

## Job Description

<b>JOB TITLE</b>	<b>Occupational Therapy Assistant Practitioner</b>
<b>GRADE</b>	<b>Band 4</b>
<b>REPORTS TO</b>	<b>Senior Occupational Therapist</b>
<b>ACCOUNTABLE TO</b>	<b>Therapy Inpatient Lead</b>
<b>DEPARTMENT</b>	<b>Occupational Therapy</b>
<b>DIVISION</b>	<b>Cancer, Diagnostics and Clinical Support Services</b>
<b>DATE</b>	<b>February 2024</b>

### JOB PURPOSE

To plan and carry out therapeutic activity programmes tailored to community hospital patients on either a rehabilitation or D2A pathway, within a framework agreed by the Occupational Therapist.

To implement and evaluate Occupational Therapy intervention for patients, in activities relating to their treatment programme.

To be a proactive member of the multi-disciplinary team.

To be responsible for own patient case load, meeting departmental standards when assessing and treating patients.

The Trusts Therapy service lays emphasis on continuing professional development, personal development and quality assurance.

### KEY RESULT AREAS

#### CLINICAL

To carryout individual Occupational Therapy non-complex assessments and clinical observations to assess patient's functional abilities using theoretical knowledge of this client group and agreed guidelines to ensure evidence based practice.

To undertake patient treatment programmes as directed by the Occupational Therapists, practice functional skills, order, deliver and fit specialist equipment, when necessary, refer to other professionals, social services or external agencies for further assessment and intervention.

To refer complex cases to the qualified Occupational Therapist if the patient has additional complications that is beyond the level of competency for the Occupational Therapy Assistant Practitioner.

To plan and coordinate patient's treatment activities liaising with others and booking treatment

rooms and resources when needed.

To monitor clients' progress taking account of their environment and adjust own clinical interventions accordingly.

Use a range of verbal and written communication skills to communicate effectively with patients, carers, staff and other agencies to relay information about the patient's assessment, treatment and progress. This will include patients who may have barriers to understanding or difficulty with communication. For example patients who may have challenging behaviour, cognitive problems, depression, severe deafness, blind or who may be unable to accept diagnosis.

To communicate routine information which may be of a sensitive nature to patients, relatives/carers and other members of the multi-disciplinary team, using both verbal and written formats.

To use communication skills to provide empathy and reassurance, and motivation/cooperation to encourage patients to co-operate with their treatment.

To be able to implement into practice theoretical knowledge acquired through experience to NVQ III or equivalent.

To complete risk assessment either individually if working alone or jointly with colleague

To either work independently or assist the therapist in moving and handling, with/without equipment (e.g. hoist, tilt table, standing frame, and sliding sheets) as appropriate, demonstrating expertise.

To document all interventions in the patient notes, following the departmental standard and record all statistical data required by the Therapy service manager.

To escort Therapists when assessing patients home environment.

To visit patients in their home environment to ensure therapy equipment is fitted safely and correctly, on occasions this will involve lone working.

As an employee you have a responsibility to abide by all Infection Control Guidelines provided by the Trust. These guidelines are published on the infection control pages of the Trust intranet site. It is expected that where less than optimal practice is observed then this practice will be challenged. In particular hand hygiene is expected before each and every clinical contact with a patient.

## **EQUIPMENT & ENVIRONMENT**

To have a high level of knowledge and understanding of occupational therapy equipment and be confident and competent in the use, instruction and fitting of therapy equipment.

To be able to independently assess for and issue assistive aids and equipment.

To maintain a safe environment for patients and staff.

Maintain levels of hygiene in treatment areas in line with department recommendations

Ensure that all equipment is checked regularly and maintained appropriately, and that it is safe to

use by members of the team.

Ensure that any piece of equipment that is faulty is labelled and reported immediately.

To ensure that treatment notes are filed correctly and in the appropriate location to ensure confidentiality.

Receive cash/cheques as appropriate and issue receipts to patients and carers as payment for assistive equipment.

## **PROFESSIONAL**

To provide training to staff and students when required to demonstrate own clinical area and practices which may include instruction and training of therapy equipment and ordering processes.

To comply with Trust policies – e.g. Health and Safety, Confidentiality, Equal Opportunities etc.

To comply with Departmental and Service protocols and procedures – e.g. re: the safe use of equipment etc.

In line with Trust guidelines review and reflect on your own practice and performance through effective use of professional supervision and appraisal

To adhere to the College of Occupational Therapists Code of Ethics and Professional Conduct, the Trust's Code of Conduct for Qualified Staff and all other relevant policies and procedures.

To cooperate with departmental and trust audits and research and development.

## **EDUCATION**

To attend in-service training / short courses where appropriate to consolidate and develop theoretical knowledge and practical skills.

To be aware of the importance of ongoing personal development by participating in supervision and in service training.

To take responsibility for meeting own continuing professional development standards and maintain a professional portfolio.

**PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES**

	<b>Essential</b>	<b>Desirable</b>
<b>Education, Training and Qualifications CPD Requirements</b>	<p>NVQ Level III or equivalent qualification in Health &amp; Social Care</p> <p>Demonstrate increased knowledge through additional relevant courses.</p>	Communication skills training
<b>Experience &amp; Knowledge</b>	<p>Previous hospital based experience as a health care assistant.</p> <p>Previous experience of working as an Occupational Therapy or Physiotherapy assistant</p> <p>Knowledge of assistive equipment for disability.</p> <p>Computer skills relevant to data entry and HISS.</p>	Previous experiences as an Assistant Practitioner role
<b>Skills and Ability</b>	<p>Awareness of the need to use and manage resources effectively in an accountable manner.</p> <p>Awareness of the need to follow departmental and trust policies, particularly related to H&amp;S</p> <p>Knowledge and skills in fitting of assistive equipment</p> <p>Understanding of the principles of the Data Protection Act and its impact on patient care, including confidentiality.</p> <p>Ability to file alphabetically.</p> <p>Ability to work within dynamic and complex environment.</p> <p>Understanding of the need for supervision and willingness to participate.</p> <p>Able to work independently as a lone worker.</p>	

	Demonstrate a commitment to assisting Therapy services to deliver the best quality care for our patients.	
<b>Communications and interpersonal skills</b>	Effective oral and written communication skills	
<b>Values and Behaviours</b>		
<b>Other requirements</b>	<p>Ability to work with others as part of a team.</p> <p>Car driver</p> <p>Willingness to commit to a seven-day rota as part of your contracted hours.</p>	

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

<b>Signed: (Member of staff)</b>		<b>Date</b>	
<b>Signed: (Line Manager)</b>		<b>Date</b>	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 14,000 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



## Our Vision & Identity

Our UHDB Identity is that we provide '*Exceptional Care Together*', which is our 'Why?'. It is the fundamental purpose that guides all that we do.



## Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness and Excellence...**



## Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

## Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.





The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

### **Freedom to Speak up**

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

### **Data Protection**

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

### **Confidentiality**

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

### **Infection Control**

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself.
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff.
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

## **Health and Safety at Work Act**

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

## **Smoke free Trust**

The smoke free policy applies to staff, patients, resident's visitors and contractors.

## **Research**

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".