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Cwm Taf Morgannwg
University Health Board



JOB DETAILS:

Job Title	Occupational Therapist – Integrated Community Network Teams (Bridgend)
Pay Band	Band 6
Hours of Work and Nature of Contract	37.5 hours/week Fixed term
Division/Directorate	Communities and Mental Health, Localities Directorate
Department	Integrated Community Network Teams
Base	Glanrhyd Hospital, Bridgend (East and North Posts) Pyle Life Centre (West Post)

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Integrated Community Network Manager
Reports to: Name Line Manager	Jason Howells, East Integrated Community Network Manager Celia Ware, North Integrated Community Network Manager Lisa King, West Integrated Community Network Manager
Professionally Responsible to:	Head of Occupational Therapy

<p>MAE EIN GWERTHOEDD YN EIN HELPU NI I FOD AR EIN GORAU</p> <p>OUR VALUES HELP US BE AT OUR BEST</p>	<p>RYDYN NI'N GWRANDO, YN DYSGU AC YN GWELLA</p>  <p>WE LISTEN, LEARN AND IMPROVE</p>	<p>RYDYN NI'N TRIN PAWB A PHARCH</p>  <p>WE TREAT EVERYONE WITH RESPECT</p>	<p>RYDYN NI I GYD YN CYDWEITHIO FEL UN TIM</p>  <p>WE ALL WORK TOGETHER AS ONE TEAM</p>
<p>Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:</p> <p style="text-align: center;"><i>We listen, learn and improve</i></p> <p style="text-align: center;"><i>We treat everyone with respect</i></p>			

We all work together as one team

To find out more about our values, visit: <https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/>

Job Summary/Job Purpose:

The post holder is identified as a skilled and creative practitioner with knowledge of working with and supporting people living within their own communities and will be an integral member of the Integrated Community Network Teams.

The post holder, although based as part of the Integrated Network Team, will also work with the GP Practices and into the community to respond in a timely way to patients needs in the community.

The post holder will need to work with the Clinical Lead Occupational Therapist to develop the Occupational Therapy service in Primary Care within their cluster, working closely with GP staff, and the wider multi-disciplinary staff within the practices as well as the Integrated Network Teams.

The Integrated Community Network Teams work to develop seamless pathways of care and support, and this role will be key to be responsive to people's needs within their localities by working in collaboration with the GP practices and professionals with the Integrated Community Network Team in getting involved at the very earliest point to try to keep people in their homes.

The role will be key in bringing existing services through already established Integrated Network Teams, Community Resource Teams and Community Services together in a multi-disciplinary/agency approach to wrap around people's needs.

We aim to provide a team around the person, which enabled individuals to have the right support at the right time. This ensures choice and control for individuals and places the person at the centre of their care. It provides a clear expectation that the person's voice and choice will be heard.

The role will concentrate on maximising the independence of adults and enabling them to live their lives as they wish. The Teams are ambitious in looking to develop innovative and creative ways to support the individual and those important to them. It works to recognise the changing needs within communities and works collaboratively to meet them.

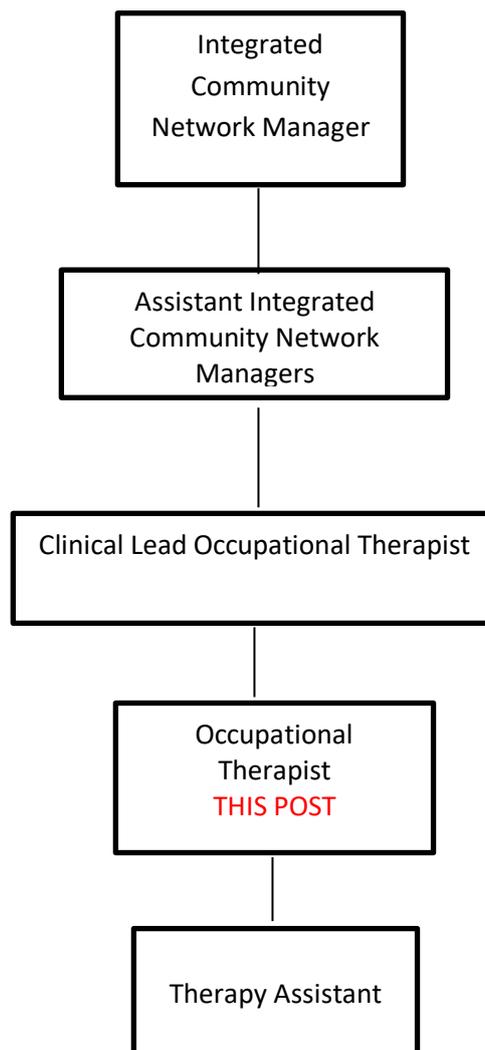
The Team currently consists of staff from Social Work, District Nursing Service and the Third Sector. It is now expanding to include a wider range of professionals, which will include: Occupational Therapy; Physiotherapy; Community Psychiatric Nursing; Speech and Language Therapy and Pharmacy support.

The Team will work collaboratively with staff from the GP surgeries as a key part of the role. This holistic approach provides a full offer of support for adults with changing needs in their localities as well as meeting complexity of needs.

Acting within their professional boundaries, the post holder will provide support and intervention for the presenting person through holistic person centred assessment, clinical assessment, diagnosis, treatment and evaluation of their care within set parameters and across the multi-agency team approach. They will demonstrate safe, clinical decision-making and expert care and support for people within their homes and locality general practices.

The post holder will work collaboratively with the wider multi-disciplinary general practice teams to meet the needs of people within their communities. They will be a key member in providing an effective team around the person.

Organisational Chart



DUTIES/RESPONSIBILITIES:

The main functions of the role include:

- Autonomously manage a defined caseload that is reflective of Integrated Network working and across General Practice i.e. physical and/or mental health conditions, whilst delivering a high standard of care within the set parameters and a defined framework.
- Work towards independence goals and strengths of the individual and their support network.
- Use evidence based/person centred principles to assess, plan, implement and evaluate interventions provided in the community within the patient's home.
- Contribute to the development of new and innovative concepts, models, methods and practices in order to support/deliver new and improved proactive general practice and primary care services.
- Ensuring adherence to clinical governance including audit and research.
- Work in partnership across the UHB, Local Authorities and with specialist services to deliver timely seamless, person centred, co-ordinated care.
- Establish working partnerships with voluntary, third sector services and private providers as appropriate.
- Alongside the Integrated Community Network Manager and Clinical Lead Occupational Therapist, support the integrated structure and roles.
- Undertake promotional activities i.e. including collaborating with other professionals with regards to Occupational Therapy within the Network, General Practice and with wider community partners.
- Establish and maintain excellent communication networks with members of the Integrated multi-disciplinary team (MDT) and across a range of locality practices, statutory organisations, private and voluntary sector as appropriate.
- Participate in the planning, development and evaluation of the Occupational Therapy Service.
- Develop expert skills and knowledge through an agreed personal development plan.

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- Participate in continuing professional development.
- To provide regular supervision for the therapy assistants, KSF reviews and professional accredited training.

The post holder must :

- Manage complex and specialist caseload independently, working as an autonomous practitioner to plan and carry out assessment and treatment, demonstrating autonomous clinical judgments where expert opinion differs due to an ambiguous or absent evidence base.
- Work effectively and autonomously in a multi-disciplinary team providing a holistic approach to provide a team around the person.
- Retain and demonstrate a current understanding of the philosophy and theory underpinning Occupational Therapy.
- Maintain an up to date knowledge of specialist equipment, environmental adaptation, technology and legislative responsibilities.
- Have knowledge and understanding of formal and informal social structures, services and overarching approaches or systems in the community or society that have an impact on individuals, interweaving this understanding into the clinical planning process.
- Negotiate with patients, families/carers and colleagues to ensure common person led goals and priorities of intervention based on achieving balance in relation to self-care, productivity and leisure, empowering individuals and carers to make informed decisions about development and progress of the occupational therapy intervention plan.
- Prioritise own work within the resources available and, where they impact on either the quality or standards of service delivery highlight deficiencies to the Clinical Lead Occupational Therapist.
- Partake in the development and designing of patient information.
- Formulate and apply relevant occupational analysis to the individual.
- Collate assessment data and conceptual framework of occupational therapy to structure clear care plans based on best practice, while continuously evaluating the effectiveness of individuals' intervention in relation to planned outcomes and updates/re-align care plan based on progress.
- Work collaboratively across all fields of general practice and Occupational Therapy service provision.

The post holder will:

- Demonstrate effective leadership to create the environment where staff treat people and each other with dignity and respect, and there are high levels of trust, and empowerment, underpinned by effective communication, collaboration and partnership working.
- Develop reliable outcome measurement, using validated tools where possible.
- Develop care pathways, local clinical standards, guidelines and protocols informed by evidence for clinical specialty.
- Demonstrate negotiation skills and management of conflict.
- Co-ordinate the activity of more than one discipline/other colleagues for clients (based on need).

- Contribute to multi-disciplinary team building and policy development where appropriate, including the negotiation of collaborative working arrangements.
- Work independently accessing supervision within an individual performance review framework.
- Contribute to others research by providing data.
- Contribute to the development of local multi-disciplinary clinical guidelines informed by evidence for clinical specialism.
- Deliver occupational therapy interventions within agreed National, Local, Departmental and Professional Protocols and within current evidence underpinning practice.
- Participate in activities that lead to effective patient involvement in service evaluation and design.
- Provide evidence based information and interventions as appropriate.
- Take an active role within local service and clinical networks.
- Possess knowledge and adhere to national and local clinical guidelines.
- Demonstrate an understanding of national trends relevant to assessment and intervention within the speciality.
- Communicate highly complex, sensitive condition-related information from assessment to individuals, carers/families and multidisciplinary/agency team members/other professionals. This will include occupational diagnosis and the implications of poor prognosis.
- Empower clients to self-manage their condition and make informed choices regarding plans of care.
- Demonstrate empathy with individuals, carers and families, ensuring that effective communication is achieved often where barriers to understanding exist. This will include dealing with patients with complex multi-factored comorbidities, where they may be unable to accept and understand the implications of diagnosis.
- Contribute to educating individuals, carers, health professionals, about the management of health impairment.
- Formulate and present accurate reports to others that outline one or a combination of the following :
 - Levels of occupational performance in the context of everyday living and capacity to develop new skills/strategies.
 - The outcome of assessments.
 - The viability of independent living.
 - Specific recommendations regarding the level of support needed.
- Negotiate with patients, families/carers and colleagues to establish common client led goals and priorities of intervention, recognizing breakdown/conflict when occurs and can resolve, seeking advice and support as required.
- Deal appropriately and professionally with general enquires regarding the rehabilitation programme in accordance with departmental procedures and the operational policies: this may involve a pro-active approach to dealing with complaints.
- Undertake presentations to colleagues and public to promote OT and share knowledge.

- Works as a member of the multidisciplinary team, contributing to team meetings and case conferences and contributing to decisions regarding individuals on caseload.
- Assume the role of care co-ordinator/key worker when relevant to the delivery of client-centred services.
- Be competent in blurred boundary working which will include assessment, recommendation and where appropriate provision of aids.
- Establish and maintains effective communication networks in area of practice to enhance collaborative working.
- Manage time and resources to maximum effect.
- Identify appropriate equipment needs within defined clinical area.
- Assess for and initiates provision of equipment/services, working with local equipment service to ensure that the community equipment needs are met.
- Cares for and maintains equipment, ensuring standards of infection control and safety are maintained including those loaned to clients.
- Assess for and initiates provision of equipment/services provided by other departments and agencies.
- Support the Integrated Community Network Manager and Clinical Lead Occupational Therapist in analysing capacity demand trends and appropriate allocation of resources.
- Review and reflect on own practice and performance through effective use of professional supervision and appraisal, and support colleagues to do likewise.
- Develop specialist skills and expertise within the field of occupational therapy in general practice (primary care).
- Undertake local induction for new OT staff, OT students and appropriate others.
- Provide appropriate support to others to improve their knowledge and understanding and shares own knowledge, skills and experience with others during induction and training sessions for staff.
- Attend and represent Occupational Therapy at agreed meetings and professional activities with statutory and voluntary care agencies.
- Prepare for and take on active part in the annual appraisal (PDR) process in accordance with organisation policy in partnership with reviewer, identifies opportunities to develop own competence/own skills in order to achieve objectives.
- Supervise students as an accredited practice educator who adheres to the requirements of defined standards of practice and supervision.
- Delegate tasks to others, with retained responsibility for patient.
- Supervises work of therapy assistants.
- Be responsible for gathering/inputting activity data accurately and regularly and ensuring provision of such information promptly within local Cwm Taf Morgannwg UHB guidelines.
- Support the Integrated Community Network Manager and the Clinical Lead Occupational Therapy colleague to collect, analyse, interpret and present data for clinical audit purposes.
- Maintain accuracy of own personal information on Employee Self Service level of ESR, and undertake ESR Supervisor function.
- Use e-expenses to input and submit claims for expenses in line with organisational policy.

- Keep up to date and accurate clinical records on client caseload, observations and treatments in line with Code of Practice, and professional guidelines for Occupational Therapy and appropriately inform others of the individual’s status, aims of treatment and ongoing management plan with reference to confidentiality requirements.

The post holder is required to :

- Act within legislation, policies and procedures relating to information governance.
- Attend statutory/mandatory training.
- Hold responsibility for ensuring the Health & Safety policies and procedures are implemented in their designated area of responsibility.
- Undertake regular review risks within area of work, problem solving and resolving where possible and highlight risks to the Integrated Community Network Manager and the Clinical Lead Occupational Therapy colleague as required.
- Carry out environmental risk assessments.
- Take responsibility for the patient's safety when undertaking OT intervention.
- Maintain a high level of awareness of own values and beliefs.
- Manage complexity, uses critical thinking and analytical skills to underpin sound judgement, and ethical decision making.
- Incorporate critical reflection in daily activity.
- Promote and influence others to incorporate person centred/values based care into practice.
- Have knowledge of legislation and guidance that interrelates and impacts on Human Rights i.e. Health & Safety legislation, when interpreted in isolation can compromise opportunities for developing an acceptable client living patterns.
- Actively promote equality of opportunity and diversity in own area of responsibility. It is intended to go beyond compliance with equality legislation and move towards a situation where there is awareness in your area of and active commitment to the need to ensure equality of opportunity and the benefits of diversity.
- Adhere to the Royal College of Occupational Therapist’s Code of Ethics and Professional Practice.
- Work independently with advice and support usually available, but often at “arms-length” and/or by telephone.
- Have supervision available for monitoring work activities.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Degree/Diploma in Occupational Therapy. Professional registration as recognised by HCPC.	Post graduate training in Fieldwork Education. Member of BAOT.	Application form Interview References

	<p>Evidence of attendance on relevant short courses.</p> <p>Knowledge of current health and social care policies and application in clinical area.</p> <p>Knowledge of a broad range of health conditions and their impact on function.</p> <p>Knowledge and understanding of factors that can influence ability to function within community including physical cognitive, psychological, social and cultural.</p> <p>Evidence of commitment to CPD.</p> <p>Knowledge and application of principles of clinical governance and risk management.</p> <p>Knowledge of the roles of other professionals and the principles of partnership working.</p> <p>Detailed knowledge and understanding of professional ethics/standards and code of conduct, and their application in practice.</p> <p>Health and safety awareness.</p> <p>Knowledge of issues relating to health records and the ability to apply this (e.g. Freedom of Information Act, Data Protection Act).</p> <p>Evidence of critical appraisal/analytical thought.</p> <p>Knowledge of graded therapeutic intervention.</p>	<p>Membership of relevant special interest group.</p> <p>Knowledge of national drivers for health and social care provision within Primary Care.</p> <p>Demonstrate an understanding of developments around integrated working.</p>	<p>Pre-Employment Checks</p>
<p>Experience</p>	<p>A range of post graduate experience.</p> <p>Experience of working within community setting.</p>	<p>Evidence of student supervision.</p> <p>Key worker/Case Manager.</p>	<p>Application form Interview</p>

	<p>Managing a complex caseload.</p> <p>Inter-professional and multi-agency team working.</p> <p>Direct involvement with carers and families.</p> <p>Negotiation of service Development.</p> <p>Experience of delivering effective one to one and group interventions.</p> <p>Evidence of supporting service compliance with clinical governance requirements.</p> <p>Therapeutic handling and risk assessments in relation to patient care including severely disabled patients.</p> <p>Experience of appropriate delegation and supervision.</p>	<p>Experience of working within a mental health setting or other specialism.</p> <p>Management and/or supervision of staff.</p> <p>Negotiation of multidisciplinary working arrangements.</p> <p>Active involvement of clinical networks/clinical practice groups.</p> <p>Leading service developments and change.</p> <p>Awareness of current professional issues</p> <p>Experience of teaching / advising other professionals</p> <p>Ability to use reflective practice based on current evidence</p>	
Aptitude and Abilities Skills	<p>To use adapted manual handling techniques to incrementally improve client capacity to be independent.</p> <p>To be able to assess complex presentations and co-ordinate community resources to meet identified needs.</p> <p>Autonomous practitioner with self-management skills.</p> <p>Proven clinical reasoning/problem solving skills within practice.</p> <p>Planning and prioritisation of workload.</p> <p>Communicate complex information to a wide audience and adapt approach accordingly.</p>	<p>Ability to communicate in Welsh.</p> <p>Higher level of skill in IT e.g. data collection.</p> <p>Presentations skills to include use of audio-visual aids.</p> <p>The ability to interpret and assimilate national clinical guidance.</p> <p>Ability to lead, support, coach and motivate others.</p> <p>Evidence of teaching and /or In Service Training.</p>	Interview

	<p>Organisational skills eg. initiate multi-agency/ professional home visits.</p> <p>Evidence of critical appraisal /analytical thought.</p> <p>Ability to understand and carry out audit and research methodology.</p> <p>I.T. Skills.</p> <p>Be skilled in unpredictable situations e.g. aggressive behaviour of patients and/or carers.</p> <p>Possess motivational and reassurance skills.</p> <p>Professional confidence.</p> <p>Adaptive skills that embrace change and new developments.</p> <p>Ability to work well under pressure.</p> <p>The ability to maintain high levels of concentration, alertness and awareness in unpredictable environments.</p> <p>Ability to emotionally adapt to routine exposure to distressing circumstances e.g. profound disability, death, bereavement, information from traumatised clients.</p>		
<p>Personal Qualities</p>	<p>Team worker, with skills to work independently.</p> <p>Willingness to embrace innovative working practices e.g. role blurring, cross organisational boundary working.</p> <p>Ability to appraise own performance and identify areas for own personal development.</p>		<p>Application Form Interview References</p>

	<p>Ability to establish rapport quickly with service users.</p> <p>Enjoys using own initiative and is self-motivated, innovative and creative.</p> <p>Ability to work flexibly and respond to unpredictable, challenging work environments.</p> <p>Able to make positive use of clinical supervision.</p> <p>Commitment to service user centred, non-discriminatory practice.</p> <p>Caring and empathic to the needs of service users.</p>		
Circumstances	<p>To be able to travel around the UHB in a timely manner.</p> <p>To be able to work flexibly to meet the needs of the service.</p>		Application form Interview
Other	<p>Able to undertake the remit of the role.</p> <p>Enhanced DBS check.</p>		Application Form Interview Occupational Health Questionnaire

GENERAL 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.
- **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.
- **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.
- **Welsh Language:** In line with Welsh Language legislation and in compliance with the Welsh Standards, the health board must actively seek to employ staff with Welsh language skills to meet the needs of the Welsh speaking public. Please click [here](#) to assess whether a post requires staff to speak Welsh. Alternatively, prospective employees should be encouraged to learn Welsh to a satisfactory level if Welsh skills are deemed necessary to the job requirements. For further information on Welsh language skills requirements, please contact the health board's [Welsh Language Unit](#).
- **Confidentiality of Information:** 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. 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 Data Protection Act 1998 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 (Data Protection Act) and the HB Disciplinary Policy.

- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB 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 is committed to ensuring that no job applicant or employee receives less favourable 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 without bias. All staff are requested to report and 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.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **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 Infection Prevention & Control Policies and Procedures.
- **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. The post holder does not require a DBS Disclosure Check. *Delete as appropriate.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board 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.

Signed: (Post Holder) _____ Date: _____

Signed: (Directorate Manager) _____ Date: _____

Signed: (Divisional Manager) _____ Date: _____

Date Job Description compiled: _____

Date for Review: _____

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

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.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

‘Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B.** Walking /driving to work is not included’

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Expend moderate to heavy effort in manual handling and therapeutic handling procedures to carry out therapeutic interventions for several periods of the working day.	Daily	30 minutes	Training provided.
Use moderate degrees of manual handling on a daily basis for fitting and transporting specialist equipment.	Daily	5 minutes	Training provided.
Transport equipment to and from service users home/ community venues, placing and re-arranging furniture and equipment to promote function.	Daily	20 minutes	

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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.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

‘Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
On a daily basis the post holder is required to be able to sustain high degrees of mental effort/concentration for example to administer and analyse specialist tests.	Daily	30 minutes	Maintain prolonged periods of concentration when undertaking interventions especially to those service users with cognitive difficulties.
Prepare teaching materials for formal presentations and clinical supervision.	Monthly	30 minutes	
The work environment is one in which deadlines are to be met and there is a moderate level of work pressure. This is balanced by a supportive and adaptable work culture supported by the UHB “flexible working lives” approach.	Daily	1 hour	
Demonstrate the ability to maintain high levels of concentration, alertness and awareness in unpredictable environments and settings to include lone worker situations in the community on a daily basis.	Daily	Up to 2 hours	

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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.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Be able to manage one's own personal emotional responses as a result of prolonged exposure to service users' and carers emotions when they communicate their thoughts and feelings associated with their health condition and its resulting limitations.	Daily	1 hour	
Deal sensitively with individuals and family/carers who have high levels of anxiety and depression, pain, and/or limited functional capacity/rehab prospects.	Daily	1 hour	
Demonstrate an ability to adapt emotionally to regular exposure to distressing circumstances eg. profound disability, bereavement.	Daily	1 hour	
Demonstrate an empathic approach in emotional circumstances e.g. potentially disabling effect of a chronic illness.	Daily	1 hour	

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.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week/month?	For how long?	Additional Comments
This post is across the health board but will be required to travel throughout locations in Rhondda Cynon Taf/Merthyr across organisational boundaries on an occasional basis to undertake home visits assessments/clinical cover/attend training or meetings. When working within the community the post holder must be contactable via mobile telephone (which will be provided).	Daily	Up to 1 1/2 hours	
The post holder may be required to work alone within the community and the service user's home, therefore the post holder is responsible for assessing and managing the risk of the various environments, and to comply with the UHB lone working policy.	Daily	Up to 2 hours	
The job will involve daily exposure to body fluids as an integral part of personal care interventions and unpleasant working	Daily	1 hour	

conditions on an irregular basis including occasional exposure to animals, pests and verbal and physical aggression.			
The post holder is required to be flexible to: changing work patterns, weekend / evening work as required, overnight visits / training as required.	Daily	1 hour	
Demonstrate the abilities to deal appropriately with adverse environmental conditions (such as when undertaking visits, e.g. cold, damp, infestation, etc.) and unavoidable hazards (e.g. aggressive behaviour of service users or carers) with due regard for responsibilities under the Health & Safety at Work Act."	Daily	1 hour	