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| **JOB DESCRIPTION AND PERSON SPECIFICATION FOR** | **Occupational Therapist** |
| **AGENDA FOR CHANGE BAND** | 6 |
| **HOURS AND DURATION** | As specified in the job advertisement and the Contract of Employment |
| **AGENDA FOR CHANGE REFERENCE NUMBER** | 1774 |
| **DBS LEVEL** | Enhanced DBS with Both Barred Lists Check |
| **REPORTS TO** | Operation Lead for Community Therapy |
| **ACCOUNTABLE TO** | Service Manager for Community Therapy |
| **LOCATION** | The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements. |
| **JOB SUMMARY** | |
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| **MAIN DUTIES AND RESPONSIBILITIES:** |
| 1. **To demonstrate the Trust’s values in everything you do in the work environment**  2. **To be responsible in the use and expenditure of the Trust’s resources that you utilise**  3. **Delivery of Effective Healthcare within the organisation**  3.1 To be professionally and legally accountable for all aspects of own work, including the management of patients in your care  3.2 To be responsible for organising and planning own caseload and monitoring those of other team members to meet patient priorities and service needs. Readjusting plans as situations change/arise  3.3 To take on the responsibility, on a rota basis, of duty therapist managing all urgent referrals to the service for the shift.  3.4 To undertake comprehensive assessment of patients who may have complex needs (physical, emotional & psychosocial) using investigative, analytical and clinical reasoning skills to provide an accurate diagnosis of their condition.  3.5 To formulate and deliver an individual Occupational Therapy treatment programme based on a sound knowledge of evidence based practice and treatment options using clinical assessment, reasoning skills and knowledge of treatment skills e.g. therapeutic handling, patient education, and other alternative options.  3.6 To interpret and analyse clinical and non-clinical information to form an accurate assessment across a wide range of conditions, to recommend the best course of intervention and to develop comprehensive rehabilitation and discharge plans.  3.7 To assess capacity, gain valid and effective consent and work within a legal framework with patients who lack capacity to consent to treatment.  3.8 To evaluate patient progress, reassess and alter treatment programmes if necessary.  3.9 To manage clinical risk within own patient caseload.  3.10 When working in the community to work as a lone practitioner with telephone support from a Clinical Specialist if required.  4. **Establishing Effective Leadership and Communication**  4.1.- To represent the Occupational Therapy service and/or patients at multi-disciplinary team meetings to ensure the delivery of a co-ordinated multi-disciplinary service and integrate physiotherapy treatment into the treatment programme. This will include discussion of patient care, patient progress and involvement in discharge planning.  4.2 - To communicate effectively with patients and carers to maximise rehabilitation potential and ensure an understanding of the condition.  4.3 - To supervise and co-ordinate less experienced staff and students working with the post holder on a daily basis.  4.4 - To ensure priorities for own work area balance patient related, professional and organisational demands  4.5 - To develop appropriate partnerships and joint working with local statutory and non-statutory agencies to maximise opportunity and support for patients  4.6 - To ensure standards of good practice are consistently achieved through leadership and supervision of less experienced members of staff  4.7 - To ensure own and delegated work complies with Trust, Royal College of Occupational Therapists (RCOT) and departmental policies, protocols, guidelines and standards  4.8 To comply with RCOT code of ethics and professional conduct.  4.9 Ensure the appropriate use of non-pay resources  4.10 - The post holder is required to comply with and actively promote the Trusts equal opportunities policy.  **5. Continuing Education, Professional and Personal Development**  5.1. Undertake the Trust’s corporate and local induction, and maintain your learning and compliance with training requirements for your role  5.2. Participate in supervision via agreed review and appraisal mechanisms  5.3. - It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development.  5.4 - To offer education, advice and training to informal and formal carers to best support patient safety.  5.5 - To provide advice and training/education to other members of the multi-disciplinary team regarding the rehabilitation of patients.  **6. Clinical Governance, Reduction of Risk, Audit and Research**  6.1 - To continually review the evidence base of practice, implementing and evaluating change to ensure the highest possible standards of care are offered.  6.2 - To contribute to the fulfilment of the requirements of the Integrated Governance Framework as agreed with the Team Leader.  6.3 - To ensure implementation and compliance with Trust, RCOT and departmental policies, protocols, guidelines and standards and to participate in the reviewing and updating if departmental policies as appropriate.  6.4 - To maintain and develop own competence to practice through Continuing Professional Development (CPD) and maintain a portfolio which reflects this. This may include involvement in professional clinical groups and other developmental activities.  6.5 - To be an active member of the in-service training programme through attendance at sessions, delivering presentations and practicing reflective practice.  6.6 - To participate in the staff appraisal scheme and Personal Development Review (PDR) as both appraiser and appraise.  6.7 - To demonstrate a sound understanding of risk management and apply this to the work situation.  6.8 - To provide clinical education and training Occupational Therapy students to graduate level. Provide support, guidance and training to support staff by assessing competence and practice and teaching therapeutic skills and knowledge.  6.9 - To be actively involved in professional clinical groups, such as Journal Club, Clinical Interest Groups, Peer Review Groups and other professional development activities.  6.10 - To be actively involved in the collection of appropriate data and statistics for use in service audit, performance monitoring and research projects.  6.11 - To undertake measurement and evaluation of own work through the use of evidence based projects, audits and outcome measures, either individually or in co –operation with others.  6.12 Contribute to changes in department policy and service development and actively participate in the implementation and review process at department level  **7. Management and use of Resources and Information**  7.1. - All records that the Physiotherapist is responsible for or modifies must be kept up to date and maintained in an accurate and diligent manner in line with Trust Policy.  7.2 - To communicate assessment and treatment results to appropriate disciplines verbally or in the form of reports and letters.  **8. Operating with Quality in everything you do and Maintaining a Safe Environment**  8.1. - To be responsible for equipment used in carrying out Physiotherapy duties and to adhere to departmental policy including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice.  8.2 To assist in the induction of staff, students and other members of the multi-disciplinary team.  8.3 To be responsible for keeping up to date with mandatory training, e.g. Adult Basic Life Support, Manual Handling, Fire, Infection Control, Child Protection, Food Hygiene  8.4 To participate in the departmental Clinical Supervision process  8.5 To attend and participate in staff meetings and In-service training sessions |
| **COMMUNICATION AND WORKING RELATIONSHIPS** |
| * To use a range of verbal and non-verbal communication tools to communicate effectively with patients who may have difficulty understanding or communicating. * To communicate, establish and maintain relationships with and gain the co–operation of others by motivating, persuading and/or training. * To communicate condition relates information, which may be complex/sensitive, to patients, carers, relatives and other clinical/social   **Internal** – Patients, relatives, carers  MDT members including medical staff within both the Trust and Primary  and Secondary Care  Therapy Team Leads (Clinical & Operational)  Community Therapy Service Manager  Physiotherapy & Occupational Therapy staff within the Trust  **External** – Occupational Therapy and other AHP staff external to the Trust  Other organisations and agencies in the interests of patient care  Peer networking locally, regionally and nationally. |
| **ENVIRONMENTAL FACTORS**   1. **Physical Effort**   9.1 - To demonstrate developing dexterity, co-ordination and palpatory skills for assessment, manual treatment and therapeutic handling of patients.  9.2 -Sustained moderate physical effort required when treating patients e.g. stroke patients or patients with long standing mobility problems, for several long periods  9.3 -Carrying equipment to patients on a daily basis and the ability to manoeuvre it in confined spaces or lifting it in and out of the car  9.4-Use of a hoist or other manual handling equipment to treat patients on a daily basis  9.5-The post holder is expected to bend, crouch and kneel to undertake activities in confined and restricted spaces e.g. next to patients beds, in patients homes with limited space.  9.6 -To comply with the Trusts Manual Handling Policy and local therapeutic handling guidance at all times   1. **Mental Effort**   10.1 - Carrying out assessments and treatments of a variety of, often complex conditions on a daily basis. Frequent moderate level of concentration while carrying out patient treatments daily.  10.2 Supervision of less experienced staff e.g. band 5 physiotherapists, Tl's, assistants and work with them on their personal development.  10.3 Able to adapt own caseload to take on urgent patients or help less experienced staff if they have a problem. Frequent interruptions to work patterns i.e. telephone calls  10.4 Working alone in the community setting, with Senior Therapists in telephone contact if required.  10.5 Driving to and from the patient’s home in heavy traffic or adverse weather, requiring concentration   1. **Emotional Effort**   11.1 - Dealing with patients who are terminally ill or have long term degenerative conditions or whose condition is worsening  11.2 Having to impart “bad news” or sensitive information about a patients progress - Often deals sensitively with patients, relatives or carers who may be angry, difficult, upset or ill and have a high level of anxiety. This includes supporting staff who are dealing with these patients.  11.3 The post holder will work as a lone practitioner with telephone support from Senior Therapist  11.4. Dealing with people who are acutely unwell and / or are at risk of self-neglect   1. **Working Conditions**   12.1. The job involves frequent exposure to unpleasant working conditions on a regular (daily basis) e.g. bodily fluid including sputum, faeces, urine as well as lice and fleas.  - Occasional exposure to verbal and physical abuse  - Some exposure to personal risk in adverse environments and in the community.    Leicestershire Partnership Trust recognises the need to develop modern working practices to enable employees to maximise their performance and productivity whilst maintaining a good work life balance. To this aim the Trust has adopted an Agile working methodology as outlined within the Trust Agile working Policy.  In the current climate with the ongoing COVID 19 presentation new ways of working are rapidly developing and ever changing; including a further increase for the need of agile working practices. This includes a reduction in the use of office bases, and increased use of virtual team meetings and remote telehealth or video patient consultation as the first line of assessment and treatment. It is expected within the recovery stage that these roles will change again and there will be long term adjustments to the job role. The postholder will require flexibility to adapt to these changes and undertake training as required to allow for an appropriate service provision. |
| The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post. |

ADDITIONAL INFORMATION

## The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

## MOBILITY

## The person specification for the role will detail the mobility requirements of the post.

## However, employees may be required to work at any of the other sites within the organisation subject to consultation.

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| POLICIES AND PROCEDURES All staff should comply with the Trust’s Policies and Procedures. It is the employee’s responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements |
| **SAFEGUARDING CHILDREN AND ADULTS**  The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust’s requirements under relevant legislation. |
| **MENTAL CAPACITY ACT**  All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment. |
| **MAKING EVERY CONTACT COUNT** All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust’s Making Every Contact Count programme has further information. |
| **HEALTH AND SAFETY**  It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.  All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.   * To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work. * To co-operate with their employer as far as is necessary to meet the requirement of the legislation. * Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare   These duties apply to all staff whenever and wherever they are engaged on Trust business. DATA PROTECTION In line with national legislation, and the Trust’s policies, you must process all personal data fairly and lawfully and in a transparent way, for the specific, explicit and legitimate purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.  The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.  The post holder must be familiar with and comply with the General Data Protection Regulation and Data Protection Act 2018.  Personal Data must be:   * Processed lawfully, fairly and in a transparent manner * Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes * Adequate, relevant and limited to what is necessary * Accurate and where necessary, kept up-to-date * Kept in a form which permits identification of data subjects for no longer that is necessary for the purposes which it is processed * Processed in manner that ensures appropriate security, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage |
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| **CONFIDENTIALITY**  The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust.  All data should be treated as confidential and should only be disclosed on a need-to-know basis.  Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records.  Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data.  In addition, staff must not access personal information unless authorised to do so as part of their role.  Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality.  All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.  With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.  All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.   1. Justify the purposes of using confidential information 2. Only use it when absolutely necessary 3. Use the minimum that is required 4. Access should be on a strict need to know basis 5. Everyone must understand his or her responsibilities 6. Understand and comply with the law 7. The duty to share information can be as important as the duty to protect patient confidentiality   If there is any doubt whether or not someone has legitimate access to information, always check before you disclose. |
| EQUALITY AND DIVERSITY We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must to act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.  In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area. |
| **INFECTION CONTROL**  All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control. |
| **COUNTER FRAUD**  Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60. |
| SMOKING AT WORK The Trust has a “Smoke Free Policy”, which applies to:   * All persons present in or on any of the Trust grounds and premises * All persons travelling in Trust owned vehicles (including lease cars) whilst on official business. * Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business. * When wearing an NHS uniform. |
| **ELECTRONIC ROSTERING**  ‘Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role’. |