

## JOB DESCRIPTION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

#### JOB DETAILS

<b>Job Title:</b>	Occupational Therapist
<b>Pay Band:</b>	Band 5
<b>Department:</b>	Department of Occupational Therapy
<b>Directorate:</b>	Therapies
<b>Clinical Board:</b>	Clinical Diagnostics and Therapies
<b>Base:</b>	Cardiff and Vale UHB

#### ORGANISATIONAL ARRANGEMENTS

<b>Managerially Accountable to:</b>	Occupational Therapy Clinical Lead/AHP Lead
<b>Reports to:</b>	Team Lead Occupational Therapist
<b>Professionally Responsible to:</b>	Head of Occupational Therapy

#### Our Values: *'CARING FOR PEOPLE; KEEPING PEOPLE WELL'*

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

<b>We care about the people we serve and the people we work with</b>	Treat people as you would like to be treated and always with <b>compassion</b>
<b>We trust and respect one another</b>	Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things
<b>We take personal responsibility</b>	Be <b>enthusiastic</b> and take responsibility for what you do.

<b>We treat people with kindness</b>	<b>Thank</b> people, celebrate success and when things go wrong ask 'what can I learn'?
<b>We act with integrity</b>	Never let structures get in the way of doing the <b>right thing</b> .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high-quality services to citizens.

## **JOB SUMMARY/ JOB PURPOSE**

The post holder will work as an autonomous practitioner and will have relevant undergraduate experience for the role. They will undertake clinical duties as required and will contribute to the general running of the service.

The postholder will work within an agreed job plan and objectives which will be reviewed yearly as part of the UHB appraisal process.

They may be required to work their normal contracted hours flexibly in a variety of different working patterns in response to the needs of the service where they are placed. For example, this could include working their contracted hours as part of a 7-day job plan or working their hours over a pattern that includes extended days and unsocial hours.

They will take responsibility for their own patient caseload, deciding on nature, type and frequency of intervention with support from more experienced staff. They will work as part of the multidisciplinary team and will communicate across agencies as appropriate.

## **DUTIES AND RESPONSIBILITIES**

1. To be professionally and legally accountable for all aspect of own work in accordance with HCPC and All Wales Health and Care standards.
2. To carry a clinical caseload involving undertaking a comprehensive assessment, using clinical reasoning skills to formulate and deliver individual intervention programmes.
3. To make independent clinical decisions, evaluate intervention outcomes with support from senior staff and alter/ progress intervention programmes accordingly.
4. To utilise physical skills relevant to the clinical area i.e. use of specialist equipment and tools, advanced sensory skills, manual and mobilising skills in order to deliver effective interventions.
5. In partnership with other professionals provide excellent care in line with Health and Care Standards. This process should include assessment, planning, implementation and evaluation of care in accordance with UHB policies and procedures.
6. To advise and educate individuals and their families / carers on the management of individual problems, to overcome barriers to change and facilitate behaviour change.
7. To participate in the on-call and emergency duty rotas at allocated site.

8. To continuously evaluate own practice ensuring it is up-to-date and evidence based, complying with UHB and professional clinical guidelines.
9. To manage clinical risk within own case load with support from experienced staff.
10. To maintain comprehensive and accurate clinical records to comply with legal and departmental requirements. To maintain strict confidentiality of person identifiable information in accordance with the clinical governance framework.
11. To be aware of the available digital platforms and access person identifiable data appropriately to deliver timely, efficient care to provide holistic care.
12. To utilise digital technology to enhance care and delivery.
13. To delegate and take responsibility for work undertaken by support workers and assist in their clinical supervision.
14. To observe Professional Standards and 'codes of conduct' at all times and comply with Departmental Policies and current legislation, including The Health & Safety at Work Act, Access to Medical Records and Data Protection Acts.
15. To make known to the Team Lead/ line manager, any deficiency in working conditions, equipment and procedures that may constitute a hazard. To ensure adequate precautions are instituted paying particular attention to the hazards of lone working in the community setting.
16. To be integral within the relevant multidisciplinary team meetings and case conferences. Ensuring collaboration with the person receiving a service to ensure shared decision making, advocating for the individual, providing a professional opinion.
17. To evaluate and manage risk in the best interest of the individual i.e. discharge planning and issuing equipment.
18. To promote and support rights by promoting shared decision making, respecting individual choice and beliefs, ensuring privacy and dignity at all times.
19. To communicate relevant clinical information to all members of the MDT within health and social services.
20. To comply with all relevant Infection Prevention and Control procedures.

## COMMUNICATION

1. To maintain close links, communication and liaison between all those involved with clinical care, both in hospital and in the community. To promote good working relationships at all times.
2. To communicate assessment and treatment results to the appropriate disciplines both verbally and in the form of paper and electronic reports and letters.
3. To be able to communicate appropriately at all levels with the individual receiving care and all those involved in their care, including communication with those who have complex speech and language problems. This includes utilising available digital technology systems.
4. To manage immediate concerns, dealing with contentious information where there are barriers to understanding and escalate where appropriate.

## EDUCATION AND DEVELOPMENT

1. To be responsible for own professional development record as identified in the personal development plan in line with the UHB appraisal process and HCPC registration requirements.
2. To undertake a period of induction and complete respiratory on call competency training.
3. To provide orientation, clinical supervision and support professional development of support workers and promote reflective practice.
4. To assist in the clinical education and support the supervision, mentoring and training of healthcare students on placement.
5. To contribute to education and training programmes, ensuring up to date evidence-based practice is delivered by creating a positive learning environment.
6. To ensure compliance with Statutory and mandatory training, following UHB Policy. This includes awareness of relevant legislation.
7. Promote a positive image of the UHB at all times; acting as an ambassador/role model for the organisation and the profession.

## QUALITY OF CARE AND IMPROVEMENT

1. To participate in multi-disciplinary and departmental audit to improve clinical outcomes.
2. To be responsible for the prioritisation and organisation of own workload with support from line manager and to provide cover for clinical colleagues.
3. To take on agreed roles and responsibilities in the absence of the senior staff when appropriate.
4. To seek to identify opportunities to improve the service in collaboration in order to provide the best care within the resources available.
5. To collect appropriate statistical data in accordance with departmental procedure.
6. To attend and contribute to team meetings.
7. Be aware of service delivery plans and the postholder's role within this.
8. Under the supervision of the line manager work on delegated projects relating to local service improvements.
9. To follow and implement UHB policies and procedures.
10. Promote public health initiatives to support a healthy lifestyle in line with national strategy requirements.

## GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of

competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.

- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and

employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.

- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital-based service can be accessed by telephoning 02920 743582 or for a community-based service, Stop Smoking Wales can be contacted on 0800 0852219.
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.
- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB

Disciplinary Policy.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

**DATE REVIEWED: 9/02/2022**

**REVIEWED BY: V Coe/C Gilson**

## PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

<b>Job Title:</b>	Occupational Therapist	<b>Department</b>	Occupational Therapy
<b>Band:</b>	Band 5	<b>Clinical Board:</b>	CD&T
<b>Base:</b>	Organisation Wide		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	Recognised qualification degree/equivalent in Occupational Therapy H.C.P.C Registration		
<b>EXPERIENCE</b>	Experience of working across a broad range of clinical areas at under-graduate level Experience working as part of an MDT	Work experience in NHS environment	Application Form Interview/refs CPD File
<b>SKILLS</b>	Proven ability to manage a clinical caseload Highly developed physical skills relevant to the clinical area i.e. manual techniques and therapeutic handling Good interpersonal skills Ability to work in a multi-disciplinary team. Ability to maintain accurate and legible treatment records/ statistical information. Excellent communication skills-with healthcare professionals and the public. Proven ability to motivate others, promote coproduction and empower others Ability to alter communication styles Proven decision-making skills/evidence of clinical reasoning Proven delegation skills Presentation skills Adaptive/ flexible team player Effective organisational skills Proactive and show initiative		Application Form Interview References CPD File



	Understand the legal responsibilities of the Profession Ability to keep accurate and legible patient records and statistical information Competent using Microsoft or similar packages Confident with digital technology platforms/apps Personal responsibility for learning and development		
<b>SPECIAL KNOWLEDGE</b>	Occupational Therapy clinical knowledge of a wide variety of conditions and treatments Evidence of relevant CPD Awareness of Health and Safety/ clinical risk management		Application Form Interview References CPD File
<b>PERSONAL QUALITIES (Demonstrable)</b>	Enthusiastic. Able to demonstrate empathy Friendly and approachable Reliable Adaptable and flexible Professional confidence Ability to cope under pressure. demonstrating resilience Proactively manage own wellbeing Able to role model UHB behaviours and values		Application Form Interview References CPD File
<b>OTHER (Please Specify)</b>	Willingness to work flexible hours and participate in rotas as required Able to travel, in a timely manner to meet the requirements of the job, this may include cross site working on various locations, carrying sensitive information and bulky equipment (if applicable to role)	Ability to speak and understand Welsh	Interview Document Check*

**Date Prepared** 2017

**Prepared By:**

**C. Marshall**

**Date** 9/02/2022

**Reviewed By:**

**Clare Gilson**

**Reviewed:**