

## JOB DESCRIPTION

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**POST TITLE:** Senior Occupational Therapist

**BASE:** St Marks Hospital, Maidenhead

**BAND:** 6

**LINE MANAGER:** Therapy Team Lead

**PROFESSIONAL ACCOUNTABILITY:** Senior Occupational Therapist

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### OUR VISION AND VALUES

Berkshire Healthcare's vision is to provide the best care in the right place; developing and delivering excellent services in local communities with people and their families to improve their health, well-being and independence. We pride ourselves in recruiting staff who display our values and the right behaviours and work hard to create a culture which respects all of our staff for the unique contribution they make to ensuring high quality care is delivered. Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

### JOB SUMMARY

The post holder will be an integral member of the ARC therapy team based on the in-patient rehabilitation ward, delivering a high quality Occupational Therapy service. Under the guidance of a Senior Occupational Therapist, the post holder will assess and manage a caseload of varied and complex needs patients.

### RESPONSIBILITIES

To provide clinical leadership and specialist advice, through supervision, education of students, Band 5, Occupational Therapy Assistants, support workers and other members of the interdisciplinary team.

To identify service developments, needs, contribute to the planning, development and evaluation of the service and have responsibility for defined projects.

To be responsible for a highly complex caseload using an interdisciplinary, patient focused rehabilitative approach.

To provide highly skilled and specialist assessments of occupational performance, plan, implement and evaluate evidence based client centred intervention maintaining the associated records in compliance with the standards from the College of Occupational Therapy and the Trust.

## **Clinical**

- To provide Occupational Therapy input to rehabilitation ward and across ARC services as required.
- To use highly developed and advanced specialist skills to prioritise workload, referring to other agencies where necessary.
- To carry a complex, diverse caseload.
- To be highly skilled in using and reporting on standardised and non-standardised Occupational Therapy assessment to diagnose and analyse highly complex patient needs in the context of activities of daily living.
- To assess the need for and carry out functional assessments within patients' homes and the ward.
- To assimilate and use information and assessments provided by other health professionals.
- To manage clinical and personal risk within own caseload and others within the service areas. e.g. working as a lone practitioner.
- To devise Occupational Therapy treatment plans and goals in collaboration with the patient, relatives, carers and the interdisciplinary team.
- To use advanced skills in analysing, selecting and grading activity to achieve therapeutic goals.
- To assess and issue equipment as appropriate to meet the patients' needs.
- To ensure that up-to-date written and electronic records, reports and activity data are maintained in accordance with professional and local standards.
- To participate and contribute to the Interdisciplinary Team decision making process regarding patient care, establishing strong communication networks.
- To communicate effectively, share information appropriately and work collaboratively with the team, families and other outside agencies.
- To ensure effective communication with patient, relatives and carers regarding therapy.

## **Professional**

- To contribute to the development and evaluation of the team.
- To continually update clinically and professionally, maintaining awareness of developments within the Trust and National Health Service nationally.
- To take part in clinical audit or research and initiate and facilitate projects.
- To follow departmental and Trust policies and procedures as required.
- To promote the profession and service appropriately- in service training for other professionals.
- To comply with HCPC and the College of Occupational Therapist code of ethics and professional conduct, National guidelines and Trust procedures.
- To demonstrate the ability to reflect on ethical issues and to provide professional guidance to staff as necessary.
- To respect the individuality, values, cultural and religious diversity of patients.
- To critically appraise and modify professional practice.
- To use specialist knowledge and teaching skills to provide support and guidance to care staff and Occupational Therapy staff.
- To provide effective guidance, supervision and appraisal for junior members of staff.
- To be responsible for the supervision, written assessment and training of Occupational Therapy students on practice placement.
- To attend mandatory training as required.
- To demonstrate leadership and contribute to the department's clinical governance and service development plan.

## **GENERAL**

1. This job description is not exhaustive and can be altered in consultation with the post holder.
2. Any other duties which may be requested by the line manager in order to facilitate the smooth running of the hospital.
3. The Trust is an equal opportunities employer. The post – holder is at all times expected to carry out their duties in accordance with the Trusts Equal Opportunities Policy.
4. The post – holder is required to take reasonable care of the health and safety of him/her acts or omissions at work, and to co-operate with the Berkshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

## **BEHAVIOURS**

In addition to the responsibilities and requirements outlined in this job description, all staff should refer to the associated behavioural framework relating to their role. These are based on the Trust's values, define the behaviours all staff are expected to display and underpin our organisational recruitment, appraisal, reward and development processes.

## **LOCATION/MOBILITY**

You may be required to work at or from any additional location as may be determined by the Trust from time to time. The Trust also reserves the right from time to time to change your base on a permanent basis to a location determined by it at the time that the change is made.

You may also be required to travel between Trust premises as may be required for the performance of your duties.

## **FLEXIBILITY**

The Trust reserves the right to amend your job description and/or your duties from time to time. You also agree that you will work with the Trust to deliver the Trust's services, including without limitation, by complying with lawful and reasonable instructions from the Trust by adapting to new ways of working and attending training courses determined by the Trust from time to time.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

To attend and contribute to staff meetings and Forums, supervision sessions, training courses, seminars and workshops, to ensure the development and enhancement of current working practices.

To participate in all personal review meetings, and take responsibility for personal and professional development. Responsibility for developing the role and the services provided.

## **DATA PROTECTION ACT**

You should be aware of the Data Protection Act and follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

## **HEALTH & SAFETY**

You are required to take responsibility for Health and Safety Risk Assessment and Workplace Inspections, and to take reasonable care for your own health and safety and that of other persons who may be affected by his/her acts of omissions.

You are also required to co-operate with all staff to ensure that all statutory regulations, policies, Codes of Practice and departmental safety procedures are adhered to, and to attend relevant training programmes.

## **INFECTION CONTROL**

Managers at all levels have a responsibility to act as role models to ensure that Infection Control is on the corporate and service agenda and remains a priority in terms of attention and resources.

All staff providing direct patient care must ensure that they follow procedures aimed at reducing the risk of passing on the organisms that can cause infections.

All staff, collectively and individually, have a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of Infection Control.

## **CONFIDENTIALITY**

Your attention is drawn to the confidential aspects of this post. You must not disclose any information of a confidential nature relating to the Trust or the service that it provides, or in respect of which the Trust owes an obligation of confidence to any service user, client or third party during or after your employment except in the proper course of your employment or as required by law.

You must not remove or copy any documents or tangible items including software which belongs to the Trust or which contain any confidential information from the Trust's premises at any time without proper advanced authorisation. You must return to the Trust upon request and in any event upon the termination of your employment, all documents and tangible items which belong to the Trust or which contain or refer to any confidential information and which are in your possession or under your control.

A breach of confidence could result in dismissal.

You should be aware that regardless of any disciplinary action taken, a breach of confidence could also result in civil action for damages.

## **CLINICAL GOVERNANCE**

The Trust aims to provide the highest standards of care. To further this aim you are expected to adhere to acceptable working practice as defined in Trust policies and guidelines. You also have a personal responsibility to your team and service to keep up to date and, if you encounter unacceptable practice, to raise through accepted channels.

## **ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS**

In order to comply with the Asylum and Immigration Act 1996, it is Trust policy to check documentation of all applicants in respect of proper immigration status to work in the UK. Employment will not be offered to any applicant or employee who does not have valid leave to remain in the UK or is subject to conditions, which prevent the individual from taking up employment.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

Safeguarding of individuals who come into contact with our services, whether a child or young person, person with Learning Disabilities or an older or vulnerable adult, is the responsibility of all employees of Berkshire Healthcare NHS Foundation Trust in whatever capacity they are employed.

## **SAFEGUARDING CHILDREN**

The Trust adheres to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, and all employees have a duty of care and a responsibility to safeguard and promote the welfare of children.

## **SMOKE FREE**

A smoke free policy is in operation and smoking is not permitted on any of the Trust's sites'. The policy also applies to all persons travelling in vehicles (including owned and lease cars) whilst on official business. Smoking is not permitted in privately owned vehicles that are parked on Trust grounds, or when transporting services users or visitors on official Trust business. Staff will not be supported by taking additional breaks away from the workplace to smoke off site. Please refer to the Staff Smoke Free policy for further details.

## PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE
<b>Education/Qualifications</b>		
Diploma/ Degree in Occupational therapy	√	
	√	
<b>Training</b>		
Evidence of training in rehabilitation of older people.	√	
Training in the equipment needs of older people.	√	
Understanding of the models used in Occupational Therapy.	√	
<b>Previous Experience</b>		
Experience of working in a rehabilitation or intermediate care NHS or Social Services setting.	√	
Experience of working in a multi disciplinary team setting.	√	
Experience of liaising with Social Care in the UK	√	
<b>Knowledge, Skills &amp; Abilities</b>		
Be able to demonstrate confidence in own decisions	√	
Be an excellent communicator.	√	
Be a Team player.	√	
Be open to change.	√	
Be able to demonstrate flexibility in a work setting.	√	
Computer skills	√	
<b>Additional Requirements</b>		
Ability to travel between multiple sites efficiently	√	
Ability to drive	√	
Have access to car	√	

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