



Proffil Swydd/Job Profile

Teitl y Swydd –

Post Title – Experienced Occupational Therapist

Adran	
Department	Occupational Therapy

Is-Adran/Adain	
Division/Section	Therapies

Gradd/Grade Band Cyflog/Pay Band	Health Pay Band 6/ Local authority Band I
-------------------------------------	---

Rheolwr yn atebol i/ Managerial accountable to	Lead Occupational Therapist/ Designated Team Manager
Yn adrodd i/ Reports To /	Lead Occupational Therapist/ Designated Team Manager
Yn broffesiynol atebol i/ Professionally accountable to	Head of Occupational Therapy via Occupational Therapy Service Lead

Rhif y Swydd/Post Number	HD2021/0107 (Reviewed 11/08/2022)
--------------------------	-----------------------------------

Main Purpose of Job

Work as part of a designated team to deliver an effective and efficient occupational therapy service to improve the health & wellbeing of people.

Deliver the service in a manner and setting appropriate to the needs of client group, following professional codes of conduct and ethics and national and/or locally agreed guidelines, protocols, policies and care pathways. This may include working with colleagues or alone; with individuals and groups; in people's homes, community settings and hospitals.

Autonomously manage an occupational therapy caseload of a designated client group, which includes those with complex presentations. This will involve selecting and undertaking assessments, developing person centred plans, delivering interventions, evaluating outcomes and adapting plan of care based on outcomes.

Work effectively as part of a multidisciplinary team to provide rehabilitation/recovery/reablement focussed on the needs of the individual.

Work collaboratively with colleagues from Health, Local Authorities and Third Sector Organisations to achieve best outcomes.

Support team operations, dealing appropriately with enquiries and undertaking administrative tasks relevant to the role.

Support the induction, education and development of others.

Support quality improvement, taking responsibility for defined projects.

Appropriately delegate work to, and supervise the work of, Occupational Therapists, Support Workers, Students and Volunteers as required.

In line with service requirements, provide occupational therapy at the time required to meet people's needs. This may involve participating in service provision across 24 hours/7 days a week.

Clinical Duties

Operates as an autonomous practitioner, with a varied and often complex caseload, using specialist knowledge of occupational therapy and the functional impact of health conditions to appropriately select, plan, modify, carry out and evaluate assessments and interventions, adapting practice based on client's circumstances and presentation.

Works as part of a team, which may be multi professional and/or multi-agency, to deliver a prudent, coordinated and person-focussed service.

Gathers, collates and synthesises information from a variety of sources to inform assessments, plans and interventions.

Selects, plans, modifies and undertakes appropriate assessments, including observation, interview and individual discussion as well as standardised and non-standardised assessments.

Formulates clinical decisions and recommendations, and develops person centred plans, based on evidence from assessment process, specialist knowledge of occupational therapy and relevant evidence based clinical guidance and pathways.

Works independently or alongside other members of the team, where relevant, to plan, organise and deliver therapeutic interventions with individuals or groups, across a variety of settings to include hospitals, person's home, educational establishments and community & leisure facilities.

Delivers a variety of specialist interventions, requiring specific skills, including the use of equipment or therapeutic tools.

Advises/educates and demonstrates specific techniques/strategies to the individual and their families/carers, if relevant, to support the ongoing management of the individual's recovery.

Evaluates the outcome of interventions with the individual, adapting plan as appropriate and agreeing plans for discharge from occupational therapy.

Clearly reports & communicates outcomes of relevant observations, assessments and interventions to relevant others to inform the overall person focussed plan.

Uses clinical judgement to discharge individuals from occupational therapy appropriately.

Manages own workload effectively and considers team workload prioritising and amending work plans across the team based on clinical need and to meet service requirements.

Supports team referral pathways, undertaking clinical triage and allocation of work to the team, following service protocols.

Identifies and advises line manager on issues of service delivery, i.e. unmet need, service pressures.

Adapts and modifies own working practices to facilitate effective and efficient, person-centred pathways and supports team to do the same.

Resolves problems within own work and supports others in team to resolve problems, asking for advice appropriately and reporting difficulties, including identifying and reporting changes in the person's condition to appropriate team members.

Identifies and appropriately manages any unpredicted health or social crisis when lone working in the community; alerting and contacting the most appropriate person/service according to agreed guidelines, protocols, policies and care pathways.

To act as a care co-ordinator for cases that require mainly occupational therapy involvement, where appropriate.

Develops and adheres to risk management plans when working with individuals and reports any changes in risk status to other relevant professionals' i.e care coordinator.

Supports individuals and their carers/parents to make informed decisions about choices available within the parameters of their plan of care, facilitating engagement in the therapeutic process and its outcomes.

Balances risks and professional issues i.e. confidentiality and duty of care, in a multidisciplinary setting in order to work effectively, seeking advice appropriately from senior/lead occupational therapist.

Works in partnership with other agencies, including social care, housing, education, private agencies and 3rd sector services, signposting and triggering support for person appropriately.

Identifies and actively involves other agencies and professionals to meet the needs of the individual, making appropriate referrals and liaising as appropriate.

Develops and tailors information and resources that can be utilised as part of care and therapy plans.

Delegates clinical work to others within the team i.e. Support Workers and students, following relevant policies/guidelines.

Key Responsibilities

Service Management

Adheres to relevant policies and service plan.

Works in line with National and Local policies, departmental standards and requirements, and encourages others to do so.

Works within competency levels and informs professional lead of any concerns in terms of training needed to perform role.

Undertakes manual and electronic administrative tasks relating to the referral, treatment and discharge of each patient e.g. note writing, booking appointments, keeping statistics and reporting activity.

Inputs, gathers and collates activity data promptly, accurately and regularly as required by the service.

Undertakes general housekeeping and administrative duties to support team operations.

Willing to work flexibly across services within the Health Board and local authority when activity and demand levels result in necessary changes.

Service Improvement

Supports continuous quality improvement and clinical governance within service delivery through actively participating in relevant meetings, training, workshops, audits and groups.

Actively seeks, recognises and utilises innovative ideas, feedback from users, reflections, observations and examples of good practice to inform contribution to continuous quality improvement.

Contributes to research, audit and service improvement, leading elements of these activities independently.

Identifies and contributes to changes in practice and service development, utilising evidence based information.

Modifies own practice or work processes in response to structured service improvement decisions.

Contributes to service/policy review and development at departmental level, including proposing changes to policies within the area.

Takes an active role within local service and clinical networks, attending and contributing to meetings.

Communication

Demonstrates highly effective written, digital and verbal communication skills with multidisciplinary and multiagency teams, staff, patients, families and carers to ensure co-ordinated service delivery.

Uses a variety of communication methods, including written, verbal and digital, adapting method to audience and situation.

Communicates effectively to engage and motivate individual and family/carers where relevant to optimise understanding and participation in therapeutic interventions, overcoming barriers to communication and/or understanding.

Negotiates with patient, carers and family to achieve the agreed outcome, including changes to lifestyle and environment.

Communicates complex, sensitive condition-related information to patients, carers and families.

Demonstrates empathy with patients, carers and families, actively listening and adapting approach to ensure effective communication.

Identifies breakdown of communication/conflict situations, adopts strategies to resolve which may include verbal and non-verbal de-escalation techniques when appropriate. Seeks advice and support appropriately.

Regularly checks and responds appropriately to relevant communications, including using telephone and email.

Provides a high standard of communication skills to sensitively resolve complaints received at the earliest opportunity where possible and appropriate as well as reporting to relevant manager.

Actively contributes to service meetings attended, leading meetings on occasions.

Presents information to groups, both in person and virtually i.e. education sessions.

Abides by data protection regulations and maintain confidentiality in relation to the keeping and sharing of client's records and related information in line with organisational policies, professional standards and legislation.

Finance & Resources

Monitors stock levels and orders new equipment as appropriate.

Cares for and maintains equipment, ensuring standards of infection control and safety are maintained including those loaned to clients.

Uses own and others' time effectively and prudently.

Makes informed and prudent recommendations for resources, i.e. care, equipment, adaptations, ensuring any financial implications for individuals are clearly communicated.

Personal & People Development & People Management

Develops and maintains up to date knowledge and skills relevant to this post, adhering to the Code of Ethics and Professional Conduct at all times.

Identifies own learning needs/personal/professional development evidenced by personal development plan/portfolio developed within an appraisal framework.

Takes responsibility for own learning and performance improvement through active participation in supervision and performance reviews (PADR) and seeks opportunities for own Continuous Personal/Professional Development.

Participates in learning activities including in-service training, clinical reflection, mandatory training, peer-based learning and completion of accredited education where relevant.

Contributes to the development of other staff and students through the provision of information, support, guidance, supervision and mentorship.

Undertakes regular supervision and PADRs with other occupational therapy staff

Actively supports education of students within the team, including taking responsibility as a Practice Educator for occupational therapy students on a regular basis.

Supports the education of others in the team and wider MDT, including planning, preparation and delivery of training within own speciality/scope.

Undertakes the assessment of accredited learning of support workers and students, using guidelines and within scope of own occupational competence.

Supports education and skills acquisition of carers and clients through formal and informal education.

Takes responsibility for the induction of new staff and students within the team, as delegated, adhering to policy and service guidelines.

Delegates work to Support Workers, Students, Volunteers and supervises their practice.

Information Processing

Records clinical work undertaken in patient records and on electronic systems, adhering to organisational and professional policies, guidance and standards.

Inputs activity data accurately and promptly, in line with service and organisational policy/guidelines.

Provides information and data requested to meet service requirements.

As part of quality improvement/clinical audit activity, collects, analyses, interprets and presents information/data, with support as required.

Health, Safety & Security

Acts within legislation, policies and procedures relating to Health & Safety and Information Governance.

Maintains statutory/mandatory training.

Reports any equipment faults/hazards/ hygiene problems encountered in order to ensure a safe working environment.

Adheres to policy and standards in relation to equipment use and provision.

Carries out risk assessments related to role including environmental and lone working.

Reports incidents using the relevant system in line with organisational policy.

Quality

Works as an effective member of the team to provide a high-quality service, highlighting quality issues to supervisor.

Equality & Diversity

Recognises the importance of people's rights and acts in accordance with legislation, policies and procedures.

Promotes and supports the rights, responsibilities and diversity of patients and their families/carers, relating with kindness and empathy to all concerned.

Respects the privacy, dignity, needs, beliefs, choices and preferences of patients and carers.

Effort & Environmental

Depending on setting, duties involve; Regularly working alone in the community, driving to visit people at home, with exposure to all weather conditions.

Occasionally dealing with unpredictable health/social crises when lone working in community.

Occasional exposure to unpleasant environmental conditions on home visits, e.g. dirt, dust, fleas, excrement, rotten food.

Occasional exposure to bodily fluids and unpleasant odours during personal care, treatments or patients unwell during treatment – urine, faeces, wounds, blood.

Regularly moving, carrying and fitting equipment, manipulating small and large objects

Regularly working in small spaces, e.g. in domestic bathrooms & WC's, bending, reaching and kneeling to fit equipment. Supporting people with personal care activities, often in cramped conditions at the bedside or in home environment.

Regularly pushing patients in wheelchairs and/or using hoists, including occasional negotiation of steps with a wheelchair.

Using equipment for moving & handling and treatments.

Treatment techniques requiring employee to maintain standing or fixed position for a prolonged period.

Regularly dealing with patients and carers in difficult situations, experiencing distress and occasionally with those who have challenging behaviour.

Occasionally supporting & reinforcing the delivery to clients of unwelcome news, infrequent, but potential exposure to aggression, with little or no immediate support.

Delivering treatment in group settings, where unpredictable events and group dynamics are occasional occurrences.

Advice and support available on daily basis, but often "arm's length"/by telephone.

Supervision available for monitoring and checking of work.

Attends meetings, produces figures using simple calculations.

Writes and types records & reports and inputs patient activity data.

Regular concentration for detailed and important information gathering / taking calls from relatives / carers / other professionals and for observations and assessments.

Regular use of PC/VDU for virtual consultations as well as recording of information and data.

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Degree in Occupational Therapy (or equivalent Diploma).
Current HCPC registration.

Job Related Skills and Competencies

Managing a complex and varied caseload.
Working independently with indirect or arm's length supervision.
Delegation and supervision of staff.
Experience of coping independently with distressing or emotional situations in challenging work environments.
Working as part of a team.
Experience of contributing to service development and implementing service changes.
Direct involvement with carers and families.
Self-development and application of learning.
To use techniques to incrementally improve client capacity to be independent, i.e. adapted manual handling.
Ability to work constructively and confidently with a wide range of professionals.
Use of adapted techniques for improving patient outcomes.
Ability to present / teach others
Able to solve problems and transfer learning across situations
Well-developed verbal & written communication & interpersonal skills
Able to organise and prioritise own time
Able to reassure and motivate people.
Able to work well under pressure and adapt to new demands
Highly developed listening and observational skills, with ability to identify a client's cognitive, perceptual, neurological and musculo skeletal deficits through observation of everyday tasks.
Able to balance risk to inform decision making.
Professional and committed attitude to work.
Able to undertake duties as specified in the job description.
Able to travel between sites and to undertake community visits in a timely manner.

Knowledge

Knowledge of relevant current health and social care legislation applicable to role, including:

Social services and wellbeing (Wales) act 2014, Childrens Act 1989, manual handling operations regulations 1992 and the housing and regeneration act 1996, The Future generations act (Wales) 2015 and A healthier Wales , 2018,

Extensive knowledge of daily living and manual handling equipment, adaptations and design features which can assist service users and their carers in maximising independence.

Knowledge of national and local resources that would benefit service users

Knowledge and application of Microsoft Office software.

Knowledge of a range of rehabilitation interventions across all therapies.

Understanding and application of clinical governance, including research and audit methodology.

Understanding and application of relevant outcome measures to demonstrate effectiveness

Understanding of the roles of other staff groups in health and social care.

Experience

Significant post graduate experience of working as an occupational therapist across a range of settings and variety of conditions.

Working with service users that are vulnerable, have a physical disability or an older person.

Previous experience of working in a Health, Social services or housing organisation.

Personal qualities

Ability to deal sensitively in the assessment of the need for service users.

Ability to advise staff at all levels and other agencies on matters relating to assessment and interventions through Occupational therapy.

Able to work flexibly and with resilience in unpredictable situations.

Ability to embrace the following personal values and behaviours on a daily basis -

- Dignity, Respect and Fairness
- Integrity, Openness and Honesty
- Caring, Kindness and Compassion

Ability to demonstrate a commitment to Health Board organisational values -

- Working together to be the best we can be
- Striving to develop and deliver excellent services

- Putting people at the heart of everything we do

Desirable Criteria

Knowledge of other services that link across primary/secondary/intermediate care
Working knowledge of therapeutic equipment
Knowledge of Integrated service priorities
Accredited Practice Educator
Accredited Agored Assessor
Experience of working with groups
Experience of working in a community setting
Experience of using virtual communication platforms for delivering service.
Experience in same clinical area as post being applied for

Language and Communication Skills

Click on the link [What level are you?](#)

Welsh	Spoken Level 1	Written level 1
English	Spoken Level 5	Written level 5
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:

Section A – type of disclosure **Enhanced Disclosure**

Section B – workforce type **Adult Workforce**

JUSTIFICATION

Working with vulnerable adults

ANY OTHER INFORMATION