

## Job Description

<b>Job Title:</b>	<b>Specialist Occupational Therapist</b>
<b>Department:</b>	<b>Therapies</b>
<b>Grade:</b>	<b>Band 6 static</b>
<b>Base:</b>	<b>Stanmore</b>
<b>Hours per week:</b>	<b>37.5 hours (full-time)</b> This post is part of 7- day Therapy rota to cover in-patients wards at Stanmore site.
<b>Responsible to:</b>	<b>Clinical Specialist Manager</b>
<b>Accountable to:</b>	<b>Head of Therapies, Director of AHP</b>
<b>Key relationships</b>	<b>Clinical specialist in adult orthopaedics, inpatient therapists</b>

## Job Purpose

To assess and treat routine and highly complex patients in the adult orthopaedic team, to teach junior staff and students and support the in developing the service.

To provide cover for administrative, managerial and clinical tasks in the temporary absence of another member of the team, as appropriate to own level of experience.

## Main Duties and Responsibilities

- The post holder will be responsible for assessment, treatment planning and intervention delivery of patients referred to their caseload.
- To provide a comprehensive Occupational Therapy service for clients with a wide variety of complex and multiple disabilities within the speciality of adult orthopaedics in a busy ward setting
- To independently assess and treat patients through the acute post-operative phase of inpatient care, including short stay patients and inpatient rehabilitation
- To promote the occupational therapy role and participate in the development and monitoring of service standards and assist in the smooth running of the day to day service.
- To effectively work alongside colleagues in the multi-disciplinary team to achieve the patients goals and facilitate safe transition from hospital to discharge destination
- To adopt and promote a culture of continuous learning and personal development
- To teach and supervise junior members of the team, therapy technicians and occupational therapy students
- The static role gives an opportunity to develop an area of specialism for more junior colleagues and will serve to support the team development.

- To contribute to service improvement to maintain high quality clinical care
- To deputise for the Band 7 lead occupational therapist as appropriate including attending meetings and performing managerial and clinical tasks
- This post will be part of a weekend Occupational Therapy service supporting discharges and rehabilitation across the inpatient wards

### **Patient/client care**

1. Attains competencies for the safe use of all equipment and techniques before use.
2. Once training period complete, uses evidence based knowledge and clinical reasoning to undertake routine and complex clinical assessment, in a relevant location, eg hospital, nursery, school, work or home, identifying patient needs, treatment aims and goals in collaboration with the individual patient and the MDT. These may be in-patients, out-patients or those attending specialist clinics. Assessment and treatment may include wheelchair adjustment, therapeutic handling / hoisting, rehabilitation and discharge planning in a busy and unpredictable environment.
3. Uses professional skills to engage patients with challenging behaviour, psychological and psychiatric needs in purposeful treatment programmes, in collaboration with the MDT, to ensure the provision of holistic care.
4. Determines patients' level of understanding of treatment plan to ensure valid patient consent and works within legal framework with patients who lack capacity to consent.
5. Documents findings according to Trust policy and department procedure.
6. Uses recognised outcome measures and goal setting measures to motivate challenging clients.
7. Formulates and implements graded treatment plans.
8. Oversees treatment plans delegated to support staff, maintaining responsibility for overall care of patient.
9. Analyses patients' progress and adjusts treatment programmes as appropriate.
10. Manages clinical risk within own patient caseload and in own work area.
11. Plans and leads group and individual specialist education, advice and support sessions for up to 15 patients / carers.
12. Makes referrals, reports and recommendations verbally and in writing to the MDT, external agencies and employers as required.
13. Prioritises and manages own clinical caseload, delegating as appropriate.
14. Attends ward rounds, case conferences and other patient reviews and reports both verbally and in writing.
15. Maintains and develops knowledge of evidence based practice and own competencies through CPD activities (e.g. peer review, in-service training, journal club, external courses), maintaining a portfolio, which reflects personal development.
16. To work alone during participation in the weekend service assessing and managing risk

### **Policy/service development/implementation**

17. Works within established standards of practice and procedures of the department and clinical unit and makes suggestions for changes in work practice in own area.
18. Assists senior staff in evaluating the OT service and implements changes in liaison with senior staff.
19. Discusses issues brought to the peer support group and feeds back as appropriate.

### **Financial and physical resources**

20. Monitors stock levels of equipment and materials for own clinical area and initiates ordering process as required.
21. Checks OT equipment is in working order within manufacturers' guidelines and reports need for repair if required.
22. Carries out or delegates maintenance and cleaning of equipment as appropriate.
23. Ensures equipment is issued appropriately and processes cash donations as per department policy.

## **Human resources**

24. Participates in staff appraisal scheme as an appraisee and is responsible for complying with agreed personal development plan to meet required knowledge and competencies.
25. Inducts, supervises and educates an allocated member of staff according to their learning needs.
26. Conducts appraisal of an allocated member of staff with guidance from own supervisor.
27. Prepares for fieldwork placements as allocated and directly supervises undergraduate and post-graduate OT students (as per the fair share model), completing assessments and reports for the Higher Education Institution.
28. Presents educational sessions to the MDT.
29. Prepares and delivers in-service training sessions to groups of 5-30 OT staff in rotation with other staff members as required.
30. Provides specialist advice and education to OTs in other organisations who may be specialists in the field and discusses the most complex queries with peers and senior staff as appropriate.
31. Shares good practice with all grades of staff, internal and external to the organisation.

## **Information resources**

32. Maintains statistics according to department procedure.
33. Maintains resource files and contact details for relevant external organisations.
34. Monitors current patient information and updates as agreed with senior staff.

## **Research and Development**

35. a) Undertakes measurement and evaluation of current practice through use of projects, audit and outcome measures as agreed with senior staff and shares findings within the Trust.  
b) Where post is part-funded by research monies, the post holder initiates and undertakes measurement and evaluation of current practice through use of projects, audit and outcome measures with approval of Head Occupational Therapist and RNOH Research & Development Committee.
36. Uses a range of research methodologies and collects required data as part of research and audit initiatives.
37. Documents projects undertaken, submitting papers for publication and presentation to special interest groups and conferences.

## **Freedom to act**

38. Maintains professional and legal responsibility for all aspects of own work, including the management of patients within own clinical caseloads and those of staff & students under their supervision.
39. Works within the Trust and College of Occupational Therapists (COT) standards of practice and procedures and national guidelines and monitors own quality of practice and that of staff & students under their supervision.
40. Maintains responsibility for own time management to meet caseload and service priorities.
41. Management of workload is via staff meetings, one to one meetings with supervisor and informal updates with supervisor and/or peers.
42. Seeks assistance from senior staff or peers as appropriate.

## **Special Requirements:**

Any other duties commensurate with the grade and in line with the requirement of this post.

This job description gives a general outline of the post and is not intended to be inflexible or a final list of duties. It may therefore be amended from time to time in consultation with the post holder.

## **Safeguarding Children and Vulnerable Adults At Risk**

The Trust recognises its duty to safeguard and promote the welfare of children, young people and adults. Staff must at all times treat patients with dignity and respect protecting, young people and adults at risk

from abuse and neglect

Employees have a responsibility to ensure that prompt and appropriate action is taken when concerns have been made about a child, young person or adults at risk. Employees should be aware of their responsibilities as detailed in the Local Safeguarding Children Procedures and Safeguarding Adults at Risk Policy.

The Trust will assist you by providing mandatory training, support and advice.

Safeguarding children and adults is everyone's business

## **Equality, Diversity & Inclusion**

The RNOH is proud to be a diverse & inclusive organization, representing people from a wide group of ethnicities, gender identities, sexualities, disabilities, ages, religions and beliefs. The Trust is committed to ensuring that it is a place where our staff, patients and visitors feel included, represented and receive the support that best meets their needs.

We recognize and exercise our duty act on institutional discrimination and address inequality within our organization. **The post holder will be expected to behave in a way that is actively anti-racist, anti-discriminatory and facilitate equality and equity at all times within their role.** This will include engaging with the implementation of the Trust EDI Strategy and attending essential EDI training as and when required by the Trust.

We are a Level 2 Disability Confident Employer. **If you have a Disability** (including conditions that affect your mobility, senses, mental health, neurodivergence or long-term health) **and require support to make the workplace accessible, we will make reasonable adjustments to support you.** Therefore, we encourage you to **declare your disability, identify what support you need** and we will make the workplace accessible to your needs.

We are an organisation that supports flexible working and are able consider and offer a range of flexible working practices. Depending upon the nature of your role, this can include hybrid home working, part-time roles and job shares.

## **IT Skills**

All staff are required to demonstrate a level of IT literacy skills appropriate to their job, as the use of IT is fundamental in delivering good quality efficient health care.

## **Effort and Environment**

The following information has been designed to assist the recording of the effort and environment factors required for Agenda for Change.

- **Physical**  
The role involves sitting at a desk, moving around the Trust and providing training and presentations  
Measures the nature, level, frequency and duration of the physical effort required for the job  
e.g. Kneeling, crouching, work in confined space, sitting, standing, walking, lifting, pulling, running, pushing.
- **Mental**  
Frequent periods of concentration. Ability to manage interruptions.  
Measures the nature, level, frequency and duration of the mental effort required for the job  
e.g. managing interruptions, Checking documents, calculations, analyzing statistics, operating machinery, microscope work, assessing patients, formal minute taking, assessing students.

- **Emotional**

May occasionally deal with sensitive issues, and/or support staff who may be upset or in distress. Measures the nature, level and frequency of emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding. E.g. giving un-welcome news to staff/patients, dealing with difficult situations / circumstances or those with severely challenging behaviour, caring for the terminally ill, typing / processing reports / letters transmitting highly distressing events.

- **Working conditions**

Measures the nature, level, frequency and duration of demands arising from adverse environmental conditions and hazards which are unavoidable and required for the job. E.g. Use of VDU, exposure to extreme temperatures, unpleasant smells, dust / dirt, aggression, noxious fumes, chemical spills, fleas, lice, body fluids, foul linen,

**Assuming normal Health and Safety standards are met.**

**Driving to and from work is not included.**

## **Terms and Conditions of Service**

This appointment is subject to the terms and conditions of employment of the Royal National Orthopaedic Hospital NHS Trust.

## **Professional conduct**

The post holder must comply with the Code of Professional Conduct applicable to their profession.

## **Risk Management**

The Royal National Orthopaedic Hospital NHS Trust strives to take a holistic approach to the management of risk; Health and Safety, Caldicott, Corporate and Clinical Governance requirements are all elements of risk management.

Risk management is fundamental in ensuring the safety of all whilst on Trust premises and in ensuring that a high level of quality care is continually provided. To support staff in the management of risk, the Trust provides training programmes and facilitates staff in the use of risk management identification tools. In turn, individuals are responsible for ensuring that they attend training sessions and adhere to the Trust's policies and procedures, which includes the reporting of incidents, both actual and near miss.

## **Health and Safety at Work Act**

Under the provisions of the Health and Safety at Work Act 1974 it is the duty of every employee to:

- Take reasonable care of themselves and of others who may be affected by their acts or omissions.
- Co-operate with their employer in ensuring that all statutory and other requirements are complied with.

## **Clinical Governance**

All staff must comply with all clinical and Infection Prevention and Control policies of the Trust appropriate for their job role. All employees must attend mandatory trainings i.e. Fire Safety, Infection Prevention and Control, Data Protection, Manual Handling, etc... as required within their department as directed by their line manager.

All staff must also comply with the Dress Code Policy of the Trust.

## **Confidentiality**

Post-holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection of 1998. Post-holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2005, post-holders must apply the Trust's FOI procedure if they receive a written request for information.

## **No Smoking Policy**

The Trust prohibits smoking in all of their buildings and premises.

## **Sustainability**

Sustainability is integral to the Trust achieving the NHS Net Zero target. All staff are therefore actively encouraged and supported to participate in and contribute towards improving the sustainability performance of the Trust. By working together, staff will embed sustainability into the heart of the RNOH's culture; we will be helping to improve both the internal and external environment, reduce the impact on natural and energy resources, reduce air pollution, reduce the likelihood of infection and improve the health and wellbeing of staff, patients and the public.

## Person Specification

Description	Essential	Desirable	A/I
<b>Communication &amp; Relationship Skills</b>	<p>Good written and spoken English</p> <p>Report writing</p> <p>Able to communicate with a variety of people, occasionally in emotional distress</p> <p>Understanding of team dynamics in relation to MDT working</p> <p>Team worker</p>	Presentation skills	
<b>Knowledge, Training &amp; Experience</b>	<p>Reasoned account of career intentions at RNOH.</p> <p>Degree in Occupational Therapy</p> <p>Registered with the HCPC</p> <p>Evidence of relevant CPD</p> <p>Enthusiastic to develop own personal and professional skills.</p> <p>3 years minimum post qualification experience including 6 months relevant clinical experience to this post</p> <p>6 months NHS experience</p> <p>Supervision experience</p> <p>Teaching experience</p> <p>Knowledge of biomechanical, cognitive behavioural and neurological treatment approaches applicable to clinical area</p>	<p>Clinical supervisors course</p> <p>Member of a relevant special interest group</p> <p>Experience with staff appraisal</p> <p>Previous experience at band 6 level</p> <p>Awareness of some specialist equipment relevant to the post</p> <p>Wheelchair assessment</p> <p>Therapeutic patient handling</p> <p>Discharge planning</p> <p>Member of the RCOT or recognised equivalent</p>	
<b>Analytical &amp; Judgment Skills</b>	Clinical reasoning skills		



<b>Planning &amp; Organisational Skills</b>	<p>Good organisation of self and time</p> <p>Willingness to take appropriate level of responsibility.</p> <p>Flexibility</p> <p>Punctual</p> <p>Self-motivated</p>		
<b>IT skills</b>	Ability to utilise and navigate appropriate IT systems		A
<b>Responsibility for Equality, Diversity and Inclusion</b>	Demonstrable commitment to anti-discriminatory and inclusive behaviours and practices		A/I
<b>Responsibility for Policy/Service Development</b>		Clinical audit and outcome measure experience	
<b>Responsibility for Research &amp; Development</b>		Active interest in evidence based practice and research.	
<b>Mental/Physical/Emotional effort</b>	<p>Able to maintain concentration in a busy clinical environment with constant interruptions.</p> <p>Physical and mental fitness to fulfil job description (Able to access all areas of hospital site independently and undertake moderate physical activity for frequent short periods during a shift).</p> <p>Willing and able to deal with occasional body fluids, odours using appropriate protective clothing.</p>		