

Job Description

Job Details

Job Title:	Occupational Therapist – Rotation Scheme, NCH&C
Job Reference Number:	
Band:	5
Ward / Department:	As allocated for each rotation
Directorate / Locality:	Specialist Services (CYPASS)
Essential Qualifications:	Professional Occupational Therapy qualification with HCPC registration

Job Purpose

The Norwich Post Graduate Occupational Therapy Rotational Scheme offers a broad base of clinical experience for post-graduate Occupational Therapists. Staff on the Rotation will be expected to work on any of the placements on the scheme.

The duration of the rotations are 8 months and cover the following areas:-

- Community services
- Intermediate care beds
- Neuro Science pathway Community and ward based services Specialist and Stroke
- Social services
- Supported Care Teams
- Wheelchair Services

Once the necessary competencies are obtained the post holder may be required to participate in weekend and bank holiday rotas and the hours of work for all placements can be variable across 24/7.

Organisational Arrangements

Accountable To:	The Senior Occupational Therapist within each area of the rotation, the Operational Manager for the service and ultimately to the Director of Nursing, Quality and Operations for managerial issues.
Reports To:	Senior OT (supervisor) within each location of the rotation
Responsible For:	This will be dependent on each rotation, but there may be line management and supervision of unregistered staff.

Main Duties & Responsibilities

Clinical

1. To be professionally and legally responsible and accountable for all aspects of own work.
2. To maintain a high standard of clinical care for the patients under your management.
3. To undertake the assessment of patients using investigative and analytical skills.
4. To formulate an individual management and/or treatment programme, using clinical reasoning skills and a range of treatment skills.
5. To undertake a variety of rotations which will provide a broad base for both personal and professional development.
6. To accept clinical responsibility for a designated caseload of patients, and, with support, to organise this efficiently and effectively with regard to clinical priorities and use of time.
7. To accept responsibility for ensuring the effective selection and use of all treatment resources available both in the department and on the wards.
8. To communicate effectively with other members of the multi-professional team, about patient issues in order to facilitate a team approach to patient care.
9. To communicate effectively with patients and carers to maximise rehabilitation potential and to ensure understanding of condition.
10. To assess capacity, gain valid informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.
11. To delegate to, and supervise, as required, the work of Occupational Therapy /generic Assistants and Technical Instructors.
12. To assist senior staff in the provision of advice, teaching and instruction to relatives, carers and other professionals, to promote understanding of the aims of occupational therapy and to ensure a co-ordinated approach to patient care.
13. To be responsible for equipment used, and to adhere to department equipment policy, including competence to use equipment.
14. To be aware of evidence as a base for practice, and participate in audit when required.
15. To be aware of challenging situations and seek support in managing these.

Professional

1. To comply with the College of Occupational Therapists' Code of Ethics and Professional and Trust Standards.
2. To maintain registration with the Health & Care Professions Council.
3. To maintain own clinical professional development (CPD) by keeping abreast of any new trends and developments and incorporate them as necessary into your work and to be an active member of the in-service training programme by the attendance and assistance at staff meetings, tutorials, training sessions, external courses and reflective practice.
4. To set objectives for personal development together with senior staff whilst on each rotation.
5. To maintain comprehensive and accurate assessment and treatment records in line with legal and departmental requirements, and communicate assessment and treatment results to the appropriate disciplines in the form of letters and reports.
6. To be involved in the rotational appraisal system and Trust Individual Development Review.
7. To respect the individuality, values, cultural and religious diversity of clients and contribute to the provisions of a service sensitive to these needs. The post holder will be aware of current equal opportunities and anti-discrimination legislation.
8. To take responsibility for negotiating your own supervision contract in each area of work.

Organisational

1. To collect data and statistics as directed by the lead Occupational Therapist.
2. To be aware of the 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 accidents and adverse incidents, and ensuring that equipment used is safe.
3. To comply with organisational and departmental policies and procedures within employing and secondment organisations.
4. Any other duties that might be considered appropriate by the Senior Occupational Therapists or Head Occupational Therapist.

Trust Values



Community

- As one Trust, we enhance the lives of our patients through our commitment, support and working together
- We are proud to serve our local Community by providing integrated quality services with our partner organisations
- We respect and value the trust we are given to enter our patients' homes and lives



Compassion

- We provide compassionate, co-ordinated and personalised quality care that is safe and effective
- We empower and educate our patients and their carers in the effective delivery and management of their own independence, health and wellbeing
- We are dedicated to holistic, compassionate care and demonstrate this through our commitment to our personal and professional development



Creativity

- Our expertise, commitment and creativity are key to the successful delivery of our services
 - We are always open to new ideas that support us in delivering effective compassionate care to our patients
 - We continuously innovate and implement efficient delivery of care
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Trust Behaviour Framework

- All post holders are required to adhere to the Trust's Behaviour Framework in the undertaking of their duties.



Care Respect and Dignity	We strive to understand each individual patient, service user, carer and customer's total needs as well as valuing and respecting our peers and colleagues.
Working Together for the Community	We are one team, whether working in teams locally, across NCH&C or with our partners for the benefit of our patients and services.
Integrity	We maintain high ethical standards, showing integrity and fairness in dealings with colleagues, partners and patients.
Taking Ownership	We take responsibility for our own performance, the success of our colleagues, our teams and the wider organisation.
Innovation, Flexibility and Resilience	We continuously seek more innovative ways of delivering care to patients and persevere in the face of challenging situations.

Research & Development

- May be required to undertake surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Safeguarding Clause

- Norfolk Community Health and Care NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and where applicable to the role successful applicants will be required to undertake a criminal records check via the Disclosure and Barring Service (DBS).

Infection Control

- Norfolk Community Health and Care NHS Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by Norfolk Community Health and Care NHS Trust.

Health and Safety

- Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- To ensure that the Trust's Health and Safety Policies are understood and observed and that procedures are followed.
- To ensure the appropriate use of equipment and facilities and the environment is maintained in good order.

- To take the necessary precautions to safeguard the welfare and safety of themselves, patients, staff and visitors, in accordance with the Health and Safety at Work Act.
- To undertake appropriate Health and Safety training to support safe working practice including, where appropriate, its management.

General

- All staff are required to respect confidentiality of all matters that they learn as a result of the employment with the Trust, including matters relating to other members of the staff and members of the public/patients.
- Maintain appropriate patient and clinical records in line with the Trusts policies and procedures, and in line with the agreed service specification.
- The post holder will be expected to participate in an annual appraisal of their work where the job description will be reviewed and objectives set. In line with the annual personal development plan the post holder will be expected to undertake any training or development required to fulfil their role.
- Ensure that all patients, clients and colleagues are treated at all times in an equitable manner, respecting diversity and showing an understanding of diversity in the workplace.
- The post holder must carry out their responsibilities with due regard to the Trust's Equality and Diversity Policies, Procedures and Schemes and must ensure that equality is promoted at all times.

This job description is not exhaustive and may be amended from time to time in consultation with the post holder. The post holder will be required to undertake any other duties as may be required for the effective performance of the post.

Supplementary Information

Please indicate in the boxes whether the post holder will be expected to work in or be directly exposed to the following factors:

FREEDOM TO ACT

		YES	NO
1.	Does the post holder generally work without close supervision?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Does the post holder work without direct access to a manager?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Does the post holder work without access to a manager by telephone?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Is the post holder the lead specialist in their field?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Each YES response requires completion in the 'Further Information' Section

How often on average does the post holder give guidance and advice to others?

Daily: ☒ Weekly: ☐

Other frequency (please comment)

How often is the post holder's work checked / monitored / assessed?

Daily: ☐ Weekly: ☒

Other frequency (please comment)

This may vary with each rotation. The post holder's work would generally be monitored on a daily basis.

PHYSICAL EFFORT

	YES	NO		YES	NO
1. Working in uncomfortable conditions		√	9. Standing / sitting with limited scope for movement		√
2. Working in physically cramped conditions	√		10. Kneeling, crouching, twisting, bending, stretching	√	
3. Making repetitive movements	√		11. Walking for long periods		√
4. Lifting weights / equipment without mechanical aid	√		12. Heavy duty cleaning		√
5. Climbing or crawling		√	13. Pushing / pulling trolleys or similar equipment	√	
6. Manipulating objects	√		14. Working at heights		√
7. Manual Digging		√	15. Controlled restraint ie in post requiring training/certification		√
8. Running		√	16. Moving patients	√	

Each YES response requires completion in the 'Further Information' Section

MENTAL EFFORT

	YES	NO		YES	NO
1. Carry out formal student / trainee assessments		√	8. Prepare detailed reports	√	
2. Carry out clinical / social care interventions	√		9. Check documents	√	
3. Analyse statistics		√	10. Drive a vehicle	√	
4. Operate equipment / machinery	√		11. Perform calculations		√
5. Give evidence in court / tribunal / formal hearings	√		12. Make clinical diagnoses	√	
6. Attending meetings (if yes, describe role in 'Further Info')	√		13. Carry out non-clinical fault finding		√
7. Carry out screening tests / microscope work		√			

Each YES response requires completion in the 'Further Information' Section

EMOTIONAL EFFORT

	YES	NO
1. Processing (e.g. typing / transmitting) news of highly distressing events		√
2. Giving unwelcome news to patients / clients / carers / staff	√	
3. Caring for the terminally ill	√	
4. Dealing with difficult situations / circumstances	√	
5. Designated to provide emotional support to front line staff		√
6. Communicating life-changing events		√
7. Dealing with people with challenging behaviour	√	
8. Attending scenes of accidents		√

Each YES response requires completion in the 'Further Information' Section

WORKING CONDITIONS

	YES	NO		YES	NO
1. Inclement Weather		√	11. Humidity		√
2. Extreme Temperatures		√	12. Contaminated equipment / work area	√	
3. Unpleasant Smells	√		13. Driving / Being Driven (normal conditions)	√	
4. Noxious Fumes		√	14. Driving / Being Driven (emergency conditions)		√
5. Excessive noise / vibration		√	15. Fleas / Lice / Infestation		√
6. Continuous use of VDU equipment		√	16. Dangerous Chemicals - Substances in Containers		√
7. Unpleasant Substances		√	17. Dangerous Chemicals - Substances (uncontained)		√
8. Infectious Material			18. Exposure to verbal aggression (little/no support)		√
9. Body fluids, Faeces / Vomit	√		19. Exposure to physical aggression (little/no support)		√
10. Dust / Dirt		√			

Each YES answer requires completion in the 'Further Information' Section

FURTHER INFORMATION

Please enter details of YES responses

Element (e.g. Mental Effort)	Ref No	Details of frequency & intensity
Physical Effort	2	Working in cramped conditions (when working in patients' homes)
Physical Effort	3	Some manual techniques for treatment may be repetitive.
Physical Effort	6	Moving equipment
Physical Effort	10	This may be necessary for some interventions
Physical Effort	13	This may occur when using hoists, or moving patients in wheelchairs/beds/commodores
Physical Effort	16	Moving patients in bed e.g. with glide sheets; moving/handling limbs.
Mental Effort	2	This will depend on type of rotation e.g. neuro, community, MSK, respiratory.
Mental Effort	4	Hoists, stand aids, ultrasound, TENS machine
Mental Effort	6	Multidisciplinary meetings; patient review meetings; unlikely to chair but possible.
Mental Effort	10	Home visits – may be expected to drive to home visits (own vehicle or pool car)
Mental Effort	12	As occupational therapists, expected to assess, clinically reason, and identify key problems.
Emotional Effort	2	Therapist may have to give bad news re: prognosis e.g. patient may not regain movement of the upper limb or may not be able to walk
Emotional Effort	3	May be involved with working with palliative patients
Emotional Effort	4	Some clinical scenarios can be challenging e.g. verbally challenging patient/family; patients with high acuity. These events are likely to be infrequent and the nature of these will vary according to the rotation.
Emotional Effort	7	This most likely to occur with cognitively impaired neuro patients or with patients with dementia.
Working Conditions	3	Ward environment where patients may have been incontinent
Working Conditions	9	Ward-based work will expose staff to all 3
Working Conditions	12	Staff may need to work with patients with infections wearing protective clothing

Working Conditions	13	Staff may drive/be driven to home visits.
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Manager responsible for completion of this document

Name:	Mary Page
Member of Staff to whom this document relates:	Rotational Band 5 Occupational Therapists
Date Completed:	August 2020
Review Date:	August 2021

Post Holder's Signature

Manager's Signature

Date Job Description Agreed

DISTRIBUTION: One copy to member of staff, one copy to personal file.

Please ensure Job Description is agreed and signed by both manager and employee