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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

CAJE REF: RVC/2022/0043 – No significant
change from RVC/ABM-BDL20

SWANSEA BAY UNIVERSITY HEALTH BOARD

JOB DESCRIPTION

JOB DETAILS:

Job Title	Occupational Therapist
Pay Band	Band 7
Division/Directorate	Primary Community and Therapies Service Group
Department	Occupational Therapy

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Head of Occupational Therapy
Reports to: Name Line Manager	Team Leader and Locality Lead
Professionally Responsible to:	Head of Occupational Therapy

Our Values

In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”.

Job Summary/Job Purpose:

1. To be a clinical leader for Occupational Therapy within identified specialist area leading by example, demonstrating good practice, openness and responsiveness to emerging evidence.
2. To manage a defined caseload within specialist area, using evidence based /client centred principles to assess, plan, implement and evaluate the outcomes of intervention where appropriate; hospital, community, patients homes, schools, outpatient settings and maintaining associated records. To organise this efficiently and effectively with regard to clinical priorities and use of time.
3. To provide highly developed expertise within the MDT setting.
4. To provide clinical leadership for junior staff, through supervision and appraisal as delegated by line manager.
5. To participate in the planning, development and evaluation of Occupational Therapy Services within a designated area/team, holding responsibility for defined projects.

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6. To contribute to the maintenance and development of the Health Board Occupational Therapy Service.
7. To be a strong advocate for the OT profession and seek opportunities for service progression in line with Government driver

DUTIES/RESPONSIBILITIES:

<p>Communication</p>	<ol style="list-style-type: none"> 1. Establish rapport with the client before applying other professional skills. 2. Communicate role and purpose of Occupational Therapist clearly to client and/or carers. 3. Communicate condition related information and results of assessments to clients/carers, which may include sensitive, contentious and/or complex information. 4. To provide effective listening & communication in the management of situations where there may be barriers to understanding such as communication difficulties, language barriers, cognitive impairment, or where the atmosphere is highly emotive and potentially distressing e.g. terminally ill or severely disabled clients. 5. To provide client information leaflets/booklets to enable them to safely manage their condition relating to daily activities. 6. Provide and receive complex sensitive information in an understandable form to clients, carers, colleagues, and students where motivational, persuasive, empathetic and re-assurance skills are required. 7. To provide concise professional verbal & written reports at relevant team meetings, care planning meeting or ward rounds, detailing outcomes of specialist assessment, detailed care management plans, including complex interventions, specialist actions and highlighting areas of need as required. 8. Communicate effectively with other members of the Occupational Therapy Service and multi-disciplinary team both formally and informally. 9. Establish and monitor relationships with colleagues both multi-disciplinary and multi-agency to improve effectiveness of service delivery and reduce duplication. 10. To exercise effective robust communication networks with team and partner agencies, both locally and nationally, to ensure effective service delivery and development. 11. To promote awareness of the role of Occupational Therapy within the multidisciplinary team, other agencies and external groups. 12. Participate and lead in network and national groups and opportunities to present in conferences 13. Contribute to the effective flow of information within the Occupational Therapy Service 14. Demonstrate the ability to balance professional issues such as confidentiality and duty of care in a multi-disciplinary setting in order to work effectively 15. Share acquired knowledge and skills with members of the
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	<p>Occupational Therapy Service and multi-disciplinary team, peers, students and others as requested by the Head of Service using a variety of teaching methods and presentation skills including virtual platforms.</p> <p>16. Ensure that communications on all platforms including social media are always professional, comply with GDPR, professional, HB and departmental standards/ policies and enhance the OT profession.</p>
Education and Training	<ol style="list-style-type: none"> 1. Hold a qualification approved by the College of Occupational Therapists (degree or other relevant qualification) enabling registration with the Health Professions Council as an Occupational Therapist. 2. Working at Masters level and complete Masters Modules/ be working towards MSC 3. Adhere to the RCOT Code of Ethics and Professional Conduct and the Statement of Conduct of The Occupational Therapy Board. 4. To be professionally and legally responsible and accountable for all aspects of own work, including the management of clients in your care. 5. Keep up to date and understand the requirements of the implications for service delivery i.e. Unified Assessment and National Standards e.g. NICE, Healthier Wales, Pillars of Professional Practice 6. Use and apply complex specialist skills underpinned by theoretical knowledge of professional practice in order to maintain professional competence and fitness to practice as an Advanced Occupational Therapist. 7. Be aware of professional developments in assessment and intervention within service area, evaluate & monitor their effectiveness and implement as best practice. 8. Understand the influence of National and Local Health, Social Care and Well Being Strategies on Occupational Therapy Practice. 9. Ensure that professional practices are evidence based and that practices are evaluated and monitored for continual improvements 10. Complete and implement leadership skills learnt and developed using a Management course such as Footprints, ILM etc.
Management	<ol style="list-style-type: none"> 1. Manage highly specialist client caseload autonomously. 2. Plan, organise and adjust a number of complex activities and intervention programmes 3. Autonomously manage self, planning clinical time around other professional duties e.g. teaching, audit, development. 4. Develop and implement systems to ensure effective running of the team. 5. Demonstrate the ability to assist the Locality Head Occupational Therapist to manage monitor and evaluate own and team's performance through supervision, audit of caseload etc 6. Undertake any other duties as requested by the Clinical Lead & Asst Head of Occupational Therapy Services. 7. Motivate staff in order to maximise performance and facilitate areas to enhance job satisfaction. 8. Identify and minimise interpersonal conflict within the team.

	<ol style="list-style-type: none"> 9. Co-ordinate the activities of junior and support staff in the treatment of clients within designated area. 10. Provide clinical leadership, specialist professional advice and practical guidance within the team regarding complex cases. 11. Undertake the supervision and appraisal of junior and support staff as delegated by line manager identifying developmental needs and support the individuals in the development of their Personal Development Plans. 12. Understand a range of coaching and motivational tools to promote good practice and support CPD within your teams 13. Be a resource for training of peers and other health professionals. 14. Be responsible for the supervision and assessment of Occupational Therapy students on practice placement within the Health Board. 15. Initiate, plan and implement induction, training and education of students and support staff. 16. Contribute to the supervision and education of work experience placements.
Clinical	<ol style="list-style-type: none"> 1. To understand the implications of relevant clinical practice on occupational therapy management of patients. 2. To autonomously manage a caseload within specialist clinical area, conducting assessments, planning and carrying out individualised intervention, evaluating effectiveness of interventions and adjusting accordingly. This is undertaken utilising expert knowledge, clinical reasoning and problem solving skills, in order to analyse treatment options available to the individual client. 3. Carry out planned intervention, which may include any of the following if related to your clinical area: <ol style="list-style-type: none"> a. Specialised individual or group intervention plans b. Participation in multidisciplinary intervention programmes c. Prescription, provision and instruction on the safe use of adaptive equipment, utilising specialist knowledge of a broad range of equipment. This will involve knowledge of systems, resources, procurement and delivery arrangements. d. Instruction of the client and/or carer in adaptive techniques e. Fabrication and application of splints f. Provision of complex individual manual handling plans to inform community services of appropriate handling needs g. Referral to community services and other agencies to arrange appropriate client support services to facilitate discharge. h. Co-ordination of commencement of services within the community, including delivery of equipment to facilitate client's safe discharge home. This will include knowledge elements of cross boundary working which involves a range of external policies and procedures. i. Management and practices in community settings

	<p>including LA such as schools, FEI, residential settings, prisons, forensic units etc.</p> <ol style="list-style-type: none"> 4. Work with clients and carers to negotiate and identify their Occupational Therapy goals as part of their overall care plan 5. Monitor and evaluate treatment in order to measure progress and ensure effectiveness of the intervention and record outcomes for all clients on caseload, audit outcomes and share with peers and members of MDT and multi-agency. 6. Autonomously carry out specialist standardised and non-standardised assessments. 7. To undertake safe moving and handling procedures with knowledge of specialist handling techniques, positioning, and normal movement. To undertake frequent client moving and handling involving use of static postures and manual dexterity to facilitate assessments and interventions involving all activities of daily living. 8. Respect the individuality, values, cultural and religious diversity of clients and contribute to the provision of a service sensitive to these needs. 9. Apply a high level of understanding of the effect of disability and provide training and advice on lifestyle changes and adaptations to the clients' social and physical environment. 10. Visit clients' homes single-handed to review home environment and check appropriateness of environment to accommodate large items of equipment such as beds, pressure relieving mattresses and hoists. 11. Transport and fit equipment in the client's home, observing relevant environmental factors. This will include instruction in the correct use of the equipment e.g. toilet aids to clients, relatives and carers and will include the safe handling of inanimate loads within national safety limits. This is often carried out single-handed, utilising the lone worker policy appropriately. 12. Post-discharge evaluation may include post discharge assessment of complex cases to ensure discharge arrangements such as moving and handling plans and equipment are safe and appropriate 13. Directs junior and support staff in their delivery of, and responsibility for client/ client care 14. Conditions encountered in the hospital or community may at times be unsanitary and involve exposure to unpleasant substances, bodily fluids and odours 15. Participate in multi-disciplinary team meetings, contributing to decisions with regard to the clients' care. 16. Work with other agencies to contribute to the discharge process by communicating the discharge requirements of clients on own caseload 17. Demonstrate clinical judgement to acknowledge limitations in own practice and seek help to develop professional competence/ practice. 18. Works autonomously to undertake highly specialist occupational therapy assessments for a designated caseload within this setting, addressing occupational performance and skill deficits by diagnosing the clients' problems, using analytical skills to
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	<p>formulate solutions, which will enable the client in areas of self-maintenance, productivity and leisure.</p> <ol style="list-style-type: none"> 19. Identifies issues of risk by undertaking a comprehensive risk assessment of the client, their needs and their environment. 20. Make clinical judgements involving highly complex facts/ situations requiring analysis, interpretation and comparisons of a wide range of therapeutic options in order to decide on the best course of intervention. 21. Takes responsibility for making decisions in respect of accepting referrals and discharging clients from the service. 22. Relevant clinical outcomes and patient related outcome measures are collated and evaluated to continually improve service delivery 23. Ensure timely accurate electronic records, statistics and data collection as appropriate
Professional	<ol style="list-style-type: none"> 1. Demonstrate a sound understanding of clinical governance and risk management identifying implications for self, clients and colleagues. 2. Ensure the use of evidenced based practice in line with national, local and specialist guidelines. Maintain and promote awareness of current developments and their implications for the Occupational Therapy Service. 3. Ensure adherence to health and safety guidelines within clinical area. Update and adjust as necessary. 4. Promote an environment in which optimum standards of clinical care can develop and be maintained. 5. Ensure attendance at mandatory training by self, junior and support staff. 6. Maintain a professional portfolio for CPD recording learning outcomes through participation in internal and external development opportunities. CPD activities to include: participation in the band 7 development programme and competency framework, literature reviews on relevant topics and participation in journal clubs. 7. To be proactive in the KSF appraisal system 8. Review and reflect on your practice and performance through effective use of professional and operational supervision identifying personal strengths and areas for development. 9. Participation in relevant training identified through Personal Development Plan. To document learning outcomes and relevance to practice. 10. Provide manager with expert information on clinical area in order to develop services. 11. Ensure that competencies regarding provision of equipment is ensured in line with current operational policies and local Joint Equipment Service (JES) 12. Ensure professional and clinical competencies are maintained to required level

	<ul style="list-style-type: none"> 13. Communicate own wellbeing needs to line manager as appropriate. Support and engage in wellbeing of team members 14. Ensure current evidence based practice is maintained and embedded into practice 15. Maintain compliance with clinical governance procedures, pathways and current standards 16. Ensure professional ethos is maintained at all times representing service, HB and RCOT 17. Maintain levels of training required for clinical role 18. Ensure Continual Professional development in line with 'Career Development Framework'
Service Delivery	<ul style="list-style-type: none"> 1. To identify professional and service delivery issues concerning clinical specialism. Initiate and lead appropriate service changes as agreed with Head of OT. 2. Respond positively to organisational change and be flexible with work practices depending on need. 3. Ensure that performance targets as required by Head of OT are communicated timely and effectively. 4. Adhere to departmental policies and procedures that facilitate the smooth running of the service, and to communicate any problems or discrepancies to line manager immediately 5. Implement policies and procedures and contribute to changes in working practices and procedures for own area. 6. Attend Occupational Therapy Service meetings as directed and contribute to the personal and professional growth of the service. 7. Adhere to the standards of practice for Occupational Therapy (HPC/ COT and service specific) and ensure that minimum requirements are met, evaluate practice against standards and review if necessary. 8. Follow Health Board, Directorate, Occupational Therapy Service and professional policies, protocols and guidelines. 9. Demonstrate an understanding of specific national policies, legislation & guidelines and their implications for area of responsibility. 10. Be proactive in the development of clinical networks. 11. Deputise for Locality Head of Occupational Therapy as required. 12. Work flexibly to meet the needs of the service, including a 7 days shift pattern, with extended working hours covering 365 days of the year. 13. Demonstrate adaptability to service re-designs/improvements, HB structural changes and changes within role/ clinical cases and or specialty
Finance and Resource Management	<ul style="list-style-type: none"> 1. Responsible for maintaining stock, advising on resources required to undertake Occupational Therapy in this designated area. 2. Ensure safe use of equipment in intervention programmes, be responsible for the security of equipment and report any shortfalls maintenance requirements to line manager. 3. Adhere to Jointly Agreed Protocols with local authority partner agencies with regard to the provision of intervention and equipment, highlight areas of concern and suggest methods of addressing these.

	<ol style="list-style-type: none"> 4. Maximise the use of available resources to the benefit of client care. 5. Recognise the need for good personal time management, punctuality and consistent reliable attendance and monitor the performance of junior and support staff in your team. 6. Use of robust clinical reasoning to ensure that equipment required is the most cost effective to meet needs and ensure safety. Timely ordering of equipment is essential
Information Resources	<ol style="list-style-type: none"> 1. Ensure that up to date written and where used electronic records and activity data are maintained in accordance with Professional, Health Board and Team specific requirements and standards. 2. Ensure service performance data is collected as agreed and when submitted is accurate and timely. 3. Undertake audit of clinical information using research methodology 4. Contribute to performance management by assisting with analysing existing data and proposing new approaches. 5. Be responsible in the safe frequent (daily basis) use of VDU equipment 6. Comply with information governance standards including GDPR 7. Collate statistical information relating to activity undertaken and equipment issued 8. Collate all PREMs and PROMs as appropriate 9. Comply with HB policies regarding use of social media
Research and Development	<ol style="list-style-type: none"> 1. Identify and initiate the planning, evaluation and audit of practice, clinical pathways and protocols within your area. 2. Critically evaluate current research and apply to practice. 3. Participate in local audit, research and development appropriate to area. 4. Continue to develop research skills as appropriate to area. 5. Demonstrate active membership of BAOT and/ or Special Interest Group to support current evidence based practice. 6. Lead relevant audit projects within area of responsibility/specialty 7. Seek and lead on opportunities to be involved in professional research when relevant to specialist area

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<p>Degree in Occupational Therapy (or equivalent OT qualification)</p> <p>Professional Registration with HCPC</p> <p>Specific recognised postgraduate training / courses relevant to specialist area equivalent to masters level</p> <p>Accredited fieldwork supervisor for the education of OT students</p>	<p>Leadership / management training</p> <p>Membership of professional body BAOT</p> <p>Counselling Qualification</p>	Application form and pre employment checks
Experience & Knowledge	<p>Experience of autonomous caseload management, comprising assessment, planning intervention and evaluation within relevant clinical area</p> <p>Understanding of the Occupational Therapy process and ability to apply current best practice in specialist area</p> <p>Theories of OT and their application to practice</p> <p>Ability to interpret the results of functional assessments and activity analysis with an emphasis on skills required with designated client group.</p> <p>Knowledge of the principles of Clinical Governance and the ability to apply to working practice.</p> <p>An understanding of the influence of health and social care policy on occupational therapy and the wider economic and socio-political issues that impact on service delivery.</p> <p>Awareness of specific government policy / legislation pertinent to the clinical areas.</p> <p>Experience of multi-agency working.</p>	<p>Experience of research and/ or audit and implementing evidence based practice</p>	Application form and interview

	<p>Understanding of the significance of professional regulation HCPC, COT WFOT.</p> <p>Understanding of professional ethics and their application in practice</p> <p>Documented evidence of CPD</p> <p>Awareness of Health and safety legislation</p> <p>Understanding the processes that have led to occupational dysfunction</p> <p>Application of knowledge gained through attendance at relevant clinical courses</p> <p>Previous experience of supervising staff</p>		
Aptitude and Abilities	<p>Ability to work single-handedly with individuals or groups with complex needs.</p> <p>Ability to adapt/use occupational activities to achieve treatment outcomes.</p> <p>Understanding health and safety requirements regarding issue of equipment</p> <p>Ability to fit equipment to aid independence safely and securely in the patient's home environment.</p> <p>Organizational, planning and time management skills</p> <p>Understanding of team dynamics and the need to maintain effective team working across both professional and multi-agency boundaries.</p> <p>Ability to work under pressure</p> <p>Ability to undertake physical activity required for therapeutic and care handling of patients</p>	<p>Ability to speak Welsh</p> <p>Dexterity to undertake therapeutic activity</p>	Interview

	<p>Physical, emotional stamina to deal with sensitive and difficult situations</p> <p>Ability to use a variety of communication skills effectively to all with different levels of understanding</p> <p>Effective written and oral communication skills.</p> <p>Computer skills e.g. use of Word, Excel, Powerpoint, Data inputting, virtual platforms</p> <p>Ability to reflect and critically appraise own performance.</p> <p>Ability to travel across sites to clients homes and community settings where required in order to carry out clinical tasks</p>		
Values	<p>Shows empathy and compassion towards others – a natural disposition to put yourself in someone else’s shoes. Sees and treats others as individuals (patient, families, colleagues) and treats people with dignity and respect.</p> <p>Shows resilience, adaptability and flexible approach as situations arise and positivity when times are tough.</p> <p>Shows respect for others’ views and appreciate others’ inputs and encourage colleagues to display our values.</p> <p>Motivated to use initiative to recognise problems and seek solutions whilst understanding the importance of empowering and enabling others (patients, families, colleagues).</p> <p>Friendly and helpful disposition, awareness of how our own and others’ behaviours impact on</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>

	<p>people's experiences and the organisation's reputation.</p> <p>Willing to seek out learning, give and accept constructive feedback and committed to continuous improvement.</p>		
Other	<p>Enthusiastic and motivated</p> <p>Ability to work effectively as part of a team</p> <p>Ability to work flexibly according to the needs of the service and prioritise workload appropriately.</p> <p>Ability to handle difficult and unpredictable situations.</p> <p>Ability to promote a professional image of the organisation and profession</p>		Application form and interview

GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for

participating in an Annual Performance Development Review of the post.

- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation 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.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **General Data Protection Regulation (GDPR):** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Regulation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favour-able treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
If the post holder does not require a DBS Disclosure Check, delete as appropriate.

- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
 - **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
 - **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Job Title: Occupational Therapist

Organisational Chart

Locality Lead Occupational Therapist



Occupational Therapy Team Lead



Band 7 Occupational Therapist



As relevant to Team

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