

Job description and specification



Inpatient Therapy Team Band 5 Occupational Therapist



JOB DESCRIPTION

JOB TITLE: Occupational Therapist

BAND: 5

RESPONSIBLE TO: Senior Occupational Therapist

KEY RELATIONSHIPS:

Internal	External
Members of Inpatient Therapy Team including physiotherapists, occupational therapists, rehabilitation assistants, doctors and nurses. Community Hospitals Manager Community Hospital MDT Intensive Rehabilitation Service HDS Team Other NELFT services	GPs Collaborative Care Teams Social Services Acute Hospitals Community Hospitals

CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The post holder will be expected to support their team, department and organisation to achieve the Trust’s Values in their day to day work. These are the 5P’s:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

The post holder will achieve this by working as part of the Inpatient Therapy Team to provide high quality, timely rehabilitation for patients requiring step down from an acute bed.



They will be:

Delivering high quality rehabilitation in an inpatient rehabilitation setting within Meadow Court – Goodmayes Hospital – Lily and Poppy Ward

Providing high quality, patient-centred, goal orientated rehabilitation, demonstrating independence and self-management throughout the continuum of care.

Completing timely onward referrals to other community services including health and social care to ensure the safe management of the patient.

Leadership

1. To prioritise workload, delegate and to supervise including rehab assistants and students, to aid provision of high standards of patient care.
2. To work flexibly and assist in effective and efficient delivery of the service.

Clinical Skills

1. To be legally, professionally responsible and accountable for all aspects of your own work.
2. To assess the occupational needs of a defined patient group and establish and evaluate appropriate treatment plans. This includes chronic, acute and palliative care within own competencies, recognising own limitations and seeking advice when necessary.
3. To monitor, evaluate and modify treatment for patients with multiple in order to measure progress and ensure effectiveness of effectiveness of treatment
4. To select and apply occupational therapy assessments for a designated caseload, addressing occupational performance and skill deficits, enabling patients in the areas of productivity, self and leisure.
5. To be able to initiate referrals to other health professional specialist services and agencies.
6. To provide patients and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence and quality of life.
7. To ensure practice is supported by research, evidence based practice, literature and peer review.
8. To ensure that up to date written and electronic records and activity data in accordance with professional and trust standards and provide specialist occupational therapy reports relevant to practice setting.
9. To exercise good time management, punctuality and consistent reliable attendance.
10. Assess patient's understanding of occupational therapy treatment, gain informed consent and work within a legal framework with patients who are unable to consent to treatment.



Computer/Administration

1. To be computer literate and encourage implementation of the Trust's IM&T Strategy.
2. To ensure accurate recording of actions, and updating patient's records, maintaining confidentiality at all times in accordance with HCPC guidance.
3. To take part, and assist, in the planning and administration relating to day to day running of the caseload.

Communication

1. To have a wide range of knowledge in approaches to communicating and managing patient care.
2. To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust.
3. To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
4. Participate in the review and development of clinical policies and identifies improvements to service provision.

Training

1. To be an active participant within in-service training programme, occasionally facilitating training sessions for the team.
2. To undertake external and internal courses identified as part of appraisal by individual line managers leading to a personal development plan (PDP).
3. To undertake, and assist, in the planning of own mandatory training and workshops.



Additional Information

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

Risk Management

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

Safeguarding Children and vulnerable adults

North East London NHS Foundation Trust (NELFT) is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.

Standards of Business Conduct & Conflict of Interest

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

Sustainability

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.



Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

Codes of Conduct

North East London NHS Foundation Trust (NELFT) requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for my own work and the proper performance of the people I manage;
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community;
- Take responsibility for my own and continuous learning and development

Data Protection

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

Information Security and Confidentiality

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.



Equality and Diversity

North East London NHS Foundation Trust (NELFT) is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

Key Performance Indicators (KPI)

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description

This job description is intended as an outline of the 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.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

ARD Inpatient Therapy Team Band 5 Occupational Therapy - Person specification

Guidance

	Essential	Desirable	Measurement
Demonstration of Trust Values			
Putting people first	✓		Application Form Interview Assessment
Prioritising quality	✓		Application Form Interview Assessment
Being progressive, innovative and continually improve	✓		Application Form Interview Assessment
Being professional and honest	✓		Application Form Interview Assessment



Promoting what is possible, independence, opportunity and choice	✓		Application Form Interview Assessment
Qualifications			
NVQ level 2 or equivalent standard of literacy and numeracy	✓		Application Form Interview Assessment
BSc(Hons) Occupational therapy degree or equivalent	✓		Application Form
RCOT membership		✓	Application Form
Member of relevant specific interest group.		✓	
Health Professions Council registered	✓		Application Form
Evidence of Continued Professional development	✓		Application Form
Experience			
Basic Clinical Occupational therapy knowledge.	✓		Application Form Interview Assessment
To have a broad clinical experience during undergraduate placements.	✓		Application Form Interview Assessment
Clinical placements within the NHS.	✓		Application Form Interview Assessment
Knowledge			
An awareness of NHS Plan, NSF and clinical governance priorities	✓		Application Form Interview Assessment
Good knowledge of current best practice in Occupational Therapy in acute, physical health, community and rehab settings.	✓		Application Form Interview Assessment
Knowledge of current NHS and Primary Care agenda	✓		Application Form Interview Assessment
Knowledge of national policies and procedures relevant to safe guarding vulnerable	✓		Application Form Interview Assessment



adults			
Skills			
Basic awareness of IT and IT skills	✓		Application Form Interview Assessment
Good organisational Skills	✓		Application Form Interview
Demonstrate ability to work as an effective team member with excellent interpersonal skills	✓		Application Form Interview Assessment
Other			
Ability to carry out moderate physical manual handling throughout the day as part of clinical duties.	✓		Application Form Interview Assessment
To be aware and demonstrate the Trust Values	✓		Application Form Interview Assessment
Ability to travel efficiently and effectively across all sites within NELFT when needed for training purposes etc	✓		Application Form Interview

For HR Use Only:

Date of template: 1 January 2015

Version: 1

For Manager Use Only:

Date last reviewed: June 2021

Date to be reviewed: May 2022

Signed: *Ms Anna Selan*

Dated: 23.06.2021

