

Job Description

Job Information	
Job Title:	Senior Occupational Therapist
Directorate/Service:	Medical and Surgical Rehabilitation
AfC Band:	6
Responsible to:	Team Leader
Accountable to:	Clinical Therapy Manager
Base Location:	Southport
Job Code:	

Job Summary
<ul style="list-style-type: none"> To assess and treat patients within Southport & Ormskirk Hospital NHS Trust including home visits when required. To assist senior therapist in service development and the provision of a quality service. To take responsibility for members of staff and delegate duties as necessary, providing appropriate level of support at all times. To meet the Occupational Therapy/Rehabilitation Service objectives. To cover for absence when required

Key Responsibilities
<p>KEY DUTIES</p> <ul style="list-style-type: none"> To assess and identify the individual needs of patients and their carers, planning and implementing appropriate treatment programmes within both hospital and community settings. To record and report findings appropriately following the standard procedures used by the department to maintain high levels of written/verbal communication. To share skills/knowledge with other disciplines and patient/carers. To liaise with hospital/community-based staff as appropriate to ensure continuity of treatment and provision of equipment/adaptations to facilitate hospital discharge/prevent re-admission and support resettlement/re-enablement into the community. To ensure treatments offered to patients are based on the best available clinical evidence To attend ward rounds, case conferences and goal planning meetings <p>CLINICAL & PROFESSIONAL RESPONSIBILITIES</p> <ul style="list-style-type: none"> To assess and identify the individual needs of patients and their carers, planning and implementing appropriate treatment programmes within both hospital and community settings. To record and report findings appropriately following the standard procedures used by the department to maintain high levels of written/verbal communication. To share skills/knowledge with other disciplines and patient/carers. To liaise with hospital/community-based staff as appropriate to ensure continuity of treatment and provision of equipment/adaptations to facilitate hospital discharge/prevent re-admission and support resettlement/re-enablement into the community. To ensure treatments offered to patients are based on the best available clinical evidence To attend ward rounds, case conferences and goal planning meetings <p>ADMINISTRATIVE RESPONSIBILITIES</p> <ul style="list-style-type: none"> To be responsible for a designated area of work, as agreed with the occupational therapy team Leader to plan and organise efficiently and effectively with regard to patient management and use of time. To decide priorities for own work area, balancing other patient related and professional

- demands, and ensure that these remain in accordance with those of the department as a whole.
- To maintain accurate, comprehensive and up-to-date documentation, in line with legal and Trust requirements, and communicate assessment and treatment results to the appropriate multi professional groups in the form of reports and letters.
- To be actively involved in the collecting of appropriate data and statistics for the use of the Trust.
- 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 the prompt recording and reporting of incidents via the Datix system, informing the occupational therapy team leader
- To comply with the organisational policies and procedures, with involvement in reviewing and updating these as appropriate.
- To undertake any other duties that may be considered appropriate by the occupational therapy team leader.
- Develop and improve information sheets and booklets for patients, in line with trust policy as directed by occupational therapy team leader

TEACHING & TRAINING RESPONSIBILITIES

- To provide professional practice education of O.T. students on placement and to assist in the education and development of other health professionals.
- To actively assist in the promotion of Occupational Therapy through professional practice and delegated activities.
- To ensure continued professional development including attendance at relevant postgraduate training and actively participating in in-service training.
- To keep an up to date Personal Development Plan and Professional Development Portfolio.
- To participate in activity around clinical audit and work towards initiatives within department/service/directorate as appropriate.

LINE MANAGEMENT/SUPERVISORY RESPONSIBILITIES

- To ensure treatments offered to patients are based on the best available clinical evidence.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts/omissions.
- To ensure that any equipment, furniture or building in need of repair is reported in line with Trust procedure.
- To take advantage of clinical network opportunities and working parties within and outside the organisation. In close liaison with senior staff, to identify and contribute towards service development to address quality issues.
- To operate systems of supervision/appraisal for junior staff members.
- To develop own clinical knowledge and leadership skills and to share expertise for the improvement of patient care.
- To undertake research and ensure compliance with all Trust Research governance procedures.
- To be aware of and identify changes in service demand and report to senior staff.
- Contribute to the ordering and maintaining of materials / equipment / resources to facilitate patient care.
- In the absence of senior staff to take responsibility for the daily running of the department.
- To attend/participate in O.T. briefing sessions and to feedback and inform others as appropriate.

GENERAL DUTIES

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement Mersey and West Lancashire Hospitals NHS Hospitals Trust "Statement of Policy on Health and Safety at Work" and the Trust corporate "Health and Safety Policies and

Procedures". You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.

- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 (GDPR) and Caldicott principles.
- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.
- You will be expected to undertake the Trusts' commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous
- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.
- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust's continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the www.gov.uk website. Hard copies are available from the HR Department on request.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.

Job description and person specification created by Caitlin Edwards, date Jan 2017