

North Bristol NHS Trust

Exceptional healthcare, personally delivered

Job Description

Job Details

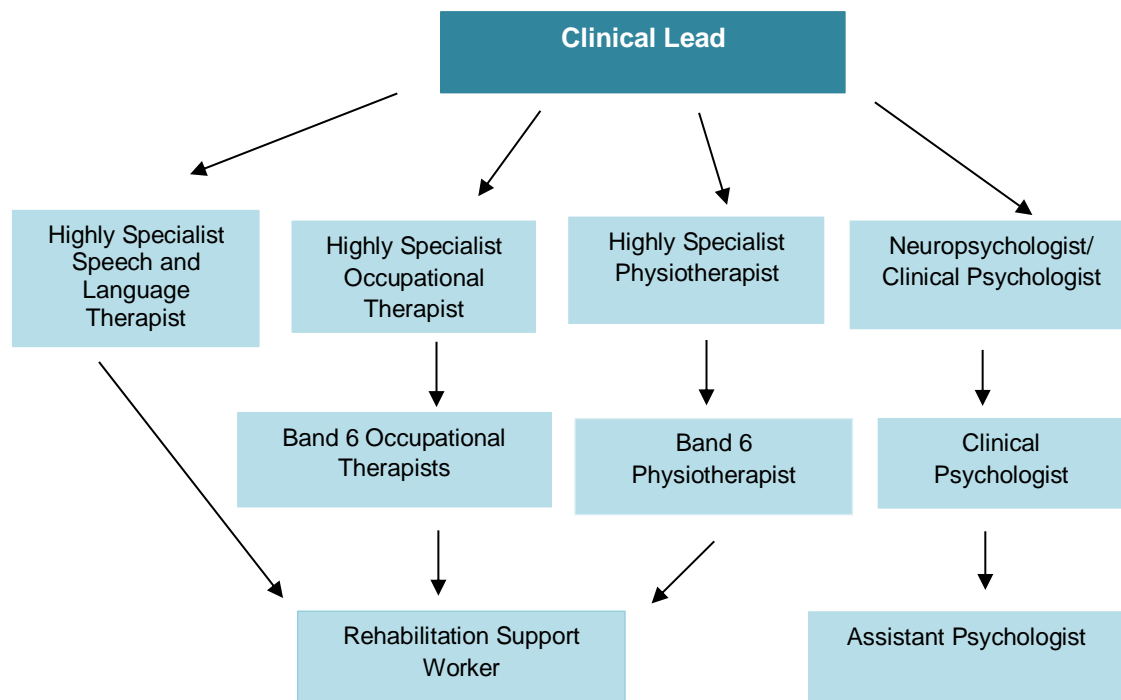
Job Title:	Occupational Therapist
Grade:	Band 6
Directorate:	Neuro-MSK
Location/Base:	Head Injury Therapy Unit, Frenchay Beckspool Building
Contracted hours:	Part-time, fixed term. (Maternity Cover)

Job Summary

- To provide a high standard of occupational therapy service to patients referred to the Head Injury Therapy Unit, assessing and treating within the unit, the patient's own homes and the community.
- To use specialised skills to provide a comprehensive Occupational Therapy service to patients, some of whom will have complex needs, including cognitive, emotional and physical needs.
- To ensure service provision is prioritised and service delivery is effective within resources available.
- To participate in the planning, development, and evaluation of Occupational Therapy services within the Head Injury Therapy Unit team, holding responsibility for defined department projects.
- You will be expected to travel regularly throughout the locality of the team and therefore access to transport is essential.
- The working hours will be across three days per week, with one working day being on a Thursday.

Organisation Chart/Accountability

Head Injury Therapy Unit (HITU)



Knowledge, Training, Experience and Skills Required

- Degree or Diploma in Occupational Therapy.
- Registration with the Health & Care Professions Council.
- Post registration experience as an occupational therapist in a Neurology setting.
- Evidence of clinical skills in a variety of settings.
- Post graduate training relevant to specialised area.
- Training in Child Protection and Protection of Vulnerable Adults.
- Evidence of the development of specialised skills and knowledge of the theory and application of occupational therapy assessments and interventions related to clinical specialty.
- Knowledge of the College of Occupational Therapists' Code of Ethics and Professional Conduct (2015).

- Knowledge of the legislation and roles of the NHS and Social Services in the provision of services to disabled people, with working knowledge of eligibility criteria for specific clinical specialty.
- A working knowledge of the role of clinical governance in the provision of occupational therapy.
- Working knowledge of the models, frameworks and approaches used in occupational therapy.
- Experience of audit and research in the provision of evidence based occupational therapy.
- Working knowledge of current best practice government initiatives and legislation in occupational therapy and specifically related to specialised area.
- Experience of working autonomously and as part of a team.
- Experience of working as part of a multi-disciplinary team, with working knowledge of each professional role in a healthcare setting and an ability to share intervention outcomes and participate in decision making.
- Experience of occupational therapy outcome measures and models of practice appropriate to clinical specialty.
- Commitment to lifelong learning.
- Experience of carrying out presentations in formal and informal settings.
- Experience of producing written reports to convey complex information in a straight forward manner.
- Experience of training or educating others, such as occupational therapy assistants, students, and work experience students.
- Ability to work in a busy and pressured environment.
- Experience of working with patients or carers who are distressed, anxious, confused or angry, or cognitively impaired and an ability to impart unwelcome information in a sensitive manner.
- Experience of communicating complex rehabilitation information to patients and carers.
- Experience of participation in supervision, both as supervisor and supervisee.
- Experience of analysing own development needs in relation to the post and producing a personal development plan and also to assist and support supervised staff in the identification of their development needs.
- Working knowledge of Trust policies and procedures related to Health and Safety, Clinical Governance and Personnel.

- Experience of liaising with other agencies including social services, safeguarding, case managers, care agencies, charities and solicitors.

The occupational therapist's core skills are:

- **Collaboration with the client:** building a collaborative relationship with the client that will promote reflection, autonomy and engagement in the therapeutic process.
- **Assessment:** assessing and observing functional potential, limitations, ability and needs, including the effects of physical and psychosocial environments.
- **Enablement:** enabling people to explore, achieve and maintain balance in their activities of daily living in the areas of personal care, domestic, leisure, productive and vocational activities.
- **Problem solving:** identifying and solving occupational performance problems.
- **Using activity as a therapeutic tool:** using activities to promote health, well-being and function by analysing, selecting, synthesising, adapting, grading and applying activities for specific therapeutic purposes.
- **Group work:** planning, organising and leading activity and information groups.
- **Environmental adaptation:** analysing and adapting environments to increase function and social participation.

Creek J (2003) Occupational Therapy Defined as a Complex Intervention

London: College of Occupational Therapists.

In addition, the therapist requires:

- Ability to travel by car to carry out home visits and community assessments.
- Developed skills in functional and standardised assessment tools and analysis of occupation.
- Developed skills in occupational therapy interventions appropriate for caseload, linked to clinical specialty.
- Developed clinical reasoning skills to evaluate patients' progress, reassess and adapt intervention as required.
- Skills in using different communication strategies and ability to modify the approach according to patients' and carers' own communication and understanding, needing to consider hearing impairment, altered perception, cognitive deficit, expressive and receptive dysphasia, pain, fear, mental health problems, dementia and learning difficulties.
- Skills in achieving a therapeutic relationship including counselling, listening, motivating, negotiating, and providing empathy and reassurance enabling patients and carers to achieve an optimum outcome.

- Ability to report informally and formally at multi-disciplinary meetings on patients' occupational performance, to members of the multi-disciplinary team and to external agencies.
- Ability to use a high level of manual handling skills e.g. when positioning or transferring patients in preparation for treatment.
- Ability to work in a variety of settings i.e., patient's home, workplace, or other community buildings.
- Ability to work singlehandedly with individuals and with groups.
- Ability to analyse professional and ethical issues.
- Ability to reflect and critically appraise own performance.
- Ability to organise and respond efficiently to complex information.
- Excellent written and verbal communication.
- Supervisory skills
- Training and presentation skills
- IT skills to use internet, email, patient data systems and word processing
- Organisational and time management skills to enable workload prioritisation and adaptability to ensure competing demands on time and resources can be met.
- Ability to cope with emotional and distressing situations.
- Ability to meet the mobility requirements of the post, including means to travel to home visits.
- Ability to use fine tools e.g. sharp knives and scissors when manufacturing thermoplastic splints.
- Ability to work with splinting materials and orthotics safely and correctly.
- Ability to communicate concerns regarding risks and needs with multi-disciplinary team and external agencies including social services, safeguarding teams and care teams.

Main duties & responsibilities of the post

Clinical

- To manage a caseload, some of whom will have complex needs, within a community brain injury rehabilitation service.
- To undertake complex and detailed occupational therapy assessments of patients' skills, cognition, occupational needs and need for specialist assistive devices and/or building adaptations. Consideration is given to a patient's views and wishes, medical history and prognosis, sensorimotor skills, communication skills, social skills, cognitive

abilities, behaviour, safety issues, environmental and psychosocial factors; and where appropriate, the viewpoints, abilities, and other issues of carers – these multiple factors are often conflicting.

- To analyse the results of the assessments, diagnosing the cause of problems, consider a range of options, formulate professional judgements, develop and organise the provision of OT interventions, assistive devices and/or minor adaptations, which are appropriate for the patient and others involved in their care.
- To work with patients to identify OT goals as part of the overall care plan.
- To plan and implement individual and/or group interventions, in collaboration with the patient, using specialist occupational therapy approaches to achieve therapeutic goals.
- To use therapeutic handling techniques to maximise the patient's potential and to minimise risk.
- To plan, organise and carry out home assessment visits with patients, and use specialist knowledge and skills to identify and assess patients' complex needs and risks.
- To take responsibility for the health, safety, and welfare of the patient during the visit and considering control of infection and management of medical needs when appropriate.
- To fit equipment with a high degree of accuracy and expertise, this may be undertaken in unpleasant conditions.
- To identify the need and refer to appropriate agencies for major building adaptations.
- To identify the need for upper limb splints and either construct and provide tailored splints which requires knowledge of the underlying condition, a high degree of accuracy, dexterity and well-developed skills in therapeutic handling or refer to appropriate services.
- To provide written and verbal information on the purpose, wear and care of splints.
- To assess for and prescribe appropriate manual or electric wheelchair provision, ensuring inclusion of all risk and safety issues related to patient and carer use are considered, including physical, psychological, and cognitive factors in order that the most appropriate chair is issued. The assessment for and prescription of an appropriate pressure relieving cushion should be included as part of this process. Patients identified with more complex postural needs will be referred to the Enablement Services Centre for further assessment.
- To monitor, evaluate and modify treatment for patients with multiple needs in order to measure progress and ensure effectiveness of intervention.

- To identify care needs required during rehabilitation and after discharge, make recommendations and refer for appropriate involvement of outside agencies to provide further rehabilitation or care.
- To prepare and train carers to be able to meet the patient's ongoing needs after discharge.
- To demonstrate and apply a broad level of understanding of the effect of disability and recommend adaptations to the patient's environment.
- To manage competing demands on time, this may involve reprioritising work activities and schedules e.g., to respond to a request for urgent assessment, supporting junior staff with a difficult situation.
- To undertake risk assessments in relation to patient and carers in order to reduce risk, maintain independence and improve safety. Provide advice and develop strategies in relation to outcomes and liaise with other professions/agencies regarding future management.
- To apply knowledge of both restoration and compensation therapy techniques.
- To ensure that up to date written and electronic records are maintained in accordance with Professional and Trust standards. To record statistical data as required.
- To assess risk, both physical, psychological, and social and to implement safeguarding procedures.

Communication

- To use a variety of verbal and non-verbal communication skills to ensure that the patient and/or carer understands the relevant advice and education given. This includes patients whose first language is not English, those who have interpreting requirements, a hearing impairment, altered emotional states, those shocked at their trauma, or a cognitive/learning/behavioural disability.
- To communicate the outcome of occupational therapy assessment, this may involve imparting unwelcome news and subsequent involvement in dealing with difficult family situations.
- To communicate sensitive information in an understandable form to patients and their carers and enable patient's co-operation in treatment.
- To communicate patient-related information effectively to ensure collaborative working with MDT colleagues across Health and Social Care sectors, demonstrating clinical reasoning and using sound negotiating skills on a daily basis to ensure delivery of a co-ordinated service.
- To gain a patient's consent to the undertaking of assessment and interventions.

- To provide specialist mediating and negotiating skills in situations where communication has broken down and to assist in managing conflict with support from senior colleagues.
- To adhere to Trust and professional policies and standards in relation to correspondence and confidentiality.
- To develop links and liaise with Social Services, primary care teams, intermediate care, education, employers, and voluntary organisations.

Professional

- To adhere at all times to the College of Occupational Therapists' Code of Ethics and Professional Conduct.
- To be responsible for all aspects of own professional activities, recognising own professional boundaries and seeking advice and supervision as appropriate
- To respect the individuality, values, cultural and religious diversity of clients and contribute to the provision of a service sensitive to these needs, whilst ensuring the individual's right to privacy and dignity.
- To have a good understanding of informed consent and patient's capacity to give consent, taking account of these within working practice.
- To demonstrate the ability to reflect on ethical issues and to provide guidance to junior staff as necessary.
- Putting government guidelines into practice within the specialty, considering the impact on professional ethics and advising line managers.

Training and Development

- To acquire the skills and knowledge to act as a specialist clinical resource within the team, keeping up to date with current practice in the field and attend appropriate courses.
- To demonstrate the ability to initiate, plan and implement the induction, training and education of students and other staff in this setting.
- To participate in the training and development of work experience students.
- To carry out in-service training to occupational therapists and other professionals and students when appropriate.
- To participate in mandatory training in line with Trust policy.

Leadership, Supervision and Appraisal

- In line with local guidelines, review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal.
- To undertake the supervision and appraisal of junior and support staff as delegated by a senior member of staff.
- To demonstrate basic leadership skills through the management of designated projects.
- To regularly be responsible for the supervision and written assessment of OT students on practice placement within the Trust.

Service Development and Delivery

- To participate in the planning, evaluation and audit of practice, clinical pathways and protocols within your area.
- To assist in the development of occupational therapy policies and guidelines.
- To participate in service reviews and implementation of development plans.

Professional Development

- To apply increasingly complex skills and knowledge in order to establish professional competence and fitness to practise.
- To demonstrate ongoing personal development through participation in internal and external development opportunities, recording learning outcomes in a portfolio.

Clinical Governance and Quality

- To contribute to the Trust's, Directorate's and team's clinical governance arrangements and quality agenda, including the setting and monitoring of practice standards, through reflection, action and review.
- To demonstrate understanding and application of national guidelines and legislation relating to health and social care provision.
- To implement current research and best practice adhering to the Trust's governance policies.
- To meet mandatory training requirements of the Trust and complete a performance appraisal yearly.

Operational Management

- To support the work of the senior occupational therapist.

- To exercise good personal time management, punctuality and consistent reliable attendance.
- To co-ordinate day to day activity of junior and / or support staff where necessary.
- To participate in staff meetings, team meetings and professional networks to remain informed and influence policy.
- To be responsible for the security, care and maintenance of any equipment used during assessment and treatment sessions, ensuring standards of infection control and safety are maintained.

Research and Practice Development

- To actively seek up to date research and disseminate findings throughout team.
- To demonstrate the ability to critically evaluate current research and audit projects, apply them to practice and disseminate findings at a local level.
- To broaden research and development skills through participation in local audit and research projects.

Working conditions / effort

- Daily repetitive manual and therapeutic handling of patients and equipment e.g., moving, positioning and treating patients.
- Moderate to intense physical effort on a daily basis to carry out assessments and treatment of patients with a range of conditions, manoeuvre wheelchairs and move equipment around the site and to patients' homes.
- Working on a range of public transport and different community settings.
- Frequent exposure to distressed, anxious and aggressive patients and relatives and dealing with emotional situations whilst working with patients with cognitive, communication and behavioural difficulties, and those with problems associated with substance abuse.
- Frequently imparting unwelcome news to patients and carers relating to patients condition and potential impact on their future.
- Working with patients with severe physical disability, cognitive impairment and communication problems, or mental health issues.
- To be able to concentrate for long periods of time throughout the day but deal with repeated and varied interruptions from staff and patients.
- Travel around the site and between hospital sites when required, and in the community. This may be done as a lone worker and may be in isolated locations.

- Working with patients with psychological problems contributing to physical pathology
- When working alone assessing and managing risk.
- Daily challenges to effective time management working in the unit, in patients homes or the community.

NBTCARES



NBT Cares. It's a very simple statement; one which epitomises how everybody across our organisation goes the extra mile to ensure our patients get the best possible care.

NBT Cares is also an acronym, standing for caring, ambitious, respectful and supportive – our organisational values.

And our NBT Cares values are underpinned by our positive behaviours framework – a framework that provides clear guidance on how colleagues can work with one another in a constructive and supportive way.

Improving the patient experience through your work

Patients are the most important people in the health service and are at the centre of what we do. Patients and carers are the 'experts' in how they feel and what it is like to live with or care for someone with a particular illness or condition. The patients' experience of our services should guide the way we deliver services and influence how we engage with patients every day in our work.

All staff should communicate effectively in their day-to-day practice with patients and should support and enable patients/carers to make choices, changes and influence the way their treatment or care is provided. All staff, managers and Board members should work to promote effective patient, carer and public involvement in all elements of their work.

We have a duty to involve, engage and consult with patients, carers and families about plans for health facilities and the provision of our services. North Bristol NHS Trust wholeheartedly embraces the principles of patient partnership and has made clear its commitment to involve patients in key aspects of its work, which will be further strengthened through becoming a Foundation Trust

Infection control

Compliance with all infection control policies and procedures will form an integral part of the practice of all staff working in a clinical environment. Each staff member will be responsible for familiarising themselves with the Infection Control Manual in the clinical areas and on the Trust's Intranet site. Staff must keep up to date with new policies and subsequent implementation in practice.

Staff must seek support and advice from Infection Control in all instances where cross infection is likely to have occurred or when managing situations involving patients with infections where guidance provided in the Policies is not applicable.

All staff must contact the Occupational Health Dept. if they are suffering from any form of infection which may put patients and other staff at risk.

Commitment to health and safety, no smoking, equal opportunities and harassment and bullying

Health and Safety/Security

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

No-Smoking Policy

As an NHS employer, the Trust has a duty to its staff and patients to protect them from the health hazard that smoking represents. Consequently, in line with the public health white paper, *Choosing Health*, the current policy will be that smoking will not be permitted anywhere on Trust property including all buildings, grounds and within leased/owned vehicles of the Trust. This applies to all staff, patients and visitors of the Trust. Failure by staff to comply with this requirement may result in recourse to the disciplinary procedure. Employees also have a responsibility to remind members of the public, visitors and other staff to refrain from smoking on Trust premises and to inform the appropriate manager if they witness repeat non-compliance.

Equal Opportunities

North Bristol NHS Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust's Equal Opportunities Policy.

All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly all staff have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations.

Copies of the Equal Opportunities Policy are available in the Personnel Policies and Procedures file in every department and on the intranet.

Harassment and Bullying

We believe that all people, whether staff, patients or visitors, are entitled to an environment in which the dignity of the individual is respected.

We are also firmly committed to promoting an organisational culture which values diversity and equality of opportunity and to preventing discrimination in all aspects of its employment practices and services. We regard harassment and bullying as totally unacceptable forms of behaviour that will not be tolerated or condoned.

Confidentiality and freedom of information

Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be **confidential** and must not be divulged without prior authority other than in accordance with the provisions of the Trust's Policy on raising concerns about Health Care Services as may be amended from time to time. Breaches of confidentiality will result in disciplinary action, and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Trust in any dealing they may have with Trust employees, their representatives, the media, general public or other organizations in which he/she may come into contact.

However, as a public body, the Trust has a requirement to publish particular information. Therefore, in addition to the above confidentiality requirements you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Trust with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

Safeguarding

North Bristol Trust are committed to safeguarding and promoting the welfare of children, young people and adults and to protecting them from all risks of harm. The organisation expects all staff to work to national and local children and adult safeguarding policies and procedures. The trust expects all staff and volunteers to be dementia aware and to support the care of people with dementia. All staff are expected to share this commitment and meet the competencies relevant to their role.

Job Description Agreement

Completed by

Authorised by.....

Date.....

This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Trust's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the postholder prior to the changes being made