

# JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

<b>JOB TITLE</b>	Occupational Therapist – Intermediate Care
<b>BAND</b>	Band 6
<b>RESPONSIBLE TO</b>	Senior Band 7 OT
<b>ACCOUNTABLE TO</b>	Head of Intermediate Care
<b>BASE</b>	Intermediate Care – Inpatient Rehab/CCT
<b>HOURS OF WORK</b>	37.5

## ROLE SUMMARY

The post holder is responsible for provision of occupational therapy assessment, treatment and evaluation in conjunction with junior occupational therapists within the service. This will include support to our Frailty and Stroke rehabilitation bed based rehabilitation unit, and wider intermediate care teams as required.

## KEY RESPONSIBILITIES

- Delivering a compassionate, dignified and respectful service to patients at all times.
- Ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.
- The responsibilities and duties of the post can be divided into the following three areas:

### Clinical Responsibilities

- To be responsible for the planning and delivery of occupational therapy within a defined area of our Intermediate Care Service, prioritising clinical needs to provide an effective service.
- To work with a caseload of patients with varying difficulties including complex health and social care needs.
- To independently carry out rehabilitation programmes aimed at improving or maintaining independence.

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- To monitor, evaluate and modify interventions in order to measure progress and ensure effectiveness.
- To assess and order equipment as identified by patient need.
- To ensure all equipment provision is fit for purpose and patient/team members are aware of the instructions for safe use.
- To apply a high level of understanding of the effect of disability and provide advice to users/carers as appropriate.
- To arrange/attend case conferences as appropriate to patient need.
- To respond effectively to changing needs of the patient caseload, managing the sometimes conflicting priorities of prevention of admission and discharge.
- To make appropriate onward referrals to ensure identified patient needs continue to be met after discharge from Intermediate Care Services.

### **Managerial Responsibilities**

- To liaise with the other therapists in Intermediate Care to ensure effective service provision.
- To ensure effective organisation of own caseload on a day-to-day basis.
- To allocate work to junior therapists, therapy assistant or care staff as necessary.
- To attend weekly multidisciplinary team meetings to ensure effective team communication and treatment of patients.
- To assist in the prioritisation and acceptance of referrals to the team in a timely way.
- Ensure the economic and efficient use of all resources.
- To develop and maintain effective professional communication structures within the team.
- Ensure all junior staff are managed in accordance with good personnel practice with particular attention to induction, appraisal and supervision.
- To establish communication networks with other team members, patients, carers and other health, and social care agencies.
- To undertake joint visits with other professional outside of intermediate care services as required.
- To support /lead the discharge planning process for patients on the case-load.
- To ensure written and electronic records and activity data are maintained, in accordance with Professional and Organisational Standards.
- To work effectively as a member of the multidisciplinary team to support the planning and achievement of local service objectives.
- To support the management team and contribute to the delivery of the Trust's Development plan for Intermediate care
- To be involved in the identification of service developments needs and supporting the Service Manager in changes these into service provision as necessary.

### **Professional Leadership / Advice**

- To apply specialist skills and knowledge in order to establish professional competence and fitness to practice as a Band 6 Occupational therapist
- Provide advice and support staff on clinical rehabilitation issues.
- To demonstrate ongoing personal development through participation in internal and external development opportunities, recording learning outcomes in a portfolio.
- Advice, guide and support staff on clinical rehabilitation issues.

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- To adhere to the COT Code of Ethics and Professional Conduct.
- To facilitate compliance of other therapy staff with local and national Standards of Practice.
- To exercise good practice with time management, punctuality and reliable attendance.
- Demonstrate ability to review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal in line with local guidelines.
- To be involved in the supervision framework for therapy assistant staff and contribute to the organisation of the appraisal process.
- To demonstrate and pass on specialist skills to other team members appropriate to their grade.
- To identify training needs of junior staff and participate in the development and delivery of the Directorate training plans.
- To contribute to the induction and training of students and other staff.
- To demonstrate ongoing personal development through participation in internal and external development opportunities, recording learning outcomes in a portfolio.
- To contribute to the development of clinical governance and quality agenda for the service, and lead on implementation as appropriate.
- To apply and advise when appropriate on guidelines/legislation relating to occupational therapy provision within Intermediate Care.
- To be responsible for standards of service delivery using the organisations standards and guidelines.
- To support research activity within the team as required.
- To engage actively in practice development, audit and research activities relevant to occupational therapy and/or the service area, to promote evidence based practice.

## ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate
- You will be expected to work collaboratively with key partner organisations, service users, carers, clinicians and other practitioners within the multi-disciplinary team in delivering services; providing a 7-day a week, 24-hours a day service for 365 days a year working shifts, where appropriate and operationally required.

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# OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

## PEOPLE FIRST

### OUR PURPOSE

We **care** for people, every day.  
What we do **together**, matters.

### OUR VALUES

We **CARE**  
We **LEARN**  
We **EMPOWER**

### OUR VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

### OUR STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

## ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

## NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

## DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

## EQUAL OPPORTUNITIES STATEMENT

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The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

## **NO SMOKING POLICY**

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

## **INFECTION CONTROL**

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

## **HEALTH AND SAFETY**

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

## **GENERAL DATA PROTECTION REGULATION 2018**

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal

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obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

## **INFORMATION ASSET OWNERS AND ADMINISTRATORS**

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

## **CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust's Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the

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Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

## **RISK MANAGEMENT**

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

## **SAFEGUARDING DUTY**

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

## **INFORMATION TECHNOLOGY**

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

## **CHANGES TO THIS JOB DESCRIPTION**

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

**Date post holder in receipt of job description .....**

**Signature of post holder .....**

**Signature of line manager .....**