

INTEGRATED ADULT SERVICES

JOB DESCRIPTION

<b>Job Title:</b>	ROTATIONAL BAND 6 OCCUPATIONAL THERAPIST
<b>Grade:</b>	BAND 6
<b>Hours:</b>	37.5 HOURS PER WEEK (AVERAGED FROM 150 HOURS PER 4 WEEK ROTA PERIOD)
<b>Salary:</b>	£42,471 - £50,364 per annum inclusive of HCAS
<b>Location:</b>	St Pancras Hospital, 4 St Pancras Way, London, NW1 0PE Gospel Oak Health Centre, 5 Lismore Circus, London, NW5 4RA

In order to meet the needs of the Trust's service, you may be required from time to time to work outside your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust.

<b>Responsible To:</b>	BAND 7 OCCUPATIONAL THERAPIST
<b>Accountable To:</b>	THERAPY TEAM LEAD(S)
<b>Accountable For:</b>	REHABILITATION ASSISTANTS AND THERAPY STUDENTS

**Key Relationships:** Patients under the care of Integrated Adult Services.  
Professionals under the scope of CNWL.  
GPs, acute hospital providers, social workers and any other stakeholders involved in patient care in the London Borough of Camden.

**Additional Information:** The duties of the service to which you are applying will involve potential to work in a care home setting. This means appointees are required to have the necessary certificate of proof they are either vaccinated or medically certified as exempt and legally able to work in such settings. In order to comply with our duty of care, we require our staff to have the COVID vaccine and we will ask for proof of vaccination during the recruitment process. If candidates are unable to meet the requirements then their application may not be progressed and a refusal to provide such evidence is grounds for an offer of employment to be refused.

**Summary of rotations:**

Camden Integrated Primary Care

An integrated nursing and therapy team providing input within peoples own homes. The team is comprised of nurses, physiotherapists, occupational therapists and assistants.

As a member of the therapy team you will be expected to carry out a variety of assessments as well as plan and implement OT specific interventions. Other responsibilities will include screening referrals and facilitating education session as part of the Staying Steady falls group.

### St Pancras Hospital Inpatient Rehabilitation

Based at St Pancras Hospital, the team provides the therapy input for three different wards based within the South Wing. Working alongside the wider MDT comprising of doctors, nurses, social workers, psychologists, speech and language therapists and assistants you will be involved in the rehabilitation and complex discharge planning of patient with a variety of conditions and co-morbidities to effect a safe discharge home with ensuring effective referrals and transfer to a number of community teams.

### Camden Rapid Access Services

As a member of the Rapid Access Team, you will be expected to be a competent occupational therapist who is able to adapt to any of the three pathways: PACE (Post-Acute Care Enablement), Rapid Response (community admission avoidance) and D2A (Discharge to Assess).

You will be part of a community team where your proven ability to make high level clinical decisions will aid patient recovery. This will include having a direct link to the patient's discharging medical and therapy team for liaison and support where necessary and with the patients GP or other health care professional to prevent hospital re-admission.

### Henderson Court reablement flats/St Pancras Rehabilitation- pathway 1

Henderson Court reablement flats – this is a Camden social work led pathway where the band 6 Occupational Therapist, working alongside the Physiotherapist, provides in-reach therapy to support service users to work on reablement goals and support with discharge planning.

St Pancras Rehabilitation Pathway 1 - this service supports Camden patients who are at St Pancras Rehabilitation Unit and ready to leave the hospital setting but would benefit from daily (Monday – Friday) therapy and CNWL Carelink Support Work intensity within the first week returning home. The occupational therapist and physiotherapist provide therapy input working on community-based goals within the first 5 days of returning home.

Within this rotation there is also the option to work on the rehabilitation wards within St Pancras Rehabilitation Unit. This post will have opportunities for training and supervision is provided by the band 7 occupational therapist.

### Camden Neurology & Stroke Service

A neurological community rehabilitation team providing time limited input to clients living in Camden with a neurological diagnosis and providing Early Supported Discharge for stroke intervention (6 week pathway). The team is comprised of occupational therapists, physiotherapists, speech and language therapists, clinical neuro-psychologists and rehabilitation assistants. We have a strong focus on multi-disciplinary working and therapists work with clients in their homes, in the community or at the Peckwater Centre, with the aim of providing client centered goal focused therapy, promoting independence and community integration.

### **Job Purpose:**

As a rotational member of the Camden Integrated Adult Service Band 6 occupational therapy rotation, you will be expected to be a competent occupational therapist who is able to adapt to any of the rotational posts offered on the rotation and any sub teams therein.

You will be part of a team where your proven ability to make high level clinical decisions will aid patient recovery. This will include having a direct link to the patient's medical and therapy team for liaison and support where necessary and with the patient's GP or other health care professional as required.

You will provide complex assessments and interventions and will make high impact clinical decisions. You will be expected to work autonomously whilst drawing assistance from other colleagues in primary and secondary care.

You will use evidence based principles/current best practice and specialist skills to assess, plan, implement and evaluate interventions and to ensure that all members of your team do so accordingly.

Your exceptional caseload management and communication skills will enable you to prioritise patient care. You will also work closely with senior nurses, social workers, therapists and other health care professionals to establish and maintain a whole systems approach for these patients.

The teams work a mixture of Monday to Friday 9-5pm and 7 day working.

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **CLINICAL**

1. To be professionally and legally accountable for all work undertaken. To work within the standards and guidelines of the team, the Trust, and the COT Code of Conduct.
2. To undertake specialist occupational therapy assessment of clients with diverse needs through subjective questioning, objective assessment and other written material available.
3. To prioritise factors involved in the clients presenting condition through clinical reasoning based on knowledge of current professional opinion, clients prognosis and other physical, social emotional and mental health issues.
4. To set goals for treatment with clients and/or their carer and ensure that care is client centred and agreed by the client and/or their carer.
5. To set and maintain a high standard of clinical practice which is evidence based where possible, using standardised assessment and outcome measures, where appropriate
6. To independently screen and assess complex multi-disciplinary referrals from a variety of sources. This screening requires individual responsible action when at times no other professional is currently involved. This screening will establish priority, determine needs and initiate a plan of intervention.
7. To manage a caseload of clients with simple to complex needs with supervision and guidance as necessary from senior staff. To successfully monitor, evaluate and review occupational therapy treatment/interventions within a multi-disciplinary framework and to modify as necessary taking a key worker role as indicated.
8. To use knowledge of other multi-disciplinary roles and external agencies to ensure effective referral management and achieve best client care.
9. To have the ability, knowledge and skills required for moving and handling people in community environments.
10. To ensure client and service records are recorded and maintained on IT databases and that client documentation is according to trust and local policies.
11. To prescribe, delegate and monitor the work of rehabilitation assistants and counter sign documentation.
12. To educate and teach the relevant carers/health workers to participate in on-going rehabilitation care programmes for clients, as appropriate.
13. To actively be involved in the development of new specialist clinical services within the Team, with support and guidance from senior therapy staff.
14. To manage clinical risk in own caseload and ensure that rehabilitation assistants and students comply e.g. manual handling risk assessment and local policy regarding lone working.
15. To maintain and update a Continuing Professional Development Portfolio (CPD).
16. To evaluate your practice through audit and outcome measures with support of senior therapists when required
17. To maintain and develop specific departmental duties as designated by the head therapist.
18. To undertake any other duties that may be allocated.

19. To work at other sites in the trust of required.

## **EDUCATIONAL**

1. To participate in the in-service training, post registration training, lectures and education programmes to other therapists, other disciplines and to visitors to the department.
2. To utilise opportunities to develop skills and knowledge, apply critical appraisal and keep up to date with current practice in the field and attend accredited courses.
3. To act as professional practice educator for occupational therapy students.
4. To participate in education programmes for client groups.
5. To actively participate in health promotion and health education initiatives within the locality and in the community directorate.
6. To comply with all mandatory training: fire, violence awareness, CPR, manual handling, child protection and safeguarding of vulnerable adults.

## **MANAGEMENT**

1. To ensure that accurate and evaluative records of patient care and statistics are maintained in accordance with the service policy.
2. To participate in the individual performance review system.
3. To provide supervision, annual appraisal and monitoring the work of rehabilitation assistants and students with support from senior staff.
4. To provide informal day to day support to rehabilitation assistants/students.
5. To be responsible for the safe use of all equipment.
6. To ensure that all equipment defects, accidents and complaints are reported to the team leader immediately.
7. To comply with Trust policies and procedures, and the Health and Safety at Work Act.
8. To participate in the collection of statistics and audit programmes as required by the service.
9. To participate in the induction of new staff members.
10. To attend, actively participate in and as required initiate and lead multi-disciplinary meetings and case conferences.
11. To attend occupational therapy staff meeting and other relevant meetings.
12. To use time management skills, to respond to demands from clients and staff on daily basis.

## **CONFIDENTIALITY**

All information concerning patients/clients and staff must be treated as strictly confidential at all times.

## **SAFEGUARDING**

All staff have a duty to safeguard and promote the welfare of children and adults at risk of abuse. Staff should be aware of local safeguarding procedures and how to contact named professionals for advice and support as well as reporting any concerns. Staff are supported with the supervision and training needed to recognise and act on welfare concerns and to respond to the needs of children and adults. Staff have a responsibility to ensure they are up to date with any safeguarding training.

## **PROMOTING EQUALITY & VALUING DIVERSITY**

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Valuing Diversity in the Workplace Policy and it is for each employee to contribute to its success. As a member of staff at Camden Provider Services (CNWL Trust) you have a personal responsibility to ensure and to support equality and value diversity. This means that you ensure that you do not discriminate, harass or bully or contribute to discrimination, harassment or bullying of a colleague, visitors or service users or condone discrimination, harassment or bullying by others. In addition, if you are a team leader, manager or director, you have a personal responsibility to promote and develop a culture that promotes equality and values diversity.

## **HEALTH & SAFETY**

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

## **NO SMOKING POLICY**

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

## **DATA PROTECTION**

If you have contact with computerised data systems you are required to obtain, process and/or use information held on a computer or word processor in a fair and lawful way. To hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

## **ACCESS TO HEALTH RECORDS**

All staff who contribute to patients' health records are expected to be familiar with, and adhere to, the Trust's Standards of Records Keeping Policy. Staff should be aware that patients' records throughout the Trust will be subject to regular audit.

All staff who have access to patients' records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Confidentiality of Health Records Policy.

All staff have an obligation to ensure that health records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Access to Health Records Act 1998.

## **WASTE DISPOSAL**

All staff must ensure that waste produced within the Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

## **INFECTION CONTROL**

Infection prevention and control is the responsibility of all provider services staff. All duties relating to the post must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures.

## **IMPROVING WORKING LIVES (IWL)**

IWL is an NHS-wide initiative aimed at ensuring staff have good work/life balance, access to training, and support from their employer. The Trust is committed to maintaining a high standard of practice within IWL and, as such, staff have access to a wide range of flexible working options, childcare support, and many training and development opportunities.

## **PROFESSIONAL REGISTRATION**

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Health and Care Professions Council), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.



- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

## **RISK MANAGEMENT**

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receive appropriate training, that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Governance Committee or Risk and Assurance Committee if resolution has not been satisfactorily achieved.

## **REVIEW OF THIS JOB DESCRIPTION**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post-holder on an annual basis.

## **RIDER CLAUSE**

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Department.

## **INITIALS AND DATE OF PREPARATION**

RB 07/08/18. Updated SV 09/01/24.