

THERAPY SERVICES

Job Description

Job title	Rotational Band 6 Occupational Therapist
Base	Occupational Therapy Department (Orthopaedics) Nuffield Orthopaedic Centre and John Radcliffe Hospital Oxford.
Division:	Neurosciences, Orthopaedics, Trauma, Specialist Surgery, Children's and Neonates (NOTSSCaN) Division.
Grade	Band 6
Hours of work	37.5 hours
Managerial accountability	Head of Therapies – Trauma and Orthopaedics
Professional accountability	OT Service Manager
Details of special conditions	

Purpose of post
<p>Band 6 rotational scheme involves rotations in the following areas:</p> <p><u>Inpatients</u> Providing Occupational Therapy services to patients across all orthopaedic inpatient wards.</p> <ul style="list-style-type: none"> Enhanced Recovery for patients who are anticipated to require rapid assessment, intervention and discharge. Rehabilitation for complex patients likely to require intensive input (amputations, bone tumours, limb reconstruction). The Bone Infection Unit. This is the country's only specialist unit dedicated to the investigation and treatment of patients with all aspects of bone or joint infection. <p><u>Pre-operative Service</u></p> <ul style="list-style-type: none"> Preoperative triage Clinic-based assessment Home assessment Patient education sessions <p><u>Rheumatology Service</u> Outpatient appointments assessing and providing intervention for rheumatologic conditions. Including patient education sessions, work and home visits.</p> <p><u>Sarcoma Service</u> Working as part of the Oxford Sarcoma Service supporting patients both pre and post operatively.</p>

Research opportunities.

Prosthetic Service

Providing Occupational Therapy services to children and adults. Outpatient clinics and home visits, school visits and work visits as required.

Trauma Service

To work as part of the trauma and plastics therapy service and wider trauma MDT.

Principle Duties and Responsibilities

Clinical

- To undertake assessment, treatment, education and support for trauma and orthopaedic service patients and their carers. This will involve clinical reasoning and autonomous complex decision making using best available evidence.
- To provide holistic, timely OT intervention to facilitate safe hospital discharge.
- To be able to justify rationale for provision or non-provision of adaptive equipment, demonstrating its safe use and care to patients, staff and carers. Provide support for junior staff regarding complex issues.
- To have a day to day responsibility for managing a complex and diverse caseload and co-ordinating safe and effective patient discharge.
- To organise, complete and document assessments in patient's home, work and educational environments.
- To provide education and treatment for in-patients, out-patients, patients attending pre-operative clinic, rheumatology clinics, prosthetics clinics and patient education sessions.
- To assist the Occupational Therapy Service Manager in the day-to-day supervision, education and support of Band 5 Rotational Occupational Therapists, Therapy Assistants and Occupational Therapy Students.
- To assist the Occupational Therapy Service Manager in the day-to-day delivery of the Occupational Therapy Service.
- To support junior staff members to effectively manage their clinical caseload.
- To enable patients to achieve effective coping and self-management skills.
- To advise patients and carers or other health and social care professionals regarding adaptations to social and physical environments and make relevant referrals and recommendations to meet patient needs for safe hospital discharge.
- To maintain accurate records on all aspects of occupational therapy intervention in compliance with Oxford University Hospitals NHS Foundation Trust, Royal College of Occupational Therapy and NHS guidelines.

MAY 2022

- To evaluate continuously Occupational Therapy intervention and to maintain a high standard of clinical and professional practice at all times.
- To comply with data activity recording in accordance with professional and Trust standards.
- To promote the role of OT through integrated working and explaining role of OT to patient and carers.
- To participate in the Weekend/Bank Holiday working rota as required.

Communication

- To communicate effectively both written and verbally at all levels. To identify the need and coordinate multi-disciplinary case conferences as indicated to ensure safe and effective discharges from hospital.
- To write clear and appropriate referrals to community teams to support patients and their families post operatively both with equipment and social support.
- To competently use IT systems to communicate patient intervention.
- To communicate with patients and their relatives/carers regarding interventions and treatment programmes.
- To give relevant information regarding assessment, treatment and outcomes, and where appropriate explain clinical reasoning to patients and their relatives/carers.
- To promote good working relationships with all disciplines within both the Division and Trust.
- To provide and receive information (some of which may be complex or sensitive) requiring tact, negotiation and to be able to manage barriers to understanding.
- To liaise and network with Specialist Sections and other Occupational Therapists locally and nationally regarding models of care and service provision.
- To liaise effectively with the Orthopaedic leads, nurses and Occupational Therapy Service Manager in the management of the Orthopaedic Service.
- To use effective and variable interpersonal skills to listen and provide support and empathy to patients and their carers.
- To welcome and deal with enquires regarding the Orthopaedic Occupational Therapy Service in an informed and appropriate manner.
- To represent the Orthopaedic Occupational Therapy Service at required Governance meetings.
- To attend staff meetings, Group Clinical Supervision, In-Services, Journal Clubs and other service related meetings.

Management

- To demonstrate good time management, punctuality and consistent reliable attendance.
- To assist the Occupational Therapy Service Manager in the planning and co-ordination of the efficient day to day running and development of the Occupational Therapy Service.

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- Manage and prioritise own and Band 5's and Occupational Therapy Assistant's caseload.
- To assist the Occupational Therapy Service Manager in ensuring that all the occupational therapy equipment in the Orthopaedic Occupational Therapy Service is stored safely and maintained in safe working order.
- To assist the Occupational Therapy Service Manager in the management of change and to ensure cost-effective use of available resources.
- To chair departmental and inter-departmental meetings as required.
- To record departmental statistics and other information as required by the Occupational Therapy Service Manager.
- To be aware of and adhere to all Oxford University NHS Foundation Trust and relevant NHS policies, procedures and guidelines.
- To assist the Occupational Therapy Service Manager by supervising the Band 5 Occupational Therapists and Therapy Assistants, including individual performance reviews.
- To participate in the Therapy Services performance and development review process, setting objectives, developing a personal development plan and professional portfolio.
- To assist with organisation and delivery of departmental in-service training and development.
- To participate in the implementation of policy and service development. This may include developing protocols, guidelines and patient information leaflets related to orthopaedic treatments to improve patient care.
- To network locally with health and social care services and promote service integration.

Education and Training

- To have an awareness of current trends in treatment techniques and professional issues and to participate in active learning by appropriate study, by attending relevant training and contributing to in-service training programmes as appropriate.
- To ensure all mandatory training is up to date.
- To be involved in the induction and orientation programmes of new Occupational Therapy staff and students to the Orthopaedic Occupational Therapy Service.
- To assist in welcoming visitors to the department and discuss the Occupational Therapy Service in an informed and appropriate manner.
- To be involved actively in practice education for undergraduate Occupational Therapists (including taking sole responsibility for the supervision and assessment of students whilst on practice placement).
- To assist the OT Service Manager in the development and maintenance of a high profile occupational therapy service; through effective communication, teaching and presentations.
- To contribute to educational programmes and courses when required. Provide advice to colleagues in community services regarding post-operative management of patients who have undergone surgery treatment.

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Research

- To keep abreast of relevant clinical research and issues pertinent to clinical practice, with an aim to provide evidence based care.
- To liaise with other colleagues who may require assistance in research projects.
- To develop and propose local research and audit projects. Collect research or audit data required by other professions or for own research or audit projects.

Risk Management

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the:

- Major Incident Policy
- Fire Policy
- Incident Reporting Policy

and should make themselves familiar with the 'local response' plan and **their** role within that response.

Responsibilities for Health & Safety

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

Infection Control

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the OUH NHS Foundation Trust has the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

Child Protection

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The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

Information Governance

All staff must complete annual information governance training. If you have a Trust email account this can be completed on-line, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

Data Quality

Data quality is a vital element of every member of staff's job role. The Oxford University Hospitals NHS Foundation Trust recognises the importance of information in the provision of patient care and in reporting on its performance. Data quality is therefore crucial in ensuring complete, timely and accurate information is available in support of patient care, clinical governance, performance management, service planning, and financial and resource planning and performance.

All staff should ensure that they have read and understood the Trust's Data Quality Policy.

This job description is intended as a guide and may be revised and updated with the post holder as appropriate to meet changes and demands within the Services.

Jacqueline Sherwood
OT Service Manager

October 2021