

JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION	
Job Title:	Senior Occupational Therapist
Band/Grade:	
Hours of Work:	37.5
Accountable to:	Head of therapies
Responsible:	Occupational Therapy Lead/ Inpatient Therapy Lead
Department:	Physiotherapy
Job Reference:	
Last Update (insert Date):	
Disclosure and Barring Service (DBS) Check Required:	Yes Level Enhanced

2. JOB PURPOSE
<ul style="list-style-type: none"> To work as an autonomous practitioner, within scope of practice and deliver a quality clinical service; meeting the clinical and strategic needs of the hospital. To provide highly specialised assessment and intervention for a varied caseload of inpatients and outpatients including patients who may have highly complex presentations. To support the development of the occupational therapy service, striving to ensure best practice, maximum efficiency and productivity and cost effectiveness. To supervise, initiate and participate in evidence based projects and lead in-service training sessions as required. To supervise, initiate and participate in audit and service reviews and evaluations as appropriate. To develop and foster productive relationships with key stakeholders e.g. Consultants, GPs, patient groups and other links. To supervise, teach and appraise members of the physiotherapy department team as required. To develop and promote a positive, dynamic image and culture to both internal and external stakeholders. At all times striving to reflect and encourage the hospital 's values.

3. ORGANISATIONAL STRUCTURE

4. ROLE OF DEPARTMENT

The inpatient therapies team at the Hospital of St John and St Elizabeth provides specialist assessment and treatment to patients admitted to the wards, when clinically indicated. Our aim is to deliver evidence-based, high quality care, which is achieved through a clear governance strategy, service planning, development and multidisciplinary team working.

5. RESPONSIBILITIES OF THE POST

Key Tasks

Clinical

- To be professionally and legally responsible and accountable for all aspects of own professional activities in line with the standards of the Hospital, department, professional codes of conduct (BAOT) and the Health and Care Professions Council (HCPC).
- To have overall accountability for the planning and management of own complex and specialised caseload of patients and to organise this effectively and efficiently with regards to clinical priorities and use of time
- Use expert specialist knowledge of the clinical area to undertake complex therapy assessments which include an evaluation of the impact of patients' diagnoses and stage of disease on their ability to function and maintain quality of life and to make clinical decisions on the most appropriate form of therapy intervention, both short and long term.
- To provide expert therapeutic advice to patients, carers and clinicians using evidence based practice, or in the absence of a robust evidence base, advanced clinical judgement acquired through professional expertise.
- To use highly advanced communication and behaviour change skills to facilitate therapy interventions in situations where sensitive information needs to be discussed.
- To continuously assess, evaluate and review objectives and desired outcomes in collaboration with the patient, any carers and multidisciplinary team.
- To make recommendations to colleagues and members of the MDT, based on advanced theoretical and practical knowledge regarding the ongoing management of patients.
- To play an active role in discharge planning of patients in the MDT.
- To produce up to date, clear evidence based resources for patients.
- To be competent in the use of relevant equipment. This may include training of other healthcare professionals in its correct use.
- To provide specialist advice to the MDT in a range of forums for example ward rounds, MDT meetings and family meetings.
- To ensure that patients have consented to assessment and therapeutic interventions in line with hospital policy and professional codes of conduct.
- Maintain patient documentation, records and accurate statistical information to reflect the care provided and to meet professional and hospital standards as well as local and national guidelines.
- To maintain accurate, comprehensive professional case notes for all direct and indirect patient contact.

- To demonstrate flexibility in communication and interpersonal skills to overcome barriers to communication e.g. language and cultural barriers, loss of hearing/sight, distressing information, hostile/emotive situations, altered perception and cognition etc.
- To liaise with and provide feedback to referrers to the service by letter and /or verbal communication.
- To communicate complex patient related information effectively, to ensure collaborative working within the MDT including those external to the hospital.

Professional

- To demonstrate a sound understanding of clinical governance and risk management appropriate to the work situation.
- Take personal responsibility for promoting a safe environment and safe patient care by identifying areas of risk and following the Hospitals reporting policy and procedure.
- To be responsible for equipment used in delivering therapeutic interventions and to adhere to hospital and departmental policies, including competence to use the equipment and safe use of equipment by others.
- To assist the Occupational Therapy Lead/Inpatient Team Lead in the development and implementation of organisational and departmental policies and procedures and be involved in reviewing and updating as appropriate.
- To progress own CPD by keeping up to date with key trends and developments by reading and attending external/internal courses and in-service training sessions. To adhere to the principles of lifelong learning and maintain a CPD portfolio reflecting personal professional development
- To evidence when requested completion of clinical competencies, mandatory training completion and clinically relevant documentation.
- To participate in the staff appraisal scheme and personal development planning as appraise. To analyse own CPD in order to identify training needs to guide individual development in conjunction with the hospital and service needs.
- To continually maintain and improve professional, clinical skills and knowledge through the supervision process.
- Responsible for managing own time effectively
- Complies with HCPC, codes of ethics and professional conduct, national guidelines and hospital policies and procedures.
- To support the Therapy team, facilitating efficient day to day management and running of the service.
- To provide advice, teaching and training to other members of the hospital regarding the therapeutic management of patients.
- To act as a source of clinical expertise and advice and as a resource for other team members
- To be actively involved in the induction of all new therapy staff.
- To plan, prioritise and delegate effectively and efficiently with regard to patient care and

professional demands.

- To represent the profession and service in appropriate internal and external meetings/groups

6. GENERAL INFORMATION:

- This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of the Hospital of St John and St Elizabeth.
- The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work .

6.1 Other Duties:

To undertake any other similar duties, as required by the manager.

6.2 Confidentiality:

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorized person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Hospital's Information Governance requirements, the Code of Confidentiality and the Data Protection Act, 1998. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal .

6.3 Health and Safety:

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

6.4 Risk Management

You have a responsibility for the identification of all risk which have a potential adverse affect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

6.5 Equal Opportunities and Diversity

As a member of staff at the Hospital of St John and St Elizabeth you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Hospital's Equal Opportunities and Diversity Policy.

You are also required to co-operate with measures introduced to ensure equality of opportunity.

6.6 Codes of Conduct

The Hospital will provide a supportive environment, in line with the Hospital's Code of Conduct. Any breaches of the Code will be promptly, fairly and reasonably investigated in-line with any associated procedures.

6.7 Infection Prevention and Control

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Hospital's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections. Line managers will discuss this with staff as part of the appraisal process.

6.8 Management of Hospital Values

Managers are expected to lead by example and deliver the values of the Hospital at all times. They must support the Hospital to deliver excellent service to our patients and visitors. It is understood that as the business evolves, the expectations of the patients will rise and so too will the level of service delivery.

This is an outline of the post holders key duties and responsibilities. It is not intended as an exhaustive list and may change according to the hospital's needs and priorities and following discussion with the post holder.

7. CREATED BY:

SIGNATURE:

PERSON SPECIFICATION

Post Title: Senior Occupational Therapist

Criteria		Essential	Desirable	Assessment
Qualifications	<ul style="list-style-type: none"> BSc (hons) degree in Occupational Therapy or diploma or equivalent Health and Care Professions Council (HCPC) registration for Occupational Therapy Evidence of post graduate professional development Evidence of study or intending to study at Masters level Member of specialist interest group 	E E E	D D	A A A A A
Experience	<ul style="list-style-type: none"> Evidence of additional specialist knowledge acquired through relevant post-graduate training. Experience of working with an array of patients in the inpatient and outpatient occupational therapy setting. Experience of a wide range of approaches for the management of complex patients. Knowledge and experience of audit and research. Experience of multidisciplinary team working. Experience of working at Band 7 level Experience of teaching to own professional group and MDT 	E E E	D D D D	A/I

Skills and Knowledge	<ul style="list-style-type: none"> • Knowledge and competencies equivalent to demands of the post. • Knowledge and competencies as a clinical expert within occupational therapy services. • Evidence of advanced clinical reasoning in the management of complex patients. • Ability to demonstrate a commitment to best practice and awareness of relevant national standards/guidelines. • Ability to critically evaluate current research and apply it to own practice • Understanding of both inpatient and outpatient therapy service provisions. • Understanding of person-centred care and National and local drivers pertaining to patient care.. • A level of English language competency and communication skills necessary to perform this role safely and effectively • Able to manage own clinical caseload by prioritising effectively. • Ability to manage own time and meet deadlines. • Excellent organisational skills. • Highly developed communication skills with a range of patients and healthcare professionals. • Highly effective written communication skills.. • Presentation skills. • Teaching skills. • Computer/IT skills. Understanding and experience of using common software packages e.g. Word, Excel, PowerPoint etc. 	E E E E E E E E E E E E E E E		
Attributes and Qualities	<ul style="list-style-type: none"> • Reflect and embody the Hospital values. • Able to negotiate at a variety of levels • Self motivated. • Being able to react and respond quickly and appropriately. • Ability to work alone and as part of a team. • Committed to ongoing professional development. • Able to work flexibly in terms of time and location. • Ability to comply with hospital policies. 	E E E E E E E E		