



Job description and specification



Occupational Therapist Band 7



JOB DESCRIPTION

JOB TITLE: Occupational Therapist

BAND: 7

RESPONSIBLE TO: Team/Service Lead

KEY RELATIONSHIPS:

Internal	External
Own Team Line Manager Medical staff, other therapy staff within the organisation Corporate Services – HR, Finance, Training and Development	GP Collaborative Care Social Services Acute Hospital Patients, carers and relatives Regulatory/Professional bodies Private sector providers Voluntary sector providers

CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The post holder will be expected to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

The post holder will hold a relevant clinical qualification to degree level or equivalent in Occupational Therapy and work as an occupational therapist within the neurology services as a community practitioner or within an identified inpatient setting.

Working as part of a multi-disciplinary team, they will manage a caseload of patients with multiple pathologies/complex neurological needs, using evidence based practise, the principles



of occupational therapy practise and patient centred practise, to ensure a high quality service to all those referred to the teams.

They are required to take a lead role in the leadership of junior staff and support assistants, through supervision, training and appraisal.

Key Responsibilities:

1. Provide a range of specialist Occupational Therapy assessment of patients, including those with multiple pathologies and complex neurological needs, taking into consideration the patient's physical/cognitive/perceptual skills to identify the patient's abilities and areas of difficulty.
2. To be responsible for organising and prioritising own caseload in the day to day allocation of work, whilst being able to work flexibly to meet the needs of their patients, their relatives and carers and the service.
3. To deputise when required in the absence of the Team/Service Lead and delegate appropriately to more junior members of staff, support workers and rehabilitation assistants as appropriate.
4. To have organisational knowledge relating to Trust protocols and procedures and adhere to them.
5. To be responsible for providing accurate records of information required by the Trust for audit purposes.
6. To ensure effective risk management at team level by accident/incident reporting, assessing and controlling risk and ensuring residual risks are added to the Trust register.
7. Provide specialist clinical advice to other team members on the suitability of various assessments and intervention methods where appropriate.
8. To take a lead role in the education, supervision and training of more junior members of staff, support workers and rehabilitation assistants
9. Act at all times as a role model for Occupational Therapy, raising the profile and value of the role.

Leadership

1. Undertake day to day clinical prioritisation and work planning, for self and that of the service as required to ensure the provision of a high quality service.
2. To participate and take a lead role in the development of an effective team and the development of productive working relationships throughout the Trust.
3. To facilitate the development of a positive and 'supportive' team culture by taking responsibility for dealing effectively with potential conflict.
4. To maintain good professional standards of behaviour and appearance.
5. To advise, encourage and share knowledge utilising the latest research and practice development, through literature, peer reviews and in-service training programme.
6. To be responsible for maintaining own competency to practice through continuing professional development activities, maintain a portfolio which reflects personal development and encourage others to do likewise.
7. To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols and guidelines as appropriate.
8. To participate in the audit process, linking in with the clinical governance agenda.
9. Evaluate the quality of own work and make improvements where necessary ensuring all issues and related risks are raised with Manager.
10. Report all complaints and or incidents with accordance with Trust procedures and ensure Manager is informed.



11. To deputise as required for the service/Team Lead in their absence and activity support and be involved with service development.
12. Lead on or contribute to designated projects as delegated across the areas of clinical responsibility.
13. To have an awareness of patient metrics and information for example KPI's and CQUIN targets.

Clinical Skills

1. To act as an autonomous, registered practitioner who is legally and professionally accountable for own unsupervised actions guided by the professional code of conduct and Trust guidelines and protocols.
2. Provide a specialist Occupational Therapy assessment of patients, including those with multiple pathologies/complex neurological needs, taking into consideration the patient's physical/cognitive/perceptual skills to identify the patient's abilities and areas of difficulty.
3. Have specialist knowledge in the field of neurology in order to carry out OT assessments and interventions in both one-to-one and group sessions, underpinned by relevant theoretical approaches whilst ensuring regular evaluation of the care plan.
4. Assess patient understanding of suggested occupational therapy management/rehabilitation programme, gain valid informed consent and to have the capacity to work within a legal framework with patients who are unable to consent to treatment.
5. Continuing evaluation and reassessment of patient progress and the altering of treatment programmes if required of own caseload and of others as appropriate.
6. To be responsible for maintaining accurate and evaluative / comprehensive patient records in accordance with the Service / organisation standards on record keeping, and in line with BAOT standards of practice.
7. To take a lead role in the guidance of student Occupational Therapists to adhere to best practice.
8. Work with others to establish a service which facilitates the patients' timely discharge from the service.
9. Ensure treatment offered is based on the best available evidence for effectiveness in the specialist area where it is applied.
10. Work within Trust clinical guidelines and HCPT/BAOT professional guidelines to monitor own and others quality of practice.

Computer/Administration

1. To be computer literate and encourage implementation of the Trust's IM&T Strategy.
2. To ensure accurate recording of actions, and updating patient's records, maintaining confidentiality at all times.
3. Responsible for maintaining accurate and comprehensive patient records, in line with professional standards of practice and within the parameters lead down in Trust Record Keeping policies and Information Sharing Protocols.
4. Keep a record of equipment issued and returned, as required by the various suppliers and departmental procedures.
5. Participate in general clerical duties, administrative tasks and organisation of the service as required.
6. Responsible for own time management and monitoring of others through supervision.



Communication

1. To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within and outside of the Trust.
2. To be able to communicate information of a sensitive or complex nature, or information that may be perceived as unwelcome to a patient and their family/representative regarding; their mobility, expectations of rehabilitation or the degenerative nature of the patient's condition.
3. To anticipate barriers to communications and resistance to change and to be able to manage these effectively, liaising and seeking appropriate support as required.
4. To have a wide range of knowledge in approaches to communicating and managing patient care.
5. Communicate agreed treatment/care plans to other colleagues and partnership agencies and liaise with them at formal and informal meetings.
6. Provide written and verbal reports as required at any stage in the treatment process.

Training

1. To lead in the education, appraisal, supervision and training of more junior members of staff, support workers and rehabilitation assistants.
2. To ensure own continued professional development and support a culture of lifelong learning in self and others.
3. To undertake, and assist, in the planning of own mandatory training and workshops.
4. To actively participate and undertake a regular appraisal, developing a personal development plan in conjunction with your supervisor.
5. To lead and participate in the in-service training programme through, co-ordination of, attendance at, participation in, in service training programmes.



Additional Information

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

Risk Management

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

Safeguarding Children and vulnerable adults

North East London NHS Foundation Trust (NELFT) is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.

Standards of Business Conduct & Conflict of Interest

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

Sustainability

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.



Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

Codes of Conduct

North East London NHS Foundation Trust (NELFT) requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for my own work and the proper performance of the people I manage;
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community;
- Take responsibility for my own and continuous learning and development

Data Protection

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

Information Security and Confidentiality

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.



Equality and Diversity

North East London NHS Foundation Trust (NELFT) is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

Key Performance Indicators (KPI)

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.



