

JOB DESCRIPTION FOR THE POST OF OCCUPATIONAL THERAPIST COMMUNITY REHABILITATION SERVICE

JOB DETAILS:

Job Title:	Occupational Therapist
Band:	5
Directorate:	Primary Care and Neighbourhoods
Department:	Community Rehabilitation Service
Base:	
Responsible for:	Rehabilitation Assistants, Assistant Practitioners and Apprentices
Responsible to:	Band 6 Occupational Therapist or designated Senior Member of the Team

Job Purpose:

- To provide a high standard Occupational Therapy Service as a band 5 Occupational therapist within designated team.
- Provide assessment, psychosocial, evidence-based interventions using a collaborative, recovery approach and will be skilled at positive risk management.
- To hold responsibility for own caseload and undertake all aspects of clinical duties as an autonomous practitioner, working without direct supervision but having access to a Senior Occupational Therapist on a daily basis .
- Participating in the Service's formal Professional Supervision & Appraisal Programme.
- Provide support, guidance and training to technical Instructors, therapy support assistants and students.

Date of Job Description: May 2022

Duties and Responsibilities

Communication and Key Working Relationships

- Use a range of verbal and non-verbal communication tools (eg: explanation, negotiation, persuasion, motivation and empathy) to communicate effectively with patients in order to progress Assessment and treatment programmes. This will include patients who may have difficulties in understanding or communicating.
- To be aware of and appropriately manage sensitive and/or complicated information. To deal sensitively with service users, relatives / carers who have high levels of anxiety and aggression caused by emotional distress, pain, dementia and other presentations.
- To represent the Service and/or individual patients at clinical meetings and case conferences to ensure the delivery of a coordinated multidisciplinary service and to ensure that Occupational Therapy is integrated into the overall treatment programme. This will include discussion of patient care, recommendations on best course of action and change to existing plans, patient progress and discharge planning.
- To provide written and verbal reports to members of the multidisciplinary team during treatment and at discharge from the service.
- Liaising and working in partnership with acute inpatient services, in-patient and community medical staff, pharmacy practitioners, psychological therapists. A range of community mental health Teams within and outside the organisation, primary, out of hours GP service, Emergency Duty Team, Community Directorate, housing providers, voluntary agencies, Adult Social care, PCT, substance misuse services, the police other emergency services, the Probation Service, NHS Direct and the Safeguarding Children Team.

Planning and Organisation

- To be responsible for organising, prioritising and planning your own caseload to meet service and patient priorities, readjusting plans as situations change/arise.
- To ensure that your own practice and that of the staff under your supervision meets the required professional standards of Occupational therapy.
- To ensure your own ongoing personal/professional development.
- To comply with the Trust and departmental policies and procedures.

Analytics

- To be able operate appropriate Information and Digital Technology systems to contribute to record keeping and data analysis, under guidance from Trust Policy.

Responsibility for Patient / Client Care, Treatment & Therapy

Clinical:

- Be professionally and legally accountable for all aspects of professional and clinical work.
- To ensure a high standard of clinical care for the patients under your management, and support more junior staff to do likewise.
- To undertake comprehensive assessment of patients including those with diverse or complex presentations/multiple pathologies,
- Expected to make clinical judgements which require analysis, interpretation, and comparison of a range of different treatment techniques and options, to establish physical and cognitive functional levels. These will include personal, domestic, vocational and leisure activities of daily living, assessment and provision of assistive equipment.
- Carry out standardised assessments to diagnose physical and cognitive functional levels.
- Formulate and deliver an individual occupational therapy treatment programme using clinical assessment, reasoning skills and knowledge of treatment skills e.g. activity analysis of functional skills, patient education, manual handling techniques and other alternative options. To do this taking into account the person's own goals and those of

the multidisciplinary team to predict achievable outcomes and recommend the best course of intervention.

- Assess a person's understanding of treatment intervention/goals, gain valid informed consent from the patient and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment,
- Facilitating group work in setting if appropriate
- Continually reassess and evaluate the person's progress through assessment and intervention. Treatment programmes will be altered as a result of this.
- To carry out clinical risk assessments for patients on own caseload and take action to effectively manage identified risks,
- To comply with the Trust's Manual Handling policy and local therapeutic handling guidance at all times.

Professional:

- Be responsible for maintaining own competency to practice through Continual Professional Development (CPD) activities, which reflects personal development and complies with the requirements for the Health Care Professions Council (HCPC) registration as an Occupational Therapist.
- Maintain and develop current knowledge of evidence-based practice in the areas of each rotation developing and building on core knowledge of particular conditions and patient types. The post holder will ensure awareness of and comply with the Trust's and local team's policies and procedures relating to clinical governance and that their requirements, along with nationally recognised professional standards, are incorporated within clinical practice.
- To take an active role in the in-service training programme by attendance and deliverance of presentations and training sessions at staff meetings, peer review, in service training sessions and by attending courses and practising reflective practice.
- To participate in the staff appraisal and supervision scheme and to be responsible for complying with your agreed personal development programme to meet set knowledge, skills and competencies.
- To undertake the measurement and evaluation of own work and current practices through active participation in supervision and peer review using case presentation, article reviews, evidence-based practice projects with support and guidance from senior therapists.
- To deliver group education/treatment sessions for service users, carers, nursing staff and others, both formally and informally, as and when required.
- The post holder will keep comprehensive treatment records for all patients who have been referred for Occupational Therapy in accordance with Royal College of Occupational Therapy standards of practice and local Trust Policy. This will involve recording information in the service users paper or electronic records
- To maintain patient attendance and treatment using the electronic Maxims/Rio information system and to be competent in the use of and actively access the electronic communication systems within the service and the Trust.
- To participate, through verbal information and demonstration, in the clinical education of Occupational Therapy Students to graduate level. To provide support, guidance and training to support staff and to deliver the Occupational Therapy component of the training for multidisciplinary or multi agency staff. This may be in a formal or informal basis.

Working Environment

- Will be expected to carry out assessments in variety of setting where the patient is located.
- Responsible for clinical evaluation of the patient, including treatment goals and discharge planning. This may include advising patients and carers of the inability to stay or return home, which can be distressing for all concerned.

- Majority of services are now running a 7 day a week service so weekend and bank holiday working will be required. Some services also have extended hours outside traditional services hours 08:30 to 16:30.
- To work as lone practitioner with telephone support from a Senior Occupational Therapist as required. This may be when working out of hours or when staffing levels reduced.
- The Occupational Therapist will need to work as a lone practitioner in unpredictable environments where there may be an element of risk, eg service user's own home, dangerous pets, volatile carers or relatives. This may also include working in unclean surroundings and encountering hazards within the environment.
- The Occupational Therapist will have exposure to bodily fluids and human waste whilst carrying out assessment and practice of personal and domestic skills,
- To use moving and handling equipment, specialist therapeutic equipment and wheelchairs as part of treatment programmes on a daily basis; to include transportation of patients, assessment, adjustment and education for individual patients and carers.
- To undertake therapeutic moving and handling techniques with patients,
- The job may involve working in confined or restricted spaces and movements include bending, kneeling and crouching on a daily basis. Moderate physical effort may be required on a daily basis including repetitive movements
- To be responsible for the assessment and prescription of minor structural adaptations to the patients' home on a regular basis, eg. rails and ramps.
- The post holder will require good physical skills, mental effort and concentration to carry out assessments, write clear and accurate reports, and give clear and accurate information at case conferences.

Policy, Service, Research & Development Responsibility

- To undertake as directed the collection of data for use in service audit and research projects. This will occur up to twice a year and will involve completion of questionnaires, interviews with patients, review of medical and Occupational Therapy notes and recording time spent on specific activities.
- To undertake the measurement and evaluation of your work and current practices through the use of evidence-based practice projects, clinical audit and outcome measures either individually or within the different teams within your rotation.
- To contribute to the induction and training of students and staff.
- To contribute to audits and research as required.

Responsibility for Finance, Equipment & Other Resources

- To be responsible for the safe and competent use of Occupational Therapy equipment and appliances used with individual patients. This will include assessment and prescription of equipment from the Community Equipment Service (CES), to take account of patient need, financial resources and instruction in safe use. Equipment can be up to the value of £250, eg. wheelchairs, hoists, raised toilet seats and bathing equipment.
- Contributing to the effective management of team's resources including accurate ordering, and storage of products

Responsibility for Supervision, Leadership & Management

- To be responsible for the organisation of work within a specific caseload, delegating work as appropriate to assistants/technicians/APs. To readjust plans as situations, change and arise, eg. staff absence due to sickness or patient too unwell for intervention.
- To participate in Clinical /Professional Supervision on a regular occurrence in accordance to trust policy
- The participate in the Service's management supervision and appraisal/career conversation programme this can be different from professional supervision.
- be responsible for documenting and taking action on the agreed objectives. The post holder will participate in a mid-way and an annual appraisal with the supervising

Occupational Therapist and will be responsible for agreeing, documenting, and taking action to achieve the agreed performance/ development plan.

- Participate in student Placements
- To contribute to the induction, training and supervision of students and junior staff.
- To undertake the measurement and evaluation of your work and current practices through the use of evidence-based practice projects, clinical audit, research and outcome measures either individually or within the team.

Information Resources & Administrative Duties

- It is the responsibility of all staff to be aware of their duties under the Health and Safety at Work Act and under specific local or departmental Health and Safety Policies.
- The post holder will comply with Confidentiality and Data Protection. It is the responsibility of all staff dealing with any matter of a confidential nature, including particular information relating to patients, their diagnosis and treatment. Individual staff records, details of contract prices and terms must be under no circumstances divulged or made available to any unauthorised persons. It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 1998.

Any Other Specific Tasks Required

- The job may include occasional exposure to verbal and physical aggression.

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (1998), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust's Risk Management Strategy and policy and under the Health & Safety at Work Act 1974. All employees are expected to be familiar with and comply with the Trust's risk and health and safety policies and procedures and all other policies and procedures relevant to their role.

Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Smoking

The Trust operates a 'non-smoking' policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

Person Specification

This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).

Requirement	Essential / Desirable	How Assessed
<u>QUALIFICATIONS & TRAINING</u> <u>Evidence of Qualifications required</u> <ul style="list-style-type: none"> Diploma/Degree/Masters in Occupational Therapy (OT). Registration with Health Care Professions Council. Documented evidence of Continual Professional Development (CPD). Membership of the Royal Collage of Occupational Therapy 	E E E D	Application Form Certificates CPD Portfolio
<u>KNOWLEDGE</u> <ul style="list-style-type: none"> Application of the OT process Some knowledge of current best practice in OT Understanding of professional ethics and their application in practice Understanding of team dynamics Basic knowledge of health legislation and current practice, including risk assessment and management. Basic knowledge of the principles of clinical governance To have a working knowledge of policies/protocols both locally (Trust) and Nationally (RCOT,NICE, NHSi) 	E E E E E E E	Application Form CPD Portfolio Interview
<u>EXPERIENCE</u> <ul style="list-style-type: none"> Experience Of Occupational therapy in a varied setting at undergraduate or postgraduate level. Experience of working with the public, patient, families Evidence of reflection Critical appraisal of own performance. 	E E E E	Interview
<u>SKILLS & ABILITIES</u> <ul style="list-style-type: none"> Use of functional assessments and activity analysis Ability to work single-handedly with individuals and groups Compassionate- interpersonal skills with the ability to communicate effectively yet remain sensitive and empathic Demonstrate a professional and patient focus approach- act as a role model Group work skills 	E E E E	Application Form CPD Portfolio

<ul style="list-style-type: none"> • Good personal organisational skills • Good presentation skills • Current UK driving licence & car owner. This will involve transporting equipment and travel to service users homes for community rotations. 	E E E E	Interview
COMMUNICATION SKILLS <ul style="list-style-type: none"> • Evidence of a good standard of Literacy / English language skills • Effective written skills to write clear and concise reports • Effective oral communication skills for clear and accurate verbal reports • Ability to cope with difficult conversation • Word processing and Internet skills 	E E E E E	Interview & Application form
PLANNING & ORGANISING SKILLS <ul style="list-style-type: none"> • To be able to carry out concurrent activities • To be able to prioritise and manage own caseload and other non-clinical aspects of role 	E E	Interview & Application form
PHYSICAL SKILLS <ul style="list-style-type: none"> • To have the physical and mental stamina to carry out interventions requiring concentration and intense physical effort throughout 80% of the working day • To be able to carry out concurrent activities • Ability to cope with working in a stressful environment and with emotional and aggressive patients and carers who can be demanding 	E E E	Interview & Application form
OTHER <ul style="list-style-type: none"> • Willingness to use technology to improve standards of care and support to our patients • Willingness to be flexible to meet the needs of services. • Availability to participate in weekend, out of hours & bank holiday working • Commitment to client centred, non-discriminatory practice • Willingness to work flexibly when cover may be required to work in other teams/areas • To have the physical and mental stamina to carry out interventions requiring concentration and intense physical effort throughout 80% of the working day • Ability to cope with working in a stressful environment and with emotional and aggressive patients and carers who can be demanding • Be able to use tact and sensitivity • To have a resilient professional manner 	E E E E E E E E E E E	Interview & Application form

SUPPORTING BEHAVIOURS

To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values.

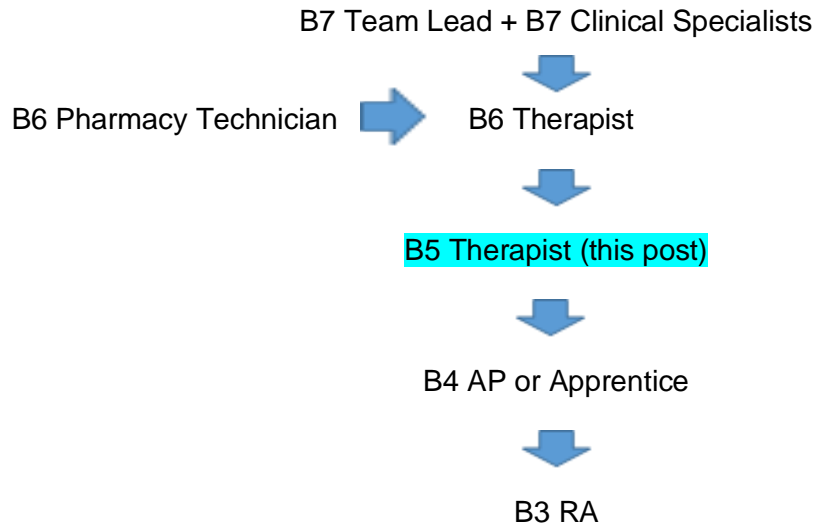
- Kindness
- Respect
- Teamwork

SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable/unpleasant physical conditions	Y		Regularly <ul style="list-style-type: none"> Poorly maintained and unkempt homes Busy, warm wards
Working in physically cramped conditions	Y		Occasionally <ul style="list-style-type: none"> People's own home
Lifting weights, equipment or individuals with mechanical aids	Y		Regularly <ul style="list-style-type: none"> Moving and handling of individuals Transportation and fitting of equipment
Lifting or weights/equipment without mechanical aids	Y		Regularly <ul style="list-style-type: none"> Transportation and fitting of equipment
Moving individuals without mechanical aids	Y		Regularly <ul style="list-style-type: none"> Moving and handling of individuals Transportation and fitting of equipment
Making repetitive movements		N	
Climbing or crawling		N	
Manipulating objects	Y		Moderate frequency <ul style="list-style-type: none"> Fitting of equipment to aids activities of daily living
Manual digging		N	
Running		N	
Standing/sitting with limited scope for movements for long periods of time	Y		Regularly <ul style="list-style-type: none"> Working in a physical ward environment Driving in a car for up to an hour
Kneeling, crouching, twisting, bending or stretching	Y		Regularly <ul style="list-style-type: none"> Moving and handling individuals and equipment
Standing/walking for substantial periods of time	Y		Regularly <ul style="list-style-type: none"> Standing or walking in a hospital environment
Heavy duty cleaning		N	
Pushing/pulling trolleys or similar	Y		Occasionally <ul style="list-style-type: none"> Pushing wheelchairs
Working at heights		N	
Restraint ie: jobs requiring training/certification in physical interventions		N	
Mental Effort	Yes	No	If yes - Specify details here - including duration and frequency
Interruptions and the requirement to change from one task to another	Y		Regularly <ul style="list-style-type: none"> Interruptions by colleagues, service users, relatives, phone calls Changing demands on duties
Carry out formal student/trainee assessments	Y		Occasionally <ul style="list-style-type: none"> On average supporting one student per year (once preceptorship completed by the post holder)
Carry out clinical/social care interventions	Y		Regularly

Analyse statistics	Y		Occasionally <ul style="list-style-type: none"> • audit • journal reviews • CPD
Operate equipment/machinery	Y		Regularly <ul style="list-style-type: none"> • IT equipment • ADL equipment
Give evidence in a court/tribunal/formal hearings	Y		Rarely
Attend meetings (describe role)	Y		Occasionally <ul style="list-style-type: none"> • Service developments • team meetings • department meetings • Family meetings with MDT present
Carry out screening tests/microscope work		N	
Prepare detailed reports	Y		Occasionally <ul style="list-style-type: none"> • draft home visit reports for OT secretaries to type
Check documents		N	
Drive a vehicle	Y		Routinely <ul style="list-style-type: none"> • Community rotation requires daily driving • Hospital rotations require occasional driving with individual in car
Carry out calculations	Y		Regularly <ul style="list-style-type: none"> • Measurements of home environment • Prescription & fitting of equipment
Carry out clinical diagnosis		N	
Carry out non-clinical fault finding		N	
Emotional Effort	Yes	No	If yes - Specify details here - including duration and frequency
Processing (eg: typing/transmitting) news of highly distressing events		N	
Giving unwelcome news to individuals/clients/carers/staff		N	
Caring for the terminally ill	Y		Treating people at the end of their life and with terminal illnesses
Dealing with difficult situations/circumstances	Y		Treating people at the end of their life and with terminal illnesses Managing expectation of service users / relatives
Designated to provide emotional support to front line staff		N	
Communicating life changing events		N	
Dealing with people with challenging behaviour	Y		Specific conditions and diagnosis eg ABI, dementia
Arriving at the scene of a serious incident	Y		<ul style="list-style-type: none"> • Rare • eg: cardiac arrest scenario

Department Organisational Charts



Department Core Purpose

Community Rehabilitation Service main focus is to provide rehabilitation support to patients within their own communities.

Our focus is helping our patients to regain any lost skills, increase their levels of independence and wellbeing and to empower and equip them to make lasting changes for their future.

We will give them support and guidance to help them to achieve their goals by encouraging them to contribute to decisions about their treatment.

skills and competencies required once in post should be considered in conjunction with this document.

Job Profile Agreement

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			