

## Job Description

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| <b>Job Title:</b>      | <b>Occupational Therapist - Rotational</b>  |
| <b>Grade:</b>          | Band 6  |
| <b>Reports to:</b>     | Therapy Team Leader/Professional Lead for Occupational Therapy  |
| <b>Accountable to:</b> | Professional Lead for Occupational Therapy, Integrated Therapies Clinical Lead, Divisional Operational Manager and ultimately the Chief Operating Officer |

### **Behavioural Skills**

All roles within the Trust require staff to demonstrate our core values in the care they provide to patients. All members of staff should consider these behaviours an essential part of their job role.

- Collaboration
- Accountability
- Respect
- Empowerment
- Support

### **Summary of Post**

- To be responsible for delivering Occupational Therapy in the specialist assessment and treatment of patients within Acute Medicine, ICU/Cardio-Respiratory/Surgery, Neuro/Stroke, Orthopaedics and the Early Intervention Team
- To undertake an advanced assessment of patients presenting with complex multiple pathology/social issues who have been identified as fit for discharge within 48 hours. To determine their suitability for discharge, consider alternative options/treatment requirements and to maintain records as an autonomous practitioner
- To assess and treat own caseload of patients, who may have complex presentations and maintain own records as an autonomous practitioner
- To assist with teaching and supervision of new team members and students. Also deliver training to multidisciplinary team
- To assist evaluation of the Occupational Therapy Service provided within the rotational specialism and other areas
- To be actively involved with service development within each area and to implement changes in service delivery as required
- To be responsible for proactively organising workload alongside other team members, Team Leader and Professional Lead for Occupational Therapy
- To work a rostered seven day service within the James Paget University Hospital or in a community setting as required
- This role is part of the Integrated Therapies Department at James Paget University Hospital in collaboration with the East Coast Community Healthcare CIC for the community portion of the rotation

## **Main Duties and Responsibilities**

### **Clinical**

1. To be professionally and legally responsible and accountable for all aspects of your own work including the management of patients in your care.
2. To ensure a high standard of clinical care for the patients under your management, and assist junior staff, support staff and students.
3. To formulate an individualised treatment plan, using clinical reasoning skills and utilising a wide range of skills and treatment options in this specialised area.
4. To accept clinical responsibility for a designated caseload of patients, and to organise this efficiently and effectively with regard to clinical priorities and use of time.
5. To undertake the detailed assessment of patients, some of whom may have complex needs.
6. To take a lead role in the teaching, supervision and support of new members of staff, students and assistants, and to appropriately delegate tasks and to train/support other staff members.
7. To provide advice to the multidisciplinary team regarding the management of patients requiring therapy input.
8. To provide spontaneous and planned advice, teaching and instruction to relatives, carers, schools, workplaces and other professionals, to promote understanding of the aims of Occupational Therapy to ensure a consistent approach to patient care.
9. To communicate effectively with patients and carers to maximise rehabilitation potential and to ensure understanding of condition. Communication skills of persuasion, motivation, explanation and gaining informed consent will be used with a wide variety of patients. Barriers to effective communication will regularly be evident, e.g. loss of hearing, pain and fear. Patients may lack the capacity to consent to treatment.
10. To assess capacity, gain informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment and support junior staff to do the same.
11. Maintain up-to-date knowledge of specialist clinical pathways.

### **Professional**

1. To maintain own Clinical Professional Development by keeping abreast of any new trends and developments and incorporate them as necessary into your work and to be an active member of the in-service training programme by the attendance and presentation at staff meetings, tutorials, training sessions, external courses and reflective practice.
2. To keep up-to-date with developments within your field, share information and promote practice based on best available evidence.
3. To communicate effectively and work collaboratively with multidisciplinary team colleagues across health and social care sectors to ensure delivery of a co-ordinated multidisciplinary service. This will include case conferences and medical reports.
4. Provide training for other members of the multidisciplinary team, carers, families and other interested parties including patient groups.

5. To be involved in teaching of team members and therapy staff within specialism.
6. Identify objectives for personal development together with the Team Leader.
7. Participate in the Trust staff appraisal scheme and Personal Development Programme.
8. To be actively involved in the measurement and evaluation of your work and current practices through the use of Evidence Based Practice projects, audit and outcome measures. To make recommendations for and assist with change.
9. Demonstrate a sound understanding of Clinical Governance and Risk Management and apply to work situation, and encourage others to do likewise.

### **Organisational**

1. Responsible for designated area of work to plan and organise this efficiently and effectively with regard to patient management and use of time. To decide priorities for own work area, balancing other patient related and professional demands and ensure these remain in accordance with those of the section as a whole.
2. Responsible for ensuring the effective selection and use of all treatment resources available both in the department and on the wards.
3. To be responsible for equipment used in carrying out clinical duties, and to adhere to departmental Equipment Policy, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice, including manual handling according to Trust and professional guidelines.
4. Maintain accurate and up-to-date documentation in line with legal and departmental requirements, and communicate assessment and treatment results to the appropriate disciplines in the form of reports and letters.
5. Be actively involved in the collection of appropriate data and statistics for the use of the department.
6. Be aware of the Health and Safety aspects of your work and implement any policies which may be required to improve the safety of your work area, including the prompt recording and reporting of accidents to senior staff, and ensuring that equipment used is safe.
7. To comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating as appropriate.
8. Any other duties which might be considered appropriate by the Team Leader or Integrated Therapies Clinical Lead, for example including things such as organising clinical placements for Occupational Therapy students across the Occupational Therapy Service.

### **Health and Safety Responsibilities**

1. To ensure the Trust's Health and Safety policies are understood and observed and procedures are followed.
2. To ensure the appropriate use of equipment and facilities and the working environment is maintained in good order.
3. To take the necessary precautions to safeguard the welfare and safety of yourself, patients, visitors and staff, in accordance with the Health and Safety at Work Act.

4. To undertake appropriate health and safety training to support safe working practice including, where appropriate, its management.
5. To demonstrate a practical understanding of risk assessment in relation to their areas of responsibility and to ensure safe systems of work are in place.
6. To ensure all incidents occurring within the department are reported in accordance with Trust procedures, investigated and corrective action taken as necessary and/or reported to senior management and specialist advisers.

### **Moving and Handling Responsibilities**

1. To ensure all moving and handling tasks within their area of responsibility are assessed, there is a manual handling plan indicating safe systems of work, and documentation is regularly maintained and updated.
2. To observe and monitor the application of moving and handling skills, ensuring safe practice.
3. To attend appropriate training in accordance with the moving and handling assessed risks within the work area.

### **Confidentiality**

All staff are required to respect confidentiality of all matters they learn as a result of their employment with the NHS, including matters relating to other members of staff, patients and members of the public.

### **Equality and Diversity**

All employees are required to follow and implement the Trust's Equal Opportunities Policy and to undergo any training and development activities to ensure they can carry out their duties and responsibilities in terms of promoting, developing, implementing and reviewing the policy arrangements in the course of their work.

### **Safeguarding Children and Vulnerable Adults**

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and vulnerable adult training depending on their role in the Trust.

### **Infection Control**

It is the responsibility of all staff to ensure that they understand and follow the infection control policies, procedures and best practice applicable within the Trust. In particular:

- Observe all infection control policies and practices relevant to the post
- Act as a role model to others regarding infection control best practice
- Ensure that they keep up-to-date and attend all relevant training relating to infection control issues applicable to their post
- Ensure that patients, visitors and contractors are aware of and follow infection control best practice (where applicable)
- Report non-compliance or concerns regarding infection control issues/best practice to their line manager

## **Trust Values**

To work in-line with the Trust values and promote these within teams, departments and divisions in the Trust.

***Please note this job description is not an exhaustive list of duties but merely a guide to the responsibilities of the post-holder. The post-holder may be required to undertake additional duties within the sphere of their competence and to meet the changing needs of the service.***

***November 2023***