

Job Title: Experienced Occupational Therapist

Division/Department: Integrated Clinical Services - Rehabilitation Services
LNWUH

Hospital Responsible to: Head Occupational Therapist

Accountable to: Therapy Lead, Ealing Hospital

Band: 6

Hours: 37 ½ hours

Location: Ealing Hospital

In order to meet the needs of the trust's service you may be required from time to time to work at different locations to your normal place of work.

ORGANISATIONAL VALUES

All staff employed by the Trust are expected to embody our 'HEART' values throughout their employment. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

Honesty - open and honest in everything we do

Equality – we value all people equally and treat them fairly whilst recognising their individuality

Accountability – we will provide excellent care and ensure the safety and wellbeing of all patients

Respect – we treat everybody the way we would like to be treated

Teamwork – we work together to make improvements, delivering consistent, high quality, safe care.

JOB SUMMARY

To provide a high quality efficient Occupational Therapy service to in-patients (supported by a Band 7 Occupational Therapist) to patients on Medical, Surgical, and Respiratory acute wards at Ealing Hospital.

To assist Band 7 Occupational Therapist in the organisation and development of a comprehensive Occupational Therapy service for adults.

To manage own caseload including assessment, treatment and support of clients, applying specialised skills and knowledge.

To provide and gain appropriate information from clients and carers regarding their needs and concerns, in order to provide a service to meet those needs.

To be an active member of the multidisciplinary team and to provide coordinated and comprehensive treatment programs and refer on to various services in the community as appropriate.

To proactively be involved in the service development of the team and wider therapy service.

KEY RESPONSIBILITIES

CLINICAL

To assist Band 7 Occupational Therapist in the organisation and development of a comprehensive Occupational Therapy service for adults.

- To manage own caseload including assessment, treatment and support of clients, applying specialised skills and knowledge.
- To provide and gain appropriate information from clients and carers regarding their needs and concerns, in order to provide a service to meet those needs.
- To be an active member of the multidisciplinary team and to provide coordinated and comprehensive treatment programs.
- To refer to various multidisciplinary team members as appropriate following assessment of patient needs.
- To competently assess clients in their own home or other environments and to take suitable follow-up action.
- To be responsible and accountable for safe and appropriate provision of adaptive equipment to patients in line with current policies re provision of such equipment.

- To plan, prepare and carry out suitable treatment groups when necessary.
- To supervise, train and be responsible for other staff i.e. Band 5 Occupational Therapists, Rehabilitation Assistants, students under the supervision of Occupational Therapists to delegate work tasks and provide framework for the development of particular skills.
- To complete performance reviews to help guide professional development for self and others.
- To participate in internal and external teaching opportunities, to promote understanding of Occupational Therapy amongst other disciplines and the general public, including provision of in-services within the Department and attending/presenting at Journal Club meetings.
- To be aware of relevant training opportunities to further own professional skills and thus standards of care. To disseminate information received on training courses within the Department through appropriate channels.

Communication

- To communicate with nursing staff and advise/educate in Occupation Therapy matters as appropriate.
- To attend and actively participate in meetings e.g. multidisciplinary meetings as relevant to the caseload and to advise nursing, medical and other staff on Occupational Therapy involvement.
- To coordinate and communicate with other statutory and voluntary services where appropriate, to provide continuity of care to the client group and to refer on to these services as needed.
- Complex communication with patients/carers.

Service Development

- To attend Occupational Therapy and Service Development Meetings in order to receive and share professional information and support. To participate in the development of the Occupational Therapy Service as a whole.
 - May lead project groups as allocated by supervisor/line manager.

Leadership



Putting **patients**
at the **HEART**
of everything we do

- Demonstrate basic leadership skills through the management of designated projects (e.g. audits, review and development of protocols etc.)
- Demonstrate the ability to initiate, plan and implement the induction, training and education of students and other staff in this setting
- Deputise for highly specialised Occupational Therapist in their absence to ensure the day to day running of the service and complete any other delegated duties or tasks as required by the service requested by team lead.

Dealing with difficult situations

- To frequently deal with emotional and distressing situations and circumstances with patients and their families to promote achievement of goals eg. Patients with terminal illness, patients with no further rehab potential
- Communicating complex and sensitive information relating to medical conditions and OT process, requiring skills of empathy and reassurance.
- To deal with frequent exposure to distressing circumstances such as death of patients, and patients with chronic or terminal disease.
- To occasionally work in highly stressful and distressing situations during which patients may collapse or require resuscitation.
- To be able to complete required documentation and clinical work by deadlines agreed, which may be stressful at times
- To occasional deal with a wide range of complex emotions from staff

Clinical Governance

- To maintain C.O.T/B.A.O.T. code of ethics and local standards of care and to alert the Head Occupational Therapist to potential risks of falling below these standards, either clinical or professional.
- To participate actively in the development of Clinical Governance protocols for the department and in doing so, review and update service delivery policies, procedures and tools.
- To comply with clinical governance protocols.
- To uphold overall policies for own work and to evaluate on a regular basis with Band 7 Occupational Therapist.

Administrative

- To maintain client records and medical notes.
- To be responsible for own departmental statistics.
- To complete professional Occupational Therapy reports where appropriate in a timely manner and make available to relevant parties.
- To complete necessary on line for equipment and referral forms to community agencies and follow up as necessary.
- To assist in ensuring that levels and records of equipment held by the Department are maintained.

ADDITIONAL RESPONSIBILITIES

INFORMATION GOVERNANCE

All NHS workers must abide at all times by the Confidentiality: NHS Code of Practice document issued by the Department of Health, and follow the relevant confidentiality and privacy policies specifically adopted by the Trust. Information relating to patients, employees and business of the Trust must be treated in the strictest confidence and under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All information collected, stored and used must be done so in compliance with the Data Protection Act, the Freedom of Information Act (2000) and all relevant Trust Policy. Breaches of confidentiality or information governance protocol may lead to disciplinary action.

INFORMATION SECURITY

All staff must adhere to the requirements of the Trust's Information Security Policy, which covers the deployment and use of all of the Trust's electronic information systems (i.e. all computers, peripheral equipment, software and data). In serious cases, failure to comply with the Policy may result in disciplinary action and could also result in a criminal offence.

HEALTH AND SAFETY AT WORK Act (1974)

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These

responsibilities apply at all times whilst you are at work or on duty and apply to all Trust premises and also whilst working in the community or on any other Trust business.

EQUAL OPPORTUNITIES AND EQUALITIES LEGISLATION

It is the policy of London North West Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.

PATIENT & PUBLIC INVOLVEMENT

Section 11 of the Health & Social Care Act 2001, places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

RISK MANAGEMENT

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

CORPORATE / CLINICAL GOVERNANCE

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

INFECTION CONTROL AND HOSPITAL-ACQUIRED INFECTION

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policies and make every effort to maintain high standards to infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA. In particular all staff have the following key responsibilities: • Staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact. • Staff members have a duty to attend infection control training provided for them by the Trust. • Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns. Early recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults. As an employee of the Trust you have a responsibility to ensure that:

- a) You are familiar with and adhere to the Trust's procedures and guidelines for safeguarding children and vulnerable adults
- b) You attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

STAFF COMMITMENT TO PATIENT CARE

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

HEALTH RECORDS

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes are individually responsible for the confidentiality, tracking, filing and good order of the case note at all times as outlined in the Medical Records Policy and the

Information Lifecycle Management Policy. For further information refer to;
Department of Health website-Records Management; NHS Code of Practice- 2006

NHS CONSTITUTION AND CODE OF CONDUCT FOR MANAGERS

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For Managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

The Trust reserve the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.