

## Job Description

<b>Post:</b>	Occupational Therapist – Intermediate Tier
<b>Band:</b>	6
<b>Location/Base:</b>	Bury Community Venues
<b>Responsible to:</b>	Service Manager
<b>Main Contacts:</b>	Internal or external contacts

## Job Summary

To provide assessment and rehabilitation to a wide range of patients with physical disabilities both within Intermediate Care, Rapid Response and Community setting.

## Main Duties and Responsibilities

### Responsibility for Client Care

- To provide and receive complex, sensitive information to/from patients, their carers', multi-disciplinary team and Community Services.
- To assess, develop and implement specialist treatment programmes to meet the needs of patient with specific conditions to the post e.g. neurological disorder,/medical & surgical, musculoskeletal conditions or care relating to elderly patients.
- The administration and processing of standardised assessments.
- To attend reviews, case conferences and MDT meetings, sharing relevant client information as is appropriate.
- Assessment and subsequent treatment programmes will be holistic, addressing a patient's physical, cognitive/perceptual, psychological and social/emotional needs in the areas of domestic and personal ADL, in both Intermediate Care, Rapid Response and Community settings.
- To participate in the development of the Occupational Therapy Service, Intermediate Care and Rapid Response Services
- To demonstrate skills in dealing with the emotional needs of patients and their carers/parents through diagnosis and distressing situations.
- To manage a caseload independently and be able to liaise closely with the MDT to provide appropriate feedback.
- To be accountable for own actions.
- Demonstrate the ability to carry out safe patient handling, acting within Health & Safety guidelines when handling patient loads or equipment. Will attend annual mandatory training.
- To competently assess the patient at home and provide/fit the appropriate equipment to ensure their safety and independence within the allocated timescale.

To demonstrate skills in risk management when attending to patients with acute medical conditions and receive relevant training to facilitate appropriate action in an emergency.

To attend Health & Safety training as identified as being appropriate by the trust i.e. resuscitation, manual handling, fire lectures, child protection, managing violence and aggression.

Exposure to unpleasant working conditions is frequent. A working knowledge of infection control is essential.

To recognise own professional boundaries and seek advice and support where necessary.

To refer the patient to the appropriate external agencies.

### **Responsibility for Human Resources**

To provide day to day management of other OT's, OT assistants, instructors and support workers within the appropriate area and speciality for the post.

To take responsibility for the development, supervision and appraisal of support workers and junior staff on a daily basis.

To act as a Fieldwork Educator following relevant training, taking students on a regular basis.

To contribute to the teaching of other OT's and other staff.

To contribute to the identification of training needs within the team.

To participate in specialist training in areas of clinical expertise.

To promote the role of the OT in the Intermediate Care and community settings.

Responsible for junior staff and support staff.

### **Responsibility for Financial Resources**

Responsibility for equipment used in the course of assessment and treatment and the monitoring of supplies.

To be able to competently and safely assess for, provide and fit appropriate patient equipment. This may include specialised items of equipment i.e. specialist seating and bathing equipment.

To train colleagues in the safe use of equipment for assessment and treatment purposes.

### **Policy and Service Development**

To be aware of and adhere to PCFT objectives and departmental standards.

To take part in planning and facilitation of new developments both in service and in new clinical techniques.

To be aware of policies, professional standards and requirements and work in line with the same.

To attend internal/external meetings representing the service/profession.

### **Planning and Organising**

To manage own time and prioritise tasks and caseload across both Rapid Response and Intermediate Care.

To plan and organise a number of complex activities including home visits, community visits, discharge planning meetings as appropriate to the post.

To assist junior staff in planning and organising own caseload.

To refer service users to the appropriate external agencies as appropriate.

### **Analysis and Data Management**

To gather activity data accurately and regularly and ensure provision of such information promptly within local Trust Guidelines.

### **Research, Development and Audit**

To participate in Clinical Governance/Audit projects within the local service.

To develop research activities as appropriate, ensuring treatment is evidence based.

To contribute to others' research by providing data.

To take responsibility for own CPD regulated and monitored by the PDP framework.

### **Risk Management**

To assess risks within the workplace and environment and advise Service Manager as appropriate.

It is a standard element of the role and responsibility of all staff within Pennine Care 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/Data Protection Act**

Demonstrates the ability to record precise, clear and legible documentation in keeping with professional and departmental Standards of Practice.

Is aware of the importance of the Data Protection Act and legal implications of record keeping.

To share information with others, observing data protection guidelines.

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process.

### **General Duties of all post holders**

To undertake any other reasonable duty, which is appropriate to the band, when requested by Senior Staff.

To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.

To be aware of and work towards the Trusts strategic goals.

## **Standards of Business Conduct**

- The post holder will be required to comply with the organisations standing order and standing financial instructions and at all times, deal honestly with the organisation with colleagues and all those who have dealing with the organisation including patients, relative and suppliers.
- The post holder must ensure that their behaviour and interests inside and outside work do not conflict with their Trust position, duties and/or responsibilities.
- The post holder must comply with and support the development of the performance standards within the service/department to ensure the service is responsive to and meets the needs of its customers.
- The post holder will be required to develop and maintain good working relationships with all patients, service users, staff, contractors and where appropriate, members of the public.
- The Trust aims to maintain the good will and confidence of its own staff, patients, service users, NHS contractors and the general public. To assist in achieving this objective it is essential that at all times, the post holder carries out their duties in a courteous, sympathetic and professional manner.
- All post holders who are members of a professional body must comply with standards of professional practice / conduct. It is the post holders' responsibilities to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.

## **Equality and Diversity and Equal Opportunities**

- The post holder must carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders.
- The post holder must promote awareness of and respect for equality and diversity in accordance with Trust policies and procedures.
- The post holder is responsible for treating all staff, patients, service users, NHS contractors and the general public with dignity and respect at all times.

## **Safeguarding**

- Appointments to regulated and controlled activities require an enhanced DBS disclosure.
- All staff have a responsibility to promote the welfare of any child, young person or vulnerable adult they come into contact with and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.
- All staff should refer any safeguarding issues to their manager and escalate accordingly in line with the Trust Child and Adult Safeguarding Policies.
- All staff should familiarise themselves with the NICE Guidelines "when to suspect child maltreatment 2009."

## **Professional and Personal Development**

The post holder must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction Programme.

The post holder will be involved in a formal IPDR/KSF review with his or her manager at least every 12 months. Once performance / training objectives have been set, the staff member's progress will be reviewed on a regular basis, so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

The post holder will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

## **Confidentiality and Information Governance**

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to confidential documents and information relating to patients, service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the NHS unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

The post holder must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. The post holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.

The post holder must ensure compliance with the Data Protection Act 1998.

## **Health and Safety at Work**

The post holder is required to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to co-operate with the Trust in adhering to statutory and departmental safety regulations.

The post holder is responsible for ensuring that they do not intentionally or recklessly misuse or interfere with anything provided in the interests of health safety or welfare e.g. misuse of equipment.

The post holder is required to contribute to the control of risk and must report immediately, using the Trust Incident reporting system, any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public.

All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy.

## **Infection Control**

Infection Prevention and Control is the responsibility of all Trust staff.

All staff members have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control.

## Person Specification:

**Post: Occupational Therapist Band 6**

Attribute	Essential	Desirable	How Assessed
	The qualities without which a post holder could not be appointed	Extra qualities which can be used to choose between candidates who meet all the essential criteria	e.g. application form, interview, test, in-tray exercise etc.
<b>Education / Qualifications</b>	Diploma / Degree in Occupational Therapy  Education or willingness to complete short courses, and experience to post graduate diploma level  Current State Registration Certificate	Post graduate diploma / CPD	Application and interview
<b>Experience</b>	Significant post registration experience		Application and interview
<b>Knowledge</b>	Relevant specialist clinical experience at post graduate level  Specialist knowledge and application of Occupational Therapy assessment and intervention relevant to client group		Application and interview

<b>Skills and Abilities</b>	<p>Ability to assess the needs of individuals</p> <p>Ability to plan, carry out and evaluate treatment programmes</p> <p>Skills in personal organisation, administration, negotiation and problem solving</p> <p>Ability to work autonomously within a pressurised and unpredictable environment</p>	<p>IT skills</p> <p>Basic management skills</p>	<p>Application and interview</p>
	<p>Able to work effectively as part of a team</p> <p>Supervisory skills</p> <p>Good written and verbal communication skills</p> <p>Able to work under pressure. Flexible to meet the needs of the service</p> <p>Able to present information clearly in formal situations</p>		



<p><b>Work Related Circumstances</b></p>	<p>Willing to carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies</p> <p>Appointments to regulated and controlled activities require an enhanced CRB disclosure and registration with the Independent Safeguarding Authority (ISA), Vetting and Barring Scheme</p> <p>Use of a car or access to a means of mobility to travel across the Trust footprint in line with service needs</p>		<p>Application</p>
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