

**Job Description**

**R & S 2**

<b>Job Title</b>	Occupational Therapist
<b>Department</b>	Acute inpatient, Leeds Care Group
<b>Band</b>	5
<b>Reports To</b>	Clinical Team Manager
<b>Operationally Responsible To</b>	Clinical Team Manager
<b>Professionally Responsible To</b>	AHP Lead
<b>Location</b>	Ward 4 Newsam Centre

**JOB PURPOSE –**

This job role description sets out in generic terms the role and competencies needed to be a band 5 Occupational Therapist nurse in the Trust. A more detailed job plan will be provided to the post holder specific to the service within the acute inpatient pathway.

- To contribute to the overall provision of occupational therapy and work as an integrated member of the clinical team, participating in all aspects of day to day service provision.
- To work within a clear Occupational Therapy pathway facilitating screening assessment, needs analysis/prioritisation, treatment planning and facilitating interventions.
- To be responsible and accountable for the assessment, planning, implementation and evaluation of treatment for defined Service Users.
- To maintain clear links with your profession's structures and your profession's lead within the Trust. Support the profession's development and modernisation and the adherence to your profession's standards and codes of practice.
- To work as an integrated member of the clinical team, participating in all aspects of day to day service provision.
- Participates in assessments of care, which lead to the development of detailed and relevant care plans, to enhance/maintain the quality of life and independence of service users.
- Effectively and efficiently manages own daily caseload and engages in caseload supervision with a senior practitioner.
- Utilizes effective systems for assessing, managing and minimizing clinical risk.

- To maintain clear links with your profession's structures and your profession's lead within the Trust. Support the profession's development and modernisation and the adherence to your profession's standards and codes of practice.

## **1. Analysis, Problem Solving and Judgmental Skills**

*(covers judgements/decision making of straightforward, a range of situations, complex or highly complex of facts or situations)*

- To demonstrate sound clinical skills and ability to make decisions, whilst always aiming to promote the involvement of the service user.
- To provide advice, support and information to service users and carers.
- To provide supervision and support to junior members of the team and students and volunteers.

## **2. Planning and Organizational Skills**

*(covers planning and organising own tasks, straightforward tasks, complex or a broad range of complex activities or programmes)*

- To be involved in planning, providing, evaluating therapeutic interventions on an individual basis.
- Will be responsible for own time and case load management under the supervision of senior OT and ward manager.
- To make effective decisions regarding treatment options based on resources available.
- Will cover and support team members during times of annual leave or unexpected leave of absences.
- To use professional judgement and exercise professional accountability in all aspects of clinical practice.

## **3. Physical Skills**

*(covers minimal demand for physical skills, standard driving/keyboard or advanced/highly developed physical skills such as hand-eye co-ordination, sensory skills, moving patients and surgical activities)*

- Standard driving and keyboard skills
- Moving and handling skills
- To ensure that treatment areas and equipment used for Occupational Therapy interventions are safely maintained and are in good order and condition.

## **4. Patient/Client Care**

*(covers non-clinical advice, personal care, clinical care, implements or develops care packages/clinical technical services which are specialist or highly specialist)*

- To champion the needs of the patient group and work within the ethos of the service
- To champion the principles of occupational therapy and therapeutic practices within designated team. Provide full and comprehensive clinical Occupational Therapy

input to service users and carers as appropriate to the clinical setting based in.

- To be responsible and accountable for the assessment, planning, implementation and evaluation of treatment for defined Service Users.
- To communicate concerns regarding institutional abuse and other forms of abuse, appropriately with support of Line Manager/Clinical Team Manager, Trust Safe Guarding Service and Freedom to speak up guardian.

## **5. Policy and Service development Implementation**

*(covers responsibility for development and implementation of policies and/or services i.e. implements in own work area, policy/service development across own area/directorate/organisation)*

- Take responsibility to maintain professional registration by meeting specific professional standards and adhering to codes of practice.
- Contribute to the development of the service applying NICE guidelines through Clinical Governance and professional standards.
- Participate in service audit evaluation and review.
- To contribute to the continuing development and evaluation of the service and the occupational therapy aspect within the process.
- To maintain clear links with your profession's structures and your profession's lead within the Trust. Support the profession's development and modernization and the adherence to your profession's standards and codes of practice.

## **6. Responsible for Financial and Physical Resources**

*(covers financial resources i.e. cash, cheques, budgets and physical resources such as clinical, office and other equipment, tools, instruments, personal possessions of patients/clients)*

- To make effective use of all available resources under the guidance of the team manager.
- Adhere to Trust financial instructions e.g.: mileage and expenses claims, timely submission of attendance sheets and activity recording.
- Will provide supervision and appraisals for designated staff.

## **7. Responsible for Human Resources**

*(covers management/supervision/coordination/teaching, training and development/ including dealing with HR issues such as grievance, disciplinary, absence management and appraisal)*

- To engage in management and caseload supervision with identified professional and management supervisor and to provide clinical supervision to junior staff.
- To provide supervision and support to junior members of the team and students.

### **8. Responsible for Information Resources**

*(covers computerised, paper-based and information systems i.e. records own generated information, data entry, create reports, design/development/use of information systems)*

- To maintain accurate and up to date patient electronic records as required by the Trust policies, procedures and local working instructions.
- To provide clinical reports.
- To ensure trust policy is maintain in relation to information governance.

### **9. Research and Development (R & D)**

*(covers informal and formal clinical or non-clinical R & D i.e. carries out audits, undertakes R & D, co-ordinates and implements R & D programmes)*

- To contribute to audits/evaluation as directed by the Trust, Leeds Care service, service and professional Leads and Community Links
- To contribute to any R&D related task as instructed by service Leads/managers.

### **10. Freedom to Act**

*(covers accountability for own actions and those of others, use of own initiative and act independently and the discretion to take action i.e. works with supervision or is guided by procedures, guidance by others, interprets policy and strategy)*

- To work with increasing autonomy with both occupational therapy specific and more generic assessments and interventions based on clinical reasoning.
- To actively engage within the supervision process and be committed to lifelong learning
- To assist in ensuring the clinical setting meets Trust standards and offers a learning environment set by COT and Universities.
- Take responsibility to maintain professional registration by meeting COT and HCPC standards and support adherence to these within clinical settings.

## **HEALTH, SAFETY & RISK MANAGEMENT**

You must at all times comply with the Leeds and York Partnership NHS Foundation Trust Health & Safety Policies, in particular by following agreed safe working procedures and reporting incidents using the trust's risk incident reporting system.

You are required to inform the line manager of any safety issues that could affect you or others in the work place. You are responsible for your own Health & Safety and must co-operate with the management at all times in achieving safer work processes and work places, particularly were it can impact on others.

You will be trained in the correct use of any equipment provided to improve Safety and Health within the trust. You are required to use the equipment when necessary and as instructed; it is your responsibility to ensure the equipment is safe to use, prior to its use and must report any defects immediately to your manager.

You have a duty to take reasonable care of health and safety at work for you, your team and others, and to co-operate with employers to ensure compliance with health and safety requirements

## **TRAINING AND PERSONAL DEVELOPMENT**

You must take personal responsibility in agreement with your line manager for your own development by ensuring that continuous professional development remains a priority. You will undertake all mandatory training required for the role and participate in supervision/appraisal as necessary.

## **SAFEGUARDING**

Any post holder within the organization will be expected to undertake safeguarding training (Children and Adults) appropriate to their role and adhere to policies and procedures relevant to the area they work in.

All staff must work in accordance with their statutory roles and responsibilities in relation to safeguarding in accordance with the Working Together to Safeguarding Children 2018, Promoting the health and well-being of looked after children 2015, The Care Act 2014 and the Prevent Duty 2015. This must include familiarisation with safeguarding policies and how to raise concerns as well attendance at training commensurate with the role in line with the intercollegiate documents for Adults and Children - Roles and Competencies for Health Care Staff 2018.

## **INFORMATION GOVERNANCE AND DATA QUALITY**

### **CONFIDENTIALITY**

You have a duty to protect the confidentiality of personal information you hold. You should respect patient confidentiality at all times, and protect, and not divulge patient information unless sanctioned by the requirements of the role.

### **DATA QUALITY**

If your job involves collecting and / or inputting data into Trust information systems, and particularly if this relates to service users or other persons, then you must follow Trust policies and procedures to ensure the accuracy and completeness of this information.

## **TRUST VALUES**

You are required to act at all times in accordance with the Trust values of Improving Lives, Respect and Dignity, Compassion, Commitment to Quality of Care, Everyone Counts and Working Together.

## **EQUALITY AND DIVERSITY**

You have a duty not to discriminate against service users/patients, staff or visitors and to adhere to equal opportunities and equality and human rights legislation.

## **SPECIAL WORKING CONDITIONS**

This is community post so will involve travelling between sites and service users homes.  
You may need to escort service users as necessary.  
Extended hours may be required, across seven days.

## **INFECTION CONTROL RESPONSIBILITIES**

You have the following key responsibilities:

- You must wash your hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient/service user contact.
- You have a duty to attend annual mandatory hand hygiene training (clinical staff) or three yearly mandatory hand hygiene training (non clinical staff) provided for them by the Trust.
- If you develop an infection (other than common colds and illness) that may be transmittable to patients you have a duty to contact Occupational Health or Infection Control and seek advice on its' management.
- Compliance with all infection control policies and procedures will form an integral part of the practice of all staff.

## **HIGH QUALITY PATIENT CARE**

*For clinical staff only*

You will maintain the highest standards of care and service treating every individual with compassion, dignity and respect taking responsibility not only for the care you personally provide but also your wider contribution to the aims of your team and the NHS as a whole.

You will play your part in sustainably improving services by working in partnership with patients, the public and communities

## **RAISING CONCERNS**

You should aim to raise any genuine concern you may have about a risk, malpractice or wrongdoing at work which may affect patients, other staff or the public or the Trust at the earliest reasonable opportunity. Please refer to the Trust's Whistleblowing/Raising Concerns Procedure

## **THE NHS CONSTITUTION**

Staff within the NHS have legal duties under Section 9 of the NHS Constitution and these should be complied with. A copy of the Constitution can be found on the Trust's staff net or on the NHS Employers web-site.

**LINE MANAGER'S NAME** .....**SIGNATURE**.....  
**DATE**.....