

## Job Description

| 1. Job Details             |   |
|----------------------------|---|
| <b>Job title:</b>          | Senior Occupational Therapist or development post 5/6 |
| <b>Current Job grade:</b>  | Band 6 or developing 5/6                              |
| <b>Reports to (Title):</b> | Therapy Team Lead                                     |
| <b>CMT:</b>                | Clinical Support Services                             |
| <b>Department/Ward:</b>    | Occupational Therapy                                  |
| <b>Location/Site:</b>      | Grantham District Hospital                            |

| 2. Job Purpose  |
|---|
| <p>To provide a high standard of Occupational Therapy to patients within the clinical area carrying out detailed assessments, formulating, and implementing appropriate treatment and discharge plans.</p> <p>To independently manage a defined caseload with indirect supervision from a Team Lead Occupational Therapist.</p> |

| 3. Organisation Chart   |
|---|
| <pre> graph TD     A[Site Lead Occupational Therapist] --&gt; B[Team Lead OT]     B --&gt; C[Senior Occupational Therapist / Senior Physiotherapist]     C --&gt; D[Occupational therapist/Physiotherapist]     D --&gt; E[Senior Therapy Assistant]     E --&gt; F[Therapy Assistant]           </pre> |

#### **4. Duties**

1. To provide safe and effective assessment, development and evaluation of treatment programmes and comprehensive discharge plans for patients under your management, some of which may have complex needs. To provide training, instruction and advice to patients and carer/relatives regarding their therapy plan.
2. To be responsible for organising and prioritising designated caseload effectively and efficiently demonstrating well-developed clinical reasoning skills.
3. To delegate aspects of the patient treatment plan to support workers and/or Therapist within the integrated therapy team, whilst maintaining overall responsibility for patients care.
4. To provide guidance and clinical supervision to therapist within the integrated team and therapy support workers within the team.
5. To work effectively with members of the multi-disciplinary team attending ward meetings, hand-overs and case conferences as necessary, to provide high quality clinical decision-making and care for the patients.
6. To comply with the hygiene code ensuring all working practice supports infection prevention and control including awareness of hand hygiene and environmental cleanliness in all clinical areas.
7. To provide supportive and sensitive communication, written and verbal advice to patients, carers and staff, whilst demonstrating an understanding of the nature and effects of some information and of barriers to effective communication eg sensory impairment.
8. To be responsible for own administration tasks including prompt and accurate completion of clinical and statistical records to COT, Trust and departmental guidelines.
9. To adhere to the standards, policies and procedures of the Trust and Department and the College Of Occupational Therapists, Code of Ethics and Professional Conduct and associated legislation eg Health and Safety At Work Act.
10. To convey complex written and verbal information appropriately on both clinical and non-clinical issues with guidance from the Integrated Therapy Team Lead as required.

11. To identify own training and development needs and actively participate in the delivery of training opportunities for staff and students, including those from other teams and disciplines.
12. To provide high quality practice placement education for OT students from a variety of HEIs as detailed in departmental guidelines with support from Team Lead.
13. To contribute to service development in conjunction with colleagues across the health and social care community, seeking opportunities to promote and develop the profession.
14. To undertake Clinical Governance activities: demonstrating evidence of Continuing Professional Development including mandatory training, induction, personal development review, health and safety, risk management, audit and to receive and provide clinical supervision.
15. To contribute to the recruitment and selection of Therapy staff as requested by the Site Lead OT.
16. To independently undertake access visits or community home assessments following department standard operating procedure.
17. To contribute to project work and to identify opportunities in order to develop and promote the service as required by the Integrated Therapy Team Lead, Site Lead or Associate Director.
18. To contribute to departmental routine including housekeeping and clerical tasks.
19. To undertake any other appropriate additional duties, following negotiation with Integrated Therapy Team Lead or Site Lead OT, as required by the needs of the service.

## **5. Physical and Mental Skills**

Knowledge and expertise of a range of clinical areas/practices gained through in depth experience.

Ability to use judgement to make effective clinical decisions and plan, organise, prioritise and

review own workload.

Reflective practice skills

To demonstrate awareness of local and national policy and research affecting the profession.

Ability to plan and prioritise own workload.

Effective verbal and non-verbal communication skills demonstrating empathy and sensitivity

Ability to engage patients in their own assessment and rehabilitation programme through motivation/negotiation/persuasion.

Ability to work effectively as part of a team.

Dexterity and co-ordination for fitting equipment.

Developing Leadership skills

Training and Presentation skills

IT and keyboard skills

Flexibility and adaptability.

Moving and Handling skills

## **6. Responsibilities of the Post Holder**

Responsibility for own clinical caseload and to support others within the team.

Responsibility for own safety and the patients they work with following appropriate guidelines at all times.

To take responsibility for the team in the absence of the Occupational Therapist Team Lead.

To ensure that all equipment used is safe and appropriate.

To maintain own professional development.

To represent the department / service at hospital / Trust meetings.

United Lincolnshire Hospitals Trust is committed to safeguarding and promoting the welfare of children, young people and adults, both as service users and visitors to Trust premises. All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities and that they are aware of and work within the safeguarding policies of the Trust.

The post holder is expected to treat patients, service users and carers with courtesy, care and compassion at all times, treating each person as an individual by offering a personalised

service. Trust staff will adopt behaviours and attitudes which promote, supports and respects privacy and dignity in accordance with the Trust Dignity policies and dignity in care pledges. Staff are expected to challenge poor practice in relation to dignity and treat each other with respect.

United Lincolnshire Hospitals Trust is committed to providing consistently excellent and safe patient-centred care for the people of Lincolnshire, through highly skilled, committed and compassionate staff working together. We do this by putting our patients at the centre of all that we do and providing the best quality care with passion and pride. We have a set of values that inform every action we take and every decision we make. They are the foundation of what United Lincolnshire Hospitals NHS Trust stands for, and encompass a desire in all of us to provide the highest quality of care to patients and each other.

All staff are required to advocate, champion and demonstrate the below values and behaviours

|                        |  |
|------------------------|--|
| <b>Patient centred</b> | I am fully committed to providing the very highest standards of care to our patients                         |
| <b>Safety</b>          | I do everything I can to keep my patients and my colleagues safe   |
|                        | I keep my environment clean and tidy   |
|                        | I recognise when something is going wrong and I have the courage to do something about it                    |
| <b>Compassion</b>      | I show a genuine concern for my patients and my colleagues   |
|                        | I communicate well with others, listening and showing an interest in what they have to say                   |
|                        | I am positive, approachable and friendly   |
| <b>Respect</b>         | I treat my patients and my colleagues with dignity and respect   |
|                        | I work openly and honestly as part of an effective team  |
|                        | I keep my promises and do what I say I will, when I said I will, or I will provide an explanation if I can't |
| <b>Excellence</b>      | I will always go the extra mile and improve things for my patients and my colleagues                         |
|                        | I am competent to carry out my role and committed to my personal and professional development                |
|                        | I will share good ideas and best practice and encourage my team members to do so too                         |

## 7. Freedom to Act

To act as an autonomous practitioner within the standards, policies and procedures of the Trust and Department; the College of Occupational Therapists Code of Ethics and Professional Conduct; the Health Professions Council Standards of Conduct, Performance and Ethics.

To work independently but with access to direct and indirect supervision from Team Lead.

## 8. Physical, Mental and Emotional Effort Required

To manage difficult and distressing situations with support from the Integrated Therapy Team Lead eg terminally ill patients, death, personal issues, aggression, conflict and complaints. Support other team members as required.

The role involves frequent moderate physical effort including moving and handling of patient and non-patient loads, using hoists, travelling by car and driving.

Ability to utilise knowledge and experience to identify Occupational Therapy problems and solutions for patients which requires frequent concentration.

## **9. Outline of Working Conditions**

Working in an acute clinical and community environment which involves frequent exposure to bodily fluids and occasional exposure to unpredictable home circumstances including aggressive behaviour, environmental hazards; eg animals, infestations.

They may experience lone working or have to work in a confined or cramped area.

## Person Specification

### Post of Senior Occupational Therapist

| Job Related Criteria   | Essential   | How Identified  | Desirable   | How Identified                       |
|--|---|---|---|--------------------------------------|
| <b>Qualifications</b><br>(Academic, Professional & Vocational)           | HCPC Registration<br><br>DipCOT or BSc OT   | Application form<br>Interview<br>Personal Development Portfolio (PDP) | BAOT Member<br><br>ECDL or equivalent<br><br>Practice Education certificate<br><br>MSc in Healthcare-related subject<br><br>Evidence of post-registration study   | Application form<br>Interview<br>PDP |
| <b>Previous Experience</b><br>(Nature & Level)                           | Experience in acute UK in-patient assessment and rehabilitation.<br><br>Evidence of participation in Clinical Governance. |   | Evidence of involvement in organisations, which support clinical practice.<br><br>Experience of surgery, vascular, amputee, orthopaedic in-patient assessment and rehabilitation.<br><br>Experience of supervising staff. | Application form<br>Interview<br>PDP |
| <b>Evidence of Particular:</b><br>- Knowledge<br>- Skills<br>- Aptitudes | Well-developed written and verbal communication skills<br><br>IT Skills   | Interview<br><br>Application Form and Interview                       | Teaching Skills   | Application form<br>Interview        |

|                              |   |  |                                      |                  |
|------------------------------|---|--|--------------------------------------|------------------|
|                              | <p>Awareness and Knowledge of the dignity in care agenda.</p> <p>Ability to evidence/demonstrate key values and behaviours in line with the Trust framework:</p> <ul style="list-style-type: none"> <li>➤ Patient Centred</li> <li>➤ Safety</li> <li>➤ Compassion</li> <li>➤ Respect and</li> <li>➤ Excellence</li> </ul> |  |                                      |                  |
| <b>Specific Requirements</b> | <p>Enthusiasm/knowledge of the profession. Demonstrated ability to complete PDR objectives.</p>   |  | Ability to travel across the county. | Application form |



**Job Description Agreement**

I declare that I have read the Job Description and Person Specification and confirm that this is an accurate and fair description of the role.

**Signature**

**Date**

**Job Holder:**

**Line Manager:**