**JOB DESCRIPTION**

**JOB TITLE** Occupational Therapist

**GRADE/BAND** Band 5

**LOCATION**  Trustwide

**RESPONSIBLE TO** Occupational Therapy Supervisor and/or Team Leader

Managing the service within the specific area

Of rotational placement

**ACCOUNTABLE TO** Assistant Director – Therapies

**JOB PURPOSE**

* To undertake Occupational Therapy assessments for a designated caseload, addressing occupational performance and skill deficits, enabling the patient in areas of self maintenance, productivity and leisure.
* To be responsible for the organisation, implementation, and evaluation of domicillary assessments to facilitate safe and timely discharge of individuals.
* To develop skills and knowledge through participation in the diverse rotational scheme, this includes plastics/burns, neurology, spinal injuries, community assessment, children’s services, acute services and intermediate care.

1. **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

# To be professionally and legally accountable for all aspects of own practice including the management of individuals in your care.

* To understand and apply the Occupational Therapy process in order to effectively self manage a designated caseload within a rotational area, addressing occupational performance and skill deficits, enabling the patient in components of self care, productivity and leisure.
* To know the professional and personal scope of own practice and make referrals to other agencies.
* To demonstrate knowledge and understanding of the key concepts of biological, physical, social, psychological and clinical sciences in relation to occupational performance relevant to the rotation placement.
* To utilise a range of standard and non-standard Occupational Therapy assessments and techniques in areas of occupational performance (work, leisure, personal, domestic, environment) and skill deficits.
* To be able to use research, clinical reasoning and problem solving skills including activity analysis to identify the therapeutic benefit of client centered interventions and make professional judgements and implement evidence based practice.
* To be able to formulate and implement specific and appropriate management plans with individuals including the setting of time scales.
* To plan facilitate and implement a range of group interventions according to patient need.
* To analyse and evaluate the Occupational Therapy process and adapt intervention as appropriate.
* To be responsible for the assessment and prescription of minor adaptations and equipment to facilitate independence.
* To undertake visits and/or assessments in a variety of settings as required by the need of the rotation placement, including the ward, department, home or other community environments.
* Using knowledge, carry out a variety of physical interventions that require physical and manual dexterity.

# Communication

* To maintain confidentiality in line with Professional, National and Trust standards and policies.
* To actively participate in multi disciplinary discussions, ward rounds, meetings regarding individual care programmes.
* To use a range of verbal and written skills to communicate effectively and appropriately with patients, carers, relatives, and other professionals including the implementation of treatment interventions, safe use of equipment and minor adaptations.
* To adapt intervention where there may be difficulties with understanding due to physical, cognitive, psychological or social problems.

# Documentation

* To be responsible for the written recording of up to date, accurate information relating to the Occupational Therapy intervention in line with applicable legislation, Trust, and College of Occupational Therapy guidelines.
* To approve and countersign written documentation completed by support staff and if appropriate students.
* To be responsible for the completion of appropriate departmental statistical records.
* To interpret and evaluate written records and referrals received from other members of the multidisciplinary team and outside agencies.
* With supervision as appropriate, to write and submit standardised assessment reports and detailed Occupational Therapy reports.

# Leadership

* To ensure that own clinical practice and that of support staff within the rotational area complies with appropriate professional and Trust standards and guidelines.
* To review and reflect on own practice and make effective use of supervision and appraisal in line with the Knowledge and Skills Framework.
* To be responsible for the day to day delegation of tasks to support staff.

# Service Development

* To participate in the team in-service development programme.
* To participate in the delivery of the Occupational Therapy service development plan.
* To be responsible for the safe use of equipment and monitoring of stock levels within the rotational specialty.
* To contribute to local audits and service reviews with support from senior staff.

# Clinical Governance

* To demonstrate understanding of national guidelines and legislation relating to health and social care and their impact on service provision.
* To be responsible for maintaining knowledge and standards of practice in line with Health Professions Council and College of Occupational Therapy guidelines.
* To be involved in appropriate professional groups such as peer support networks, specialist sections etc.

# Research and Practice Development

* To demonstrate the ability to critically evaluate current research and apply to practice.
* To be responsible for evaluating own performance and identifying own training needs.
* To use reflective practice to compile a professional portfolio record of continuing professional development in line with the Knowledge and Skills Framework.

**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

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**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

# Training

# To participate in the induction, training and education of occupational therapy students and other staff within the rotational setting.

* To participate in the basic 5 development programme and competency framework, including the six monthly appraisal process.
* To contribute own personal knowledge to facilitate the ongoing development of the team.

**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.

JOB DESCRIPTION AGREEMENT:

Postholders Name:

Signature: Date:

PSM/Professional Lead:

Signature: Date:

**THE MID YORKSHIRE TEACHING NHS TRUST**

**PERSON SPECIFICATION**

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| **POST TITLE: Band 5 Occupational Therapist - Rotational POST REF NO. LOCATION: Rotation** | | | |
| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| **Qualifications** | * OT Degree * HCPC registration | * Member of BAOT | Application Form  Certificates shown at interview |
| **Experience** | * Evidence of professional practice with a range of conditions in a variety of clinical settings * Work experience within NHS setting * Knowledge of the impact of disability and its effect on lifestyle. | * Previous experience working within healthcare. | Application Form  CPD Portfolio  Interview |
| **Knowledge and Awareness** | * Broad knowledge of current best practice in OT * Ability to use reflective practice for personal development * Application of OT process * Demonstrate an understanding of core skills within OT * Adhere to professional code of conduct * Understanding of current practice and legislation affecting OT * Awareness of own limitations. | * Evidence of post graduate learning/experience   . | Application Form  Interview  CPD Portfolio |
| **Skills and Abilities** | * Able to communicate clear and concise information both verbally and in writing. * Computer literacy * Be able to use appropriate assessment techniques. * Planning and coordination of treatment packages * Be able to analyse and evaluate the information collected and formulate appropriate recommendations. * To reflect and critically appraise own performance * Demonstrate clinical reasoning skills |  | Application form  Interview  CPD Portfolio |
| **Personal Attributes** | * To participate in all rotations as identified at individual review * Ability to work as a member of a team. * Ability to manage own case load. * Willingness to work flexibly |  | Interview |
| **Other** | * Ability to travel within a community setting * UK Driving Licence and access to a vehicle that can be used for work purposes |  | Interview  Application Form |