

Job Description

Job Ref	21-135
Job Title:	Specialist Rotational Occupational Therapist
Grade:	Band 6
Hours:	37.5. This will include weekend working on a rota basis within some rotational areas
Department:	Occupational Therapy
Rotations:	1 year per rotation
Location:	IDT Eastbourne District General Hospital (EDGH) HITS EDGH Urgent Care response EDGH JCR EHS Firwood House Eastbourne base
Accountable to:	Service Manager: CHIC
Reports to:	Team Lead
Responsible for:	Band 5 Occupational Therapists / Physiotherapists Band 3 Support workers / Rehab Support Workers (RSW) Assistants, Integrated Support workers and students
Dimensions:	Budget : Prescriber for Integrated Community Equipment up to a value of £105 per item
Job purpose:	<p>To undertake holistic assessments, key work individual cases and provide specific Occupational Therapy intervention as required</p> <p>To manage a clinical caseload, undertaking specialist clinical Occupational Therapy, including complex work requiring particular expertise or ability.</p> <p>To participate as part of an integrated team; providing Occupational Therapy advice to other colleagues within the team</p> <p>To support the Team Lead with service development, helping to implement policy changes and to set and monitor standards of practice.</p> <p>To participate in health promotion and education of staff, clients and families</p>

Department Structure:

Service Manager / Team Lead / **Specialist Occupational Therapist** / Physiotherapist
Band 5 Occupational Therapist/ OT Apprentices / RSWs / Assistants / Integrated
support workers

Communications and Working Relationships

With Whom:	Frequency	Purpose
Patients, their families and carers	Daily / as required	To carry out Occupational Therapy assessment and interventions; discuss expected outcomes and plan discharges. To motivate, encourage, provide advice and equipment as clinically indicated. To lead discharge planning where appropriate.
Junior Staff	Daily	To support the team lead with coordinating provision of the service, prioritising referrals, work planning, arranging cover for absent staff. Providing clinical supervision, appraisals and training Supporting and training Senior Integrated support workers and Integrated support workers on some rotations
MDT Team members	As required	To work collaboratively with all healthcare professionals within each rotation to ensure a seamless, coordinated service that meets individual patient need.
Professional Lead Occupational Therapist	As required	To support with developments within the profession, provide assurance of compliance with standards and guidelines.
Service Manager	As required	To provide information on service as required. To support the team lead with the dissemination of information and ensure staff remain informed
Adult Social Care / GP's external agencies	Daily/as required	Co-ordination of care, requesting specialist assessment or input, discussion on progress and discharge or placement planning.
ICES Community Equipment Store	Daily/as required	To facilitate equipment delivery to prevent admission / enable discharge and meet rehabilitation goals
Wheelchair Service	As required	Provision of wheelchairs to patients including special adaptations and referral for specialist seating.
Universities	As required	To liaise regarding student placement and supervision.
Students	As required	To provide clinical supervision and education to students whilst on placement within rotational area.

Key Duties and Responsibilities - Clinical

1. To undertake Occupational Therapy assessments, identifying needs / support required; ensuring patients and their carers / families are central to care.
2. To show advanced clinical reasoning to develop appropriate treatment and discharge plans; to formulate appropriate short and long-term goals and effectively communicate them to supporting services.
3. To provide a swift response to referrals to prevent admission to hospital
4. To take responsibility for individual patients. To develop individualised programmes of care and provide specialised advice. To assess and implement treatment plans, evaluate the outcome and reassess throughout the course. To carry out specialised assessments and procedures to support clinical diagnosis.
5. To assess patients' understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment.
6. To understand and be able to apply the principles of the Mental Capacity Act including Deprivation of Liberty.
7. To use a range of verbal and non-verbal communication tools to communicate effectively with patients, relatives and carers in order to progress rehabilitation and treatment programmes and, as required, to impart unwelcome news regarding rehabilitation / discharge prospects. This will include patients who may have difficulties in understanding or communicating e.g. unconscious, cognitively impaired or may be unable to accept diagnosis.
8. To ensure that patients receive appropriate support on discharge home, promoting and raising awareness of community service to promote safe discharge in a timely fashion.
9. To be aware of and positively respond to clinical risk within clinical area. To advise regarding complex moving and handling within the rotational area
10. To supervise and delegate appropriate tasks to Band 5 Occupational Therapists, assistants and students. To provide clinical support, guidance and training to enable them to achieve competency within the rotational area.
11. To be professionally and legally responsible and accountable for all aspects of own Occupational Therapy practice.
12. To be aware of potential Safeguarding Adults at Risk issues and adhere to processes in place.
13. To be responsible for maintaining accurate and comprehensive patient treatment records in line with Royal College of Occupational Therapists (RCOT) standards of practice, and Trust Policy.
14. To liaise closely with MDT colleagues coordinating joint assessments where possible and representing Occupational Therapy, and / or individual patients at multi-disciplinary team meetings.
15. To be responsible for the safe and competent use of all adjuncts to Occupational Therapy e.g. kitchen and bathroom equipment, moving and handling equipment and appropriate issue of ICES equipment and wheelchairs. This will include teaching relatives, carers and other healthcare professionals.
16. To assist with the development of cross profession competencies to facilitate timely access to equipment, and improve discharge
17. To provide planned and spontaneous advice and practical demonstration on specific aspects of patient care to other health care professionals, relatives and carers e.g. positioning, safe methods of transfers and use of wheelchairs to promote understanding and ensure a consistent approach to rehabilitation.
18. To be flexible and work on alternative sites delivering ESHT services as required by the Organisation. To work outside of the specialist area under the direction of the Service Manager.

Professional

1. To undertake all aspects of clinical duties as an autonomous practitioner according to the Royal College of Occupational Therapy professional code of conduct, and the Health and Care Professions Councils (HCPC) regulations.
2. To maintain and develop current knowledge of evidence based practice within clinical specialty.
3. To attend and actively participate in the in-service training programmes, tutorials, individual-training sessions, external courses and peer review.
4. To be guided by principles and regulations, and to follow professional guidelines and standards and Trust policies and procedures.
5. To attend and participate in staff meetings.
6. To be responsible for maintaining own competency to practice through CPD activities, and maintain a portfolio which reflects personal development.

Managerial

1. To deputise for the Team Lead as required.
2. To facilitate the development of Therapy staff within Out of Hospitals Clinical unit, including Acute and Community areas.
3. To provide supervision and training for all grades of staff
4. To contribute to in-service training and provide cross-profession training and development as required
5. To manage own timetable including workload for other team members
6. To support with overcoming complex handling issues within the working arena.
7. To prioritise workload and ensure that referral and treatment standards are met.
8. To ensure own practice and that of staff under your supervision meet the Trust Policies & RCOT core professional standards of practice
9. To provide guidance for the safe and competent use of manual handling equipment, through teaching, training and supervision.
10. To be responsible for risk assessment of the working environment in which patients will be assessed and treated e.g. wet floors, the community and stairs
11. To ensure prompt attention when dealing with complaints

Research

1. To support in the development of research projects and audit.
2. To demonstrate a sound understanding of clinical governance including ability to audit own and team practice.
3. To produce reports of service activity as requested by the Service Manager

Hazards

1. May be required to work alone in an environment, e.g. domiciliary settings and assessing and managing risk.
2. Complex moving and handling situations.
3. Working with critically ill patients which results in unpredictable situations.

General Duties & Responsibilities applicable to all job descriptions

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

Statement

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to, in addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.

9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the post holder receives satisfactory clearance from the Disclosure and Barring Service.

Person Specification

Job Title: Specialist Rotational Occupational Therapist

Grade: Band 6

Department: Occupational Therapy

Date: November 2023

Assessed by: A= Application I= Interview R= References T= Testing C = Certificate

Minimum Criteria	*	Desirable Criteria	*
Qualifications			
BSc / MSc in Occupational therapy. Current registration with HCPC. Postgraduate qualification or evidence of relevant post-qualification professional development	A/I A/I A/I	Specialist postgraduate training Practice Student Educator	A/I A/I
Experience			
Broad range of Band 5 rotations Experience of training/supervision. Experience of multi-professional working. Experience of using client-centred goals.	A/I A/I A/I A/I	Experience in Acute setting Experience in community setting Experience of equipment provision	A/I A/I A/I
Skills / Knowledge / Abilities			
Evidence of CPD in previous year. Knowledge of client centred practice. Awareness of clinical governance and understanding of the NHS and challenges facing service delivery. The ability to verbalise the clinical reasoning process in the management of routine cases.	A/I A/I A/I A/I	Specialist client group knowledge.	A/I

Motivated to work flexibly within an inter-professional framework.	A/I		
Good team working skills	A/I		
Evidence of initiative and ability to use own initiative within boundaries of role.	A/I		
Time management skills.	A/I		
Accuracy and attention to detail.	A/I		
Ability to organise, prioritise and delegate workload.	A/I		
Excellent written and verbal communication skills.	A/I		
Ability to implement and respond to change.	A/I		
Good keyboard and IT skills including knowledge of Microsoft Office	A/I		
Other			
Reliable work record	AIR		
DBS clearance	T		
Ability to travel between sites in an efficient and timely manner	AI		
Available for on-call and weekend duties.	AI		
Evidence that personal behaviour reflects Trust values	AIR		

Managers Signature

Date

Post holder's signature

Date

