community Therapies manager and supervised by Band 7 occupational therapist

**Accountable to:** Clinical lead Community Rehab Service/ Adult Community Therapies manager

## Key Working Relationships

Adult Community Therapies, clients, family, care staff, secondary care providers, social services and the voluntary sector.

## Job Summary

As part of the community team providing care to a multi cultural and diverse population, to deliver a high standard of occupational therapy care to patients and their carers in the community.

To perform comprehensive occupational therapy assessment of patients with diverse presentations and complex physical and psychological conditions. To use this assessment to provide a clinical diagnosis and develop and deliver an individualised treatment programme.

To hold responsibility for own caseload and, working without direct supervision deliver a range of occupational therapy interventions and support to patients and their carers. Supervision takes the form of regular formal training and clinical reasoning sessions, peer review, case review and case conferences. Access to advice and support from a more senior occupational therapist is available when required.

To undertake all aspects of clinical duties as an autonomous practitioner.

With support and guidance from more senior staff, to undertake evidence-based audit and or research projects to further own and team's clinical practice. Make recommendations to clinical lead/manager of service for changes to practice by the team. The post holder may contribute to the implementation of specific changes to practice or contribute to service protocols.

To be aware of and to highlight to line manager any clinical governance issues pertaining to own role and practice.

To contribute to the delivery of health promotion activities within the service and wider Trust initiatives.

To provide cover for other occupational therapists in the service as required.

## **Introduction to the Department**

The Community Rehab Service has recently expanded from a community physio service to provide multidisciplinary care to adults in Enfield. The team is made up of physiotherapists, occupational therapists and rehabilitation assistants providing rehab in patient's homes and communities, as well as a falls group. The therapists work closely with adult community therapies includes, neuro rehab, community stroke rehab services, adult SALT and bone health services. There are close links with both social services and local acute and inpatient care services.

## **Duties and Responsibilities:**

### **Clinical**



1. To be professionally and legally accountable for all aspects of own work and that work delegated to support staff.
2. To undertake a comprehensive assessment of patients referred to the service, including those presenting with diverse problems or complex multi pathologies: using a high level of clinical reasoning and assessment techniques to provide an accurate clinical diagnosis.
3. To utilise an extensive knowledge of evidence based practice and treatment options to select and deliver a specialised occupational therapy programme to individual patients and plan their successful discharge.
4. To take responsibility for a delegated caseload, ensuring that the other professionals are involved as required.
5. To ensure that patients and carers are involved in the planning of their care, using negotiation skills as appropriate
6. To 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.
7. Use a range of verbal and non-verbal communication tools to communicate effectively with patients and carers to progress rehabilitation and treatment programmes. This will include patients who may have difficulties in understanding or communicating.
8. When working in community and domiciliary settings, to work safely as lone practitioner with telephone support from a more senior occupational therapist as required.
9. To be responsible for maintaining accurate comprehensive patient treatment records in line with Royal College of Occupational Therapists (RCOT) /HCPC standards of practice and EH/NMUH policies and to communicate assessment and treatment results to the appropriate disciplines in the form of reports and letters.
  
10. Represent occupational therapy service and/or individual patients at meetings, or case conferences, to ensure delivery of a co-ordinated multidisciplinary service, and integrate occupational therapy treatment into the over arching care package. This will include discussion of patient care, patient progress and involvement in discharge planning.
11. Provide skilled occupational therapy advice to others regarding the management and care of patients.
12. To offer supervision and support to assistant and TI staff within the service as required and to alert line manager if any significant concerns are identified.
13. To use relevant clinical outcome measures to demonstrate efficacy of intervention.
14. Apply a sound knowledge of clinical governance and risk management both to own caseload and that delegated to support staff.

**Professional**

1. To be responsible for maintaining own competency to practice through relevant CPD activities and maintain a CPD portfolio which reflects personal development.
2. To implement knowledge of evidence based occupational therapy practice, developing a more specialist knowledge of particular conditions and patient types.
3. Where appropriate to be responsible for supervising student occupational therapists to graduate level on occupational therapy skills and knowledge with overall supervision and direction from more senior staff.
4. To assist in the teaching, and contribute to the performance assessment and appraisal of newly qualified occupational therapists and TIs.
5. Undertake evidence-based projects.
6. Participate in the staff appraisal scheme as an appraisee and be responsible for complying with agreed personal development programmes to meet individual and service objectives.
7. Where appropriate, to undertake the appraisal of more junior staff, assistant and TI staff.
8. Undertake measurement and evaluation of own work and current practices through the use of evidence based practice projects, audit and outcome measures, either individually or as part of a team with more senior occupational therapists.
9. Be an active member of the in-service training programme, attending tutorials, individual training sessions, external courses and peer review sessions as appropriate and as identified in own PDP.
10. Be actively involved in relevant professional clinical groups, RCOT Clinical Interest Groups, Peer Review Groups and other professional development activities such as journal clubs.

### **Organisational**

1. To be responsible for organising and planning own clinical caseload to meet service and patient priorities. Readjusting plans as situations change/arise.
2. To optimise the over all effective and efficient use of clinical and organisational skills and resources to ensure that you are highly responsive to clinical and local service priorities and needs.
3. To undertake the accurate collection of data for use in service reporting, audit and for monitoring the Service level agreement. In particular to complete RiO/other patient based system data in a timely fashion, fully complying with data quality requirements.
4. To keep patient and other confidential data secure in line with Trust policy.
5. Be responsible for the safe and competent use of equipment, through teaching and supervision of practice.
6. Cover other senior staff in their absence, allocating and organising the work of more junior staff and assistant staff to meet service priorities on a daily basis.



7. To communicate regularly and effectively with other members of the **community rehab service** in order to ensure seamless occupational therapy provision to patients moving between different areas of the service.
8. To be aware of Health and Safety aspects of your work and implement any policies, which may be required to improve the safety of your work area, including your prompt recording and reporting of accidents to senior staff, and ensuring that equipment use is safe.
9. To be aware of and support any **Community Rehabilitation** and Adult Therapies service plans.
10. To comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating as appropriate.
11. To undertake any other duties that might be considered appropriate by the **Community Rehabilitation** service manager or Adult Therapies Manager.

### **Effort**

1. Carry out assessments and treatments of patients with moderate physical, and significant mental and emotional effort on a daily basis.
2. To manage the pressure resulting from frequent interruptions and requests from other professionals that require thoughtful, timely and decisive action and which necessitate adjustment and re-prioritisation of the work plan for self and team.
3. On a daily basis to implement decisions on allocation of limited resources which directly affect level of occupational therapy intervention to specific patients and have to justify those decisions to patients, carers and others.
4. To undertake therapeutic manual handling in compliance with Trust manual handling policies and local guidance at all times.
5. To deal sensitively with patients and carers who have high levels of anxiety and aggression E.g. caused by loss of mobility and independence, cognitive impairment e.g. dementia or learning difficulties.
6. To interact with patients through an interpreter when English is not the patient's first language
7. When working in a community setting, to work as lone practitioner with telephone support from a more senior therapist as required. In these instances the working environment is out of your control. E.g. may be cramped, poorly lit and therefore not suitable for all treatment and interventions
8. The job involves the potential for regular exposure to unpleasant working conditions on a regular (daily basis) e.g. bodily fluids including sputum, vomit, urine, and occasional exposure to fleas, lice, verbal and physical aggression.

## TRUST POLICIES

### Probation

Employment by the Trust is subject to a six (6) month probationary period, during which time you will be required to demonstrate to the Trust's satisfaction your suitability for the position in which you are employed. During your probationary period, your employment may be terminated by you or the Trust by providing one (1) week notice in writing.

### Equality, Diversity and Inclusion

The Trust is committed to fair and transparent recruitment and selection procedures and to providing a workplace where all staff are treated with respect and feel included. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

### Health & Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974 to maintain a safe environment for both staff, patients and visitors, to observe obligations under organisational and departmental Health & Safety policies, maintaining awareness of safe practices and assessment of risk.

### Data Protection and Caldicott

To obtain, process and use information (held on computer and/or manual filing systems) in a fair and lawful way. To hold person identifiable information for specific registered purposes and not to use, disclose or transfer person identifiable information in any way that is incompatible with the Data Protection Act 2018, other legislation and Caldicott requirements. To disclose person identifiable information only to authorised persons or organisations as instructed. When using email to transmit person identifiable information within or outside the Trust, the Trust Email Policy must be strictly followed.

### Customer Care

The aim of the hospital is to provide patients and clients with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and client first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

### Infection Control

All healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI.

### **Smoking Policy**

The Trust provides a smoke free work environment.

### **Confidentiality**

Under no circumstances, either during or after the end of your employment (however it is terminated), may you divulge any unauthorised person confidential information relating to the Trust. This includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

### **Clinical Governance**

Staff are expected to provide patients with timely and effective care. Treatment and direct / indirect support must be based on best practice. Everyone is responsible for this and his/her job in the Trust is important in achieving this.

### **Rehabilitation of Offenders Act**

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

### **Safeguarding Vulnerable People**

It is a basic human right of every child and adult to be protected from harm and NHS Trusts have a fundamental part to play in this. We expect all our staff to recognise signs of vulnerability and to report and act on any concerns in line with policy and guidance contained in 'Working Together - Every Child Matters' and 'No Secrets - guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse' on which our Trust Policies are based.

### **Organisational Change**

As services develop and change, the post-holder may be required to undertake other responsibilities within the Trust.

### **Review**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post-holder

## PERSON SPECIFICATION

**Post:** Specialist Occupational Therapist

**Department:** Band 6

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and qualifications	<p>Diploma/Degree in occupational therapy</p> <p>HPC Registered.</p> <p>Evidence of ongoing CPD in portfolio</p>	<p>Member of RCOT</p> <p>Attendance at relevant post-Graduate Courses.</p> <p>Member of relevant CIG.</p>	Application Form and Interview
Skills and abilities	<p>Ability to prioritise, organise and work in a busy environment.</p> <p>Ability to keep accurate and legible patient notes.</p> <p>Able to demonstrate a high level of clinical reasoning.</p> <p>Supportive of other staff.</p> <p>Ability to develop good supervisory skills.</p> <p>A strong commitment to patient care.</p> <p>Fluent in written and spoken English.</p> <p>Motivated, friendly, approachable.</p> <p>Good communication skills, able to present information (written and oral) in a clear and logical manner.</p> <p>Ability to meet the mental and physical demands of the post, carrying out moderate to intense physical effort.</p>	<p>Good presentation skills.</p> <p>Experience of organising internal or external training session/course</p> <p>Competent IT skills</p> <p>Able to deal with difficult situations, eg dealing with aggressive and/or emotional patients or carers.</p>	Application Form and Interview

	<p>Strong team player.</p> <p>Reliable, professional and flexible.</p>		
Experience	<p>Minimum of 18 months post graduate experience.</p> <p>Broad post graduate experience with significant component in relevant area</p> <p>Experience of working as part of a team</p> <p>Supervision of students or occupational therapy assistants.</p> <p>Active contribution to training others e.g. in IST.</p> <p>Experience as Occupational Therapist in NHS, social care, or other care provider.</p>	<p>Participation in Project /audit activities.</p> <p>Experience of working in a community setting.</p>	Application Form and Interview
Personal qualities/ Knowledge / Awareness / Understanding	<p>Awareness of own knowledge and development needs.</p> <p>Extensive knowledge base underpinning broad occupational therapy skills.</p> <p>A good working knowledge of the NHS systems of care and awareness of current NHS policies and issues which impact on the profession.</p> <p>Ability to process and manage complex information in relation to patient care.</p> <p>Ability to recognise and work with diversity.</p> <p>Ability to develop further occupational therapy skills and knowledge in specialist areas.</p>	<p>Awareness of own learning style.</p> <p>Awareness of current professional and NHS issues.</p>	Application Form and Interview

	<p>Have a good understanding of the legal responsibilities of the profession.</p> <p>Have a comprehensive understanding of clinical governance in relation to occupational therapy and ability to apply principles to own area.</p> <p>Able to work safely in line with Trust Policies and Procedures.</p>		
Values	Demonstrable ability to meet Trust values		Interview/ assessment
Other requirements	<p>Fluent in written and spoken English.</p> <p>Good communication skills.</p> <p>Ability to meet demands of the post.</p> <p>Car owner/driver with valid UK driving license and car available for work purposes</p>	Fluent in any local language	Application Form and Interview