**JOB DESCRIPTION**

**JOB TITLE** Occupational Therapist - Integrated Therapy Team

**GRADE/BAND** 6

**LOCATION**  Trustwide

**RESPONSIBLE TO** Integrated Team Leader

**ACCOUNTABLE TO** Assistant Director - Therapies

**JOB PURPOSE**

1. To be responsible for the delivery of a specialised Occupational Therapy service within the Integrated Therapy Team utilising in-depth theoretical and technical skills.
2. To independently manage a caseload of patients with complex needs within the Integrated Therapy team using evidence based, client centred principles to assess, plan, implement and evaluate interventions in order to minimise disability and maximise independence for independent living.
3. To provide leadership, supervision, and appraisal for junior and non-qualified staff and also students.
4. To participate in the planning, development and evaluation of Occupational Therapy Services within the Integrated Therapy team, holding responsibility for defined projects
5. **Professional**

* To write departmental and implement Trust wide/departmental policies, procedures and guidelines. Or partake in feedback (depends on grade and role)
* Maintain a professional appearance in line with the Trust dress code
* Uphold the Trust’s values and behaviours (available on the Trust web site) and behave in a manner fitting with the responsible position of the post holder, maintaining the public confidence
* Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person he/she comes into contact with in the course of his/her business
* Uphold the privacy and dignity of the patient and respect the equality of patients at all time

1. **Key responsibilities**

**Clinical Duties/Patient Contact**

1. To be professionally and legally accountable for all aspects of own practice, including the management of individuals in your care.
2. To understand and apply the Occupational Therapy Process in order to effectively self-manage a complex, multiple caseload within the Acute Assessment Team, addressing occupational performance and skill deficits, enabling the patient in components of self-care, productivity and leisure.
3. To be responsible for co-ordination and management of discharge arrangements for patients with complex needs.
4. To be able to initiate and carry out complex Occupational performance assessments within a variety of settings, including access visits and home assessments with clients and technicians.
5. To know the professional and personal scope of own practice and make referrals to other agencies.
6. To demonstrate specialist knowledge and understanding of the key concepts of biological, physical, social, psychological and clinical sciences in relation to occupational performance relevant to and of patient’s ability to participate in Occupational Therapy.
7. To utilise and advice others on the range of standard and non-standard Occupational Therapy assessments and techniques in areas of occupational performance (work, leisure, personal, domestic, environment) and skill deficits relevant to the Acute Assessment Team*.*
8. To be responsible for the assessment, prescription and evaluation of specialist equipment and adaptations for patients with multiple and complex needs.
9. To demonstrate a detailed working knowledge of Acute Medical conditions and current Occupational Therapy approaches to their treatment and apply a high level of knowledge of the effect of disability and provide training and advice on lifestyle changes and adaptations to the individuals social and physical environment
10. To be able to use research, clinical reasoning and problem solving skills including activity analysis to identify the therapeutic benefit of client centred interventions and make professional judgements with individuals with diverse or complex needs, or multiple problems according to outcome, changes in patient needs and environmental influences.
11. To use specialist knowledge, training and experience to plan and implement client centred individual and/or group treatment programmes for people with complex physical, mental health and social needs.
12. To be able to formulate specific and appropriate management plans including the setting of time scales to accurately prioritise needs with individuals and the mullet-disciplinary team, in relation to available resources and professional demands.
13. To monitor, analyse, evaluate and modify the Occupational Therapy process and treatment in order to measure progress and ensure the effectiveness of intervention.
14. Using highly specialised knowledge, carry out and supervise a variety of physical interventions that require a high level of physical and manual dexterity.
15. To apply a high level of knowledge of the effect of disability and provide training and advice on lifestyle changes and adaptations to the individuals social and physical environment.
16. To work in a variety of environments, which may include confined and unhygienic spaces that could present a risk to personal health and safety.
17. When necessary, to be responsible for the co-ordination of the individuals clinical care package, ensuring effective and safe discharge practice of following through complex discharge arrangements with the client to their home environment, linking in with other agencies.
18. To use clinical reasoning and assessment of risk skills to make decisions re. Patient’s safety and ability to manage in own environment.

**Communication**

1. To maintain confidentiality in line with Professional, National and Trust standards and policies.
2. To facilitate, establish and maintain clear and effective communication networks with a variety of people, professional and external agencies, e.g. patients, carers, mullet-disciplinary team, etc.
3. To communicate complex patient related information to promote collaborative working with other colleagues across health and social care to ensure the delivery of a co-ordinated service
4. To adapt approach when information may be sensitive, confidential or distressing or where there may be problems with understanding due to physical, cognitive, psychological or social problems.
5. To instruct and educate patients, carers, relatives, colleagues on the safe use of equipment, minor adaptations, treatment techniques, moving & positioning.
6. To promote an understanding of the role of Occupational Therapy within the Acute Assessment Team and appropriate related areas and agencies.
7. To use advanced levels of interpersonal skills to negotiate with individuals in sensitive or volatile situations.
8. To lead and facilitate departmental and mullet-disciplinary meetings as required by the Acute Assessment Team and Occupational Therapy service.

**Documentation**

1. To be responsible for the written recording of up to date, accurate information concerning the Occupational Therapy intervention in line with Trust and College of Occupational Therapy guidelines and abide by legal requirements governing confidentiality and data protection
2. To approve and countersign written documentation completed by non-qualified staff and students
3. To be responsible for the completion and collation of appropriate departmental statistical records.
4. To interpret and evaluate written records and referrals received from other members of the multidisciplinary team and outside agencies.
5. To provide specialist detailed written reports, discharge summaries, risk assessments and other relevant information and recommendations regarding individual needs as required by the Acute Assessment Team; in accordance with legal, professional and Trust standards, when appropriate.
6. To develop written resources to assist with the facilitation of team and service development.
7. To provide written patient information leaflets as determined by the needs of the Acute Assessment Team.

**Leadership**

1. To ensure that own clinical practice and that of staff with whom you work complies with appropriate professional and Trust standards and guidelines
2. To work autonomously and use supervision and formal appraisal to reflect on own practice and performance, seeking advice, when necessary, from the Team   
   Leader or Head of Occupational Therapy Services regarding particular patient or operational problems
3. To be responsible for the performance management and annual appraisal, in line with the Knowledge & Skills Framework, of junior staff as directed by the Team Leader or Head of Occupational Therapy Services
4. To deputise for the Team Leader in his/her absence
5. To utilise leadership skills by instigating and managing projects as delegated by the Team Leader/Head of Occupational Therapy Services
6. To use appropriate delegation and prioritisation skills to assist with the effective smooth running of the Acute Assessment Team.
7. To assist in the recruitment and selection of new staff in line with Trust policies and procedures

**Training**

1. To be responsible for the planning and delivery of induction programmes for new staff as directed by the Team Leader/Head of Occupational Therapy Services.
2. To undertake teaching and lecturing duties for in-service training, internal and external courses to meet service requirements; and to public organisations as invited.
3. To train Occupational Therapy students, acting as a professional practice educator and taking responsibility for the monitoring and evaluation of students for the period of their placement.
4. To provide advice, guidance and support to colleagues in connection with student education.
5. To take an active lead role in the facilitation of on going development within the Acute Assessment Team.

**Service Development**

1. To take a lead role in the Acute Assessment Team development plan and demonstrate responsibility for measurement and evaluation of current practices.
2. To contribute to the delivery of the Occupational Therapy service development plan and lead on delegated projects as requested by the Team Leader/Head of Occupational Therapy Services.
3. Ensure that Health & Safety, infection control, etc procedures are followed in line with Trust Policies and protocols.
4. To be responsible for the safe use of equipment and monitoring of stock levels within the Acute Assessment Team, including advising on resources necessary to meet service requirements.
5. To contribute to developments in service delivery within the Acute Assessment Team in line with National Service Framework guidelines.

**Clinical Governance**

1. To demonstrate understanding of national guidelines and legislation relating to health and social care and their impact on service provision within the Acute Assessment Team.
2. To be responsible for maintaining knowledge and standards of practice in line with Health Professional Council and College of Occupational Therapy guidelines.
3. To be involved with appropriate professional groups such as peer support networks, specialist sections etc.
4. To contribute to the Trust and Occupational Therapy service clinical governance arrangements and quality agenda, including the setting and monitoring of practice standards.

**Research and Practice Development**

1. To demonstrate the ability to critically evaluate current research and apply to practice.
2. To be responsible for evaluating own performance and identifying own training needs.
3. To demonstrate ongoing personal development through participation in internal and external training opportunities and use reflective practice to compile a professional portfolio record of continuing professional development, in line with the Knowledge and Skills Framework and Health Professions Council guidelines.
4. To broaden research and development skills through participation in local audit and research projects as delegated by the head Occupational Therapist/Team Leader to apply specialist skills and knowledge in order to facilitate the ongoing development and improvement of the Acute Assessment Team.

**3. Resources and Finance**

* Critical examine working practices within the department to identify cost improvements and effective measures, develop and implement action plans
* To maintain the record of premium rate activity on the definitive list
* To validate all claims for premium rate work against the relevant record in the definitive list
* The post holder will ensure the proper use of the Trust’s resources such as stationery, telephone usage, photocopying and other consumables in the course of business, ensuring minimal waste and minimal cost

**4. Organisational Responsibilities**

* To maintain the confidentiality of the Trust in respect of patient and staff information obtained at all times, and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.
* All staff at Mid Yorkshire Teaching NHS Trust have the responsibility for safeguarding adults, young people, children and unborns. This includes all employees:
  + Having an understanding of relevant safeguarding policies, including the Mental Capacity Act policy
  + Attending all mandatory safeguarding training in accordance with their role
  + Having a responsibility to recognise and act upon any safeguarding/child protection concerns

**5. Personal Responsibilities**

* The post-holder is responsible for taking reasonable care with regard to himself/herself as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post-holder in accordance with the Trust’s policies on Health and Safety at Work.
* To report any accident, untoward incident or loss relating to staff, patients or visitors according to Trust policies.
* To undertake in-service training relevant to the post.
* Comply with Trust Policies and Procedures.

**6. Area of work**

* The post holder will be required to undertake training events at any site across the trust
* The post holder may be required to work on other wards/ department within the Trust at short notice to cover unplanned sickness or to cover planned sickness or annual leave on other wards/departments

**7. Staff Development, Training and Education**

* The post holder will be required to undertake mandatory training and is responsible for keeping this training up to date
* The post holder will have an appraisal of performance each year and will be responsible for agreeing a development plan in line with the Trust’s (KSF) Knowledge & Skill Framework, in agreement with their manager or immediate supervisor. The development plan will be reviewed each year
* The Trust will provide assistance and agreed development to enable the post holder to achieve their objectives and standards in line with the development plan
* If the post holder feels he/she is not achieving their objective as agreed in the development plan they will bring it to the attention of their supervisor or manager at the earliest opportunity

**8. Health and Safety**

* Work in accordance with Health and Safety regulations at all time
* Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff or patients using the Trust Health and Safety policy
* Comply with audit recommendations and risk assessment recommendations to make the workplace and work practice safer
* Assist when required to do so, in any risk assessment activity undertaken.

**9.** **Additional Requirement**

To work on a rota for 7 day working including extended hours/shifts as required.

**TERMS AND CONDITIONS OF SERVICE**

The post holder will be required to work at any location where the Trust provides services.

All professional and managerial staff are required to work in accordance with their particular Code of Conduct. Failure to do so may result in disciplinary action (please refer to disciplinary policy for further information).

In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.

The post holder is required to keep confidential all information and documentation relating to either a patient, a member of staff or Directorate’s business, which he/she comes into contact with.  All staff are expected to respect the requirements of the Data Protection Act 1998, as this incorporates the need for a high standard of data quality, confidentiality and information security.

The Trust adopts a “bare below the elbow policy”. The trust expects that all staff adhere to the policy in the clinical areas and settings where health care is provided e.g. the patients own home. The policy statement is accessible on the intranet and defines the clinical area. Individuals can expect to be challenged if they are observed not to be adhering to the policy statement.

The post holder is responsible for taking reasonable care with regard to him/her as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies or Health and Safety at Work.

These duties and responsibilities are neither exclusive nor exhaustive and management reserve the right to require staff to undertake other duties and responsibilities consistent with the grade of the post in consultation with the

post holder.

This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.

**Continuing Professional Development**

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

**Smoke Free Policy**

Mid Yorkshire Teaching NHS Trust has a Smoke Free Policy.

Smoking is not permitted: -

* Inside any building owned or used by or in areas used by Mid Yorkshire Teaching NHS Trust staff in buildings shared with other organisations
* In the grounds and car parks of premises of Mid Yorkshire Teaching NHS Trust
* In the entrances of any Mid Yorkshire Teaching NHS Trust buildings
* In the immediate areas outside Mid Yorkshire Teaching NHS Trust
* In vehicles owned or leased by Mid Yorkshire Teaching NHS Trust

Staff are not permitted to smoke whilst in uniform and / or wearing a staff badge in areas where they can be seen by the public.

A copy of the full policy is available.

In the unlikely event of a member of staff not respecting the policy, their line manager will attempt to resolve the situation informally, in the first instance. Repeated breaches of the policy may result in disciplinary procedures being instigated.

Any member of staff wishing to stop smoking can contact the Stop Smoking Service.

**WYAAT**

Mid Yorkshire Teaching NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care.  By working for Mid Yorkshire Teaching NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership’s ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

THE MID YORKSHIRE TEACHING NHS TRUST

**PERSON SPECIFICATION**

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| **POST TITLE: Band 6** | **POST REF NO:** | **LOCATION** | |
| **Criteria** | **Essential** | **Desirable** | **Where assessed** |
| Qualifications | * Dip COT or relevant OT Degree Registration with HPC | * Holds a valid driving license. * Have completed a recognised professional practice educator course. | Application Form  CPD Portfolio |
| Experience | * Demonstrable experience as a qualified Occupational Therapist. * Involvement in professional practice education. * Experience of working within In Patients settings or related area. * Supervision of junior and/or support staff. * Understanding acute medical conditions and their effect on the patient’s ability to participate in therapy. | * Experience of a diverse range of clinical settings. * Involvement in a clinical special interest group. * Have experience in complex discharge planning. * Experience of having a lead role for designated projects and leading a team. | Application Form  CPD Portfolio  Interview |
| Knowledge and Awareness | * Know the key concepts of the biological, social, psychological and clinical sciences, which are relevant to their profession -specific practice. * Awareness of factors that can influence team working. * Ability to demonstrate/discuss Occupational Therapy Process. * Understand the need to establish and maintain a safe practice environment. * Evidence of the use of reflective practice for personal development. * Awareness of National guidelines and legislation relating to health and social care provision. | * Involvement in research and audit. * Evidence of post-graduate study. * Awareness of the knowledge and skills framework. * Knowledge about assessing and using equipment e.g. hoists. * Knowledge re. Positioning/seating/wheelchair assessments. | Case Study Presentation  CPD Portfolio  Interview |
| Skills and Abilities | * Ability to use complex communication skills in a variety of settings. * Be able to use appropriate assessment techniques. * Be able to analyse and evaluate the information collected and formulate appropriate recommendations. * The ability to facilitate teamwork and implement change re. Service provision. * Ability to work autonomously and utilise supervision and formal appraisal systems. * Be able to use research, reasoning and problem solving skills to determine appropriate actions. * Be able to formulate specific and appropriate management plans including the setting of timescales * Ability to develop, monitor and evaluate service provision. | * Contributing to the development of students and other staff. * Experience of using appropriate presentation skills. * Experience of completion of leadership training e.g. LEO, ILM. | Application form  Presentation  Interview |
| Personal Attributes | * A wide range of interpersonal skills including ability to prioritise, delegate, negotiate. * Ability to demonstrate a flexible approach to working practice to facilitate effective team working. * Ability to adapt to fluctuating environments and complex situations. * Ability to work on own initiative and take responsibility for specific tasks. | * Knowledge of the impact of disability and its effect on lifestyle. * Commitment to change management processes. | Interview  Application form |
| Other Factors | * Access to a vehicle that can be used for work purposes | * Experience of using information technology. | Interview  Application Form |