

THERAPY, DIETETIC and MOBILITY SERVICES

JOB DESCRIPTION

JOB TITLE:	Occupational Therapist
BAND:	5
HOURS:	37.5 (including weekends & bank holidays)
LOCATION:	Airedale General Hospital

MANAGERIALLY ACCOUNTABLE TO: Service Manager for Specialist Rehabilitation Services

PROFESSIONALLY ACCOUNTABLE TO: Professional Lead for Occupational Therapy

KEY RELATIONSHIPS:

- Stroke therapy teams: Bradford and Airedale (acute and community).
- Stroke ward nursing and medical team.
- Consultant in rehabilitation medicine.
- Social services
- Speech and language therapy
- Occupational therapy
- Physiotherapy teams across Airedale NHS Foundation Trust

Service Description:

The stroke therapy service operates across Bradford and Airedale with each having an acute and community therapy team. The teams consist of therapy assistant and assistant practitioners, occupational therapists, physiotherapists, psychologist and speech and language therapists. The teams also work closely with dietitians, orthotists and mobility services.

The Bradford and Airedale stroke pathway involves patients being admitted initially to Bradford Royal infirmary where a stroke is suspected. The patients are then repatriated to Airedale NHS Foundation Trust acute or community service with a package of therapy care to meet their individual needs. The Bradford and Airedale

therapy teams have therefore built strong links and as a close network share learning and working opportunities.

Job Summary

- To prioritise, plan and deliver clinical case work within the stroke therapy team with support and supervision of a senior therapist.
- To apply evidence based, knowledge and skills to support patient care within stroke and rehabilitation services.
- To work in partnership with patients, carers, the MDT, and wider statutory, private and voluntary sector services.
- To work with team members to ensure the effective functioning of the team
- To participate in quality improvements to improve the stroke and rehabilitation therapy services.
- Contribute to student training and development.

In pursuing these duties the post holder will ensure compliance with the NHS Constitution and the Trust's Right Care strategy.

Principle Duties and Responsibilities:

1. Clinical

- 1.1. Provide timely and efficient occupational therapy to patients according to clinical protocols and service priorities.
- 1.2 Ensure patients receive a high standard of clinical care and that you meet the standards expected from Royal College of Occupational Therapy.
- 1.3 Use investigative and analytical skills to undertake a comprehensive occupational therapy assessment of the patient.
- 1.4 Reflect on complex facts gathered or situations presented and use analysis and judgment skills to consider options for interventions, and outcomes.
- 1.5 Formulate individual management and treatment plans, using clinical reasoning and a wide range of treatment skills within occupational therapy care.
- 1.6 Implement occupational therapeutic interventions / care packages in partnership with the service user, with the carer as necessary and in consultation with colleagues.
- 1.7 Plan and organise to carry out assessment and interventions in the most appropriate setting.
- 1.8 Monitor and evaluate the outcome of interventions in partnership with the service user if possible, with the carer if necessary and in consultation with colleagues.
- 1.9 Collaborate with the MDT to improve patient pathways and attend MDT meetings.

- 1.10 Respond to unforeseen situations that take precedence over planned work.
- 1.11 Provide advice, teaching and instruction for relatives, carers, and other health professionals to promote understanding of the aims of stroke rehabilitation occupational therapy and to ensure a consistent approach to patient care.
- 1.12 Provide specialist advice to therapy and dietetic colleagues working within other clinical areas across the Trust.
- 1.13 Support the development of assistants and students.
- 1.14 Use highly developed communication skills to establish good working relationships with colleagues, service users and carers.
- 1.15 Use verbal and non-verbal communication skills and sensitivity with patients, relatives and carers to overcome barriers to communication e.g. loss of hearing, altered perception, expressive and receptive dysphasia, pain, anxiety, tracheotomy, problems with cognition.
- 1.16 Deal effectively with complex, sensitive or contentious communications with support of a senior therapist.

2. Leadership and Management

- 2.1 Follow supervision guidelines and consult with senior therapists to ensure optimum outcome for patients with clear presentation of complex facts and analysis to enable effective decision making
- 2.2 Contribute to the development of the stroke therapy services.
- 2.3 Take responsibility for delegated tasks and service development activities.
- 2.4 Communicate effectively within the immediate team, MDT and with other internal and external organisations e.g. social services, equipment providers and voluntary sectors
- 2.5 Contribute to the planning and evaluation of clinical training to students ensuring all clinical protocols are accurately followed.
- 2.6 Ensure equipment is stored in adherence with to relevant policies and that are up to date with competencies to use equipment within the stroke therapy and occupational therapy teams.
- 2.7 Adhere to health and safety policies and procedures
- 2.8 Raise incidents and near misses using the incident reporting systems.
- 2.9 Be aware of the need for judicious use of resources and maintaining stock control
- 2.10 Be prepared to work flexibly in terms of time and workload to meet service needs.

3. Personal and Professional Development

- 3.1 Adhere to the Health and Care Professions Council (HCPC) Standards of Proficiency and Code of Ethics and Professional Conduct for Occupational Therapy and maintain professional registration.
- 3.2 Maintain own continuing professional development (CPD) by keeping abreast of new trends and developments, use of reflective practice and incorporating learning into working practice.
- 3.3 Attend and present in-service training sessions at designated times and at staff meetings as well as sharing existing knowledge and skills and feeding back from external courses.
- 3.4 Be a role model for professional behaviours in all aspect of practice.
- 3.5 Ensure compliance with supervision and appraisals standards and maintain a professional portfolio.
- 3.6 Support team by participating in relevant internal and external research and quality improvement projects.

4. Service Improvement and Governance

- 4.2 Evaluate individual and group interventions through the use of outcome measures and audit, and implement necessary service improvements.
- 4.3 Where there is an identified need for a new or updated policy or procedure in own work area as a result of an evaluation contribute to its implementation.
- 4.4 Undertake research and audit of the stroke therapy services and present the results to the team and wider MDT.
- 4.5 Keep abreast of new research and clinical developments
- 4.6 Respond to requests for information and actions in a timely manner.
- 4.7 Participate in the development of risk assessments strategies for stroke therapy.
- 4.8 Ensure maintenance of accurate, comprehensive and up-to-date documentation in line with professional, legal and service requirements.
- 4.9 Communicate clinical and personal information confidentially and in an appropriate format
- 4.10 Follow Trust and departmental policies and guidelines.

5. Professional Registration/Codes of Conduct

Be aware of and comply with the relevant codes of conduct and practice set up by the Health and Care Professions Council (HCPC) and maintain professional

registration. Any breach of these codes may lead to action by the Trust independent of any taken by the Health and Care Professions Council.

6. Safeguarding Children & Adults

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults

7. Health & Safety

Be responsible, in respect to your area of work, for ensuring so far as is reasonably practicable and in accordance with Trust policies a healthy and safe environment for relevant clients and patients, employees and trainees, volunteers, visitors and members of the public on our premises, contractors and other people using the Trust's services, and for the provision of the information, training and supervision that is required to achieve this responsibility. This requires you to:

- Comply with any health and safety regulations or trust policies or procedures that affect your area of work.
- Raise matters of non-compliance with your manager or other advisers to reach appropriate solutions.
- Are familiar with the Trust's Health and Safety Policy and your department's Health and Safety Control Book or Manual.

8. Manual Handling

Manoeuvre **light and heavy** goods and equipment and assist people to move, in accordance with manual handling regulations and good practice.

9. Equal Opportunities

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

10. Infection Prevention and Control

Be responsible, in respect to your area of work, for ensuring so far as reasonably practicable and in accordance with Trust policies, that all staff are aware of their individual responsibilities in regard to infection prevention and control, and for the provision of the information, training and supervision that is required to achieve this responsibility. This requires you to:

- Maintain a safe infection prevention and control environment for yourself and others
- Be familiar with and comply with Trust guidelines, policies and procedures relating to Infection prevention and control
- Raise matters of non-compliance with your manager or other advisers to reach appropriate solutions
- Ensure that infection prevention and control guidelines, policies and procedures are distributed to relevant staff
- Ensure procedures specific to your specialty are in place, in collaboration with the Infection Control Team

- Ensure that infection prevention and control forms part of staff appraisal

11. Mandatory Training

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

12. Information Governance

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility

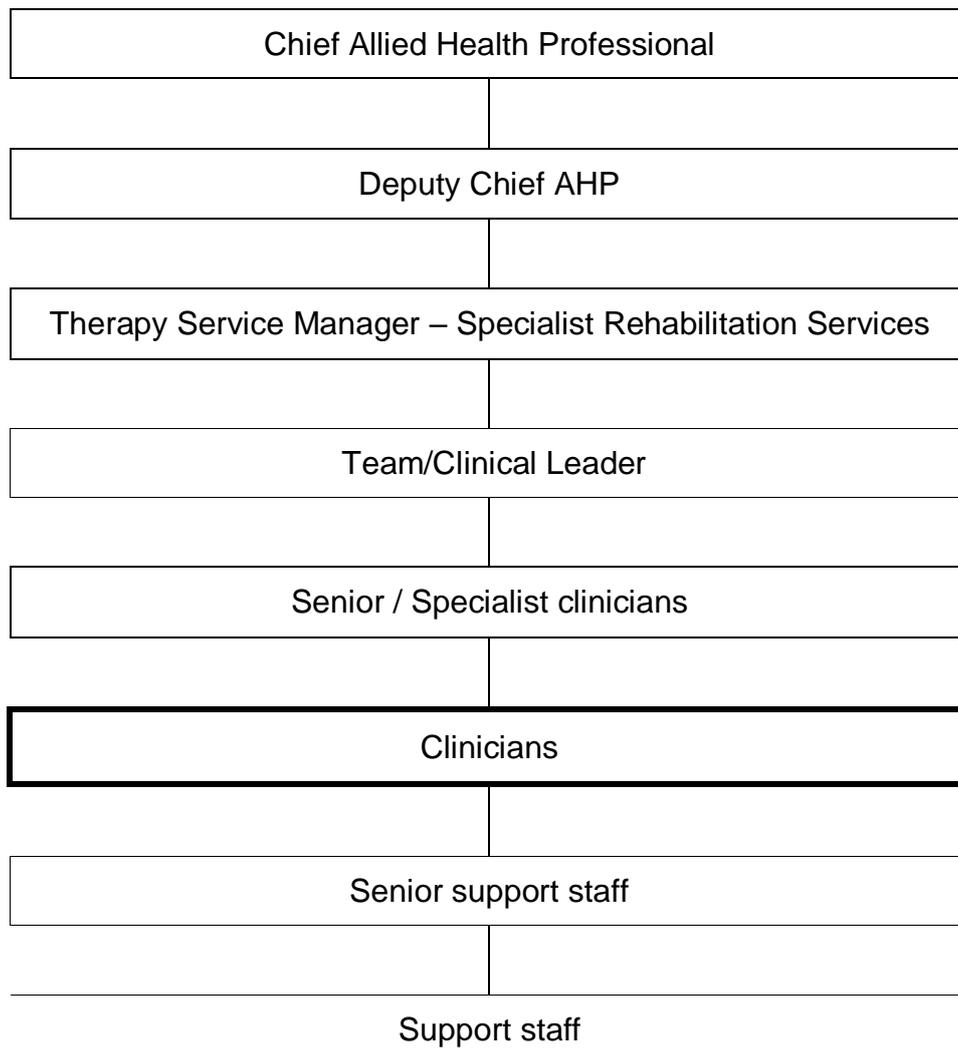
13. Restriction on Smoking

The Trust is "Smokefree". You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.

This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.

ORGANISATIONAL CHART



THERAPY, DIETETIC and MOBILITY SERVICES

PERSON SPECIFICATION

TITLE OF POST	Occupational Therapist
BAND	5
DEPARTMENT	Specialist Services (Stroke Therapy)
LOCATION	Airedale NHS Foundation Trust as part of the Bradford and Airedale Stroke Service.

REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications	<p>Degree or equivalent pre-registration award in occupational therapy</p> <p>State registrations with the Health Care Professions Council</p>	<p>Post graduate courses relevant to occupational therapy.</p> <p>ECDL or formal qualifications in word processing and spreadsheets</p> <p>Member of relevant Professional special interest groups/organisations</p>	Application form
Experience	<p>Relevant and recent undergraduate experience working in a variety of clinical areas and settings.</p> <p>Undergraduate experience of multidisciplinary team working and working collaboratively with other professions and agencies</p>	<p>Recent post graduate experience within neuro-occupational therapy.</p> <p>Experience in use of IT applications</p> <p>Experience of audit and research</p> <p>Experience of service development</p> <p>Experience of working shifts / weekends</p>	Application form/ interview/ references/ CPD portfolio
Knowledge	<p>Knowledge of standardised and non-standardised assessments and treatments relevant to neurological occupational therapy.</p>	<p>Knowledge of relevant national and local legislation relevant to stroke therapy</p> <p>Knowledge of student education and</p>	Application form/ interview/ references/ CPD portfolio

	<p>Knowledge of the roles of other professionals and the principles of partnership working</p> <p>Knowledge of clinical standards and ability to implement and audit these in the team</p> <p>Knowledge of the principles of clinical governance</p> <p>Knowledge to promote and support equality and value diversity</p> <p>Knowledge of the NHS constitution</p>	<p>development of self as an educator</p>	
<p>Skills</p>	<p>Occupational therapy assessment and treatment skills</p> <p>Clinical reasoning skills</p> <p>Excellent communication and counselling skills including observation, listening and empathy</p> <p>Skills to empower people to realise and maintain their potential in relation to health and well being</p> <p>Ability to work well within a team</p> <p>Planning and organisational skills</p> <p>Negotiation and problem-solving skills</p> <p>Analytical and reflective skills</p> <p>Presentation skills, both written and verbal, and ability to adjust style and content as appropriate</p>	<p>Audit and critical appraisal skills</p> <p>Ability to facilitate skills in others</p>	<p>Application form/ interview/ references/ CPD portfolio</p>

	<p>Ability to cope with working in a stressful environment, including emotional or aggressive patients and carers</p> <p>Ability to concentrate and work intensely in a busy environment</p> <p>Ability to develop own skills and knowledge to maintain quality of work</p> <p>Support senior staff with the organisation of services and projects</p>		
Personal Attributes	<p>High degree of self-motivation and initiative</p> <p>High degree of integrity and reliability</p> <p>Approachable, tactful and diplomatic</p> <p>Resilient and confident</p> <p>Highly flexible to meet own and service needs and be open to new ideas</p> <p>High degree of energy and enthusiasm</p> <p>Work independently within parameters set by codes of conduct, professional guidelines and policies</p> <p>Conducts self professionally at all times and able to adapt approach to a range of situations.</p>	<p>Actively contributes to the improvement of services by engaging service users.</p> <p>Actively seeks responsibility, accountability and autonomy</p>	Interview/references
Other	<p>Current UK Driving Licence</p> <p>Access to own transport</p>		Application form

