

JOB DESCRIPTION

POST TITLE:	Occupational Therapist
BASE:	St Marks Hospital Maidenhead/Upton Hospital Slough
GRADE:	Band 5
LINE MANAGER:	Therapy Team Lead
PROFESSIONAL ACCOUNTABILITY:	Occupational Therapy Lead

OUR VISION AND VALUES

Our Trust's vision is 'To be recognised as the leading community and mental health service provider by our staff, patients and partners.'

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 ward therapy team, whose aim is to help adults to continue to live at home. The post holder will assist in the delivery of a high-quality Occupational Therapy service. Under the guidance of Senior Occupational Therapists, the post holder will assess and manage a caseload of varied and complex needs. The role will involve lone working. The team run a 6-day service and you will be expected to be part of this. The role will involve working across the east of Berkshire as required to provide care to patients where the need is greatest.

RESPONSIBILITIES

- To assist the patient throughout the reablement process and to care for those who are unable to recover from ill health.
- To have a patient centred approach.
- To assist the patient in achieving their agreed goals.
- To keep accurate, legible and concise records.
- To evaluate care plans and report back progress to relevant professionals suggesting appropriate changes to planned care as required.
- To liaise effectively with colleagues within the team and others.

Clinical Responsibility

- To work as a member of a multi-disciplinary team and assess patients in the most appropriate environment, to promote safety and dignity for the individual at all times.
- To assess the activities of daily living for patients referred and implement rehabilitation programmes.
- To regularly evaluate treatment programmes and update documentation.
- To document all interventions in Occupational Therapy notes.
- To communicate and liaise closely and effectively with other members of the Team within the Unit and the locality as well as families and carers.
- To actively participate in service developments within the Occupational Therapy service and ward.
- To provide statistical information as required.

Professional

- To work within the remit of the College of Occupational Therapy Principles of Practice and Professional Code of Conduct.
- To supervise junior members of staff on a day to day basis.
- To continually update clinically and professionally, maintaining awareness of developments within the Trust and the NHS nationally.
- To use reflective practice as an integral part of care provision and self-development.
- To participate in performance review with a member of the senior OT staff and implement personal development plans which reflect the needs of the service.
- To develop a continuing development file and keep it up to date.
- To supervise Occupational Therapy students who are on field work placement.
- To attend courses and study days as agreed and are consistent with the needs of the service and Hospital.
- To assist with the training of Therapeutic Assistants.
- To maintain professional standards according to the college of Occupational Therapy Code of ethics.

- To ensure professional standards are maintained.
- To actively participate in a peer support network across the Trust and organisations bordering.
- To participate in the informal and formal education to nursing students, other professional groups, school leavers, carers and members of the public.
- To attend post-graduate training courses to up-date clinical knowledge
- To maintain and develop professional knowledge and be conversant with professional developments, evidencing critical appraisal skills and Continuing Professional Development and have a sound understanding of Clinical Governance
- To be involved in training and assessing locally agreed competency levels of rehabilitation support workers
- To participate in the organisation of in-service training programmes and staff development, both for Occupational Therapy staff and other professional groups.

Organisational Role

- To submit details of training undertaken.
- To provide accurate statistical and contractual monitoring returns within agreed time scales.
- To respect and protect patient and colleague's confidentiality.
- To be responsible for efficient and effective planning and organisation of own time.
- To attend meetings as requested
- To attend annual appraisal and personal development review.
- To be aware of financial resources and use resources efficiently and effectively.

GENERAL

1. This is a varied role where you'll be expected to undertake the range of responsibilities specified above, working together with your line manager and colleagues to ensure that the activities of this post make a real difference to our patients. Your line manager may ask you to undertake other reasonable duties to facilitate the smooth running of your service or team.
2. We are an equal opportunities employer and you'll be expected to role model equality of opportunity, live the values and always operate in accordance with our Equal Opportunities Policy.
3. Health and Safety at work is important to us and we would like you to role model the highest standards of behaviour and go above and beyond by adopting excellent practice where it links to the health and wellbeing of our colleagues. It is important that you cooperate with us to ensure that statutory and departmental safety regulations are adhered to.

BEHAVIOURS

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work and they underpin our organisational recruitment, appraisal, reward and development processes.

LOCATION/MOBILITY

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

FLEXIBILITY

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

CONTINUING PROFESSIONAL DEVELOPMENT

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

DATA PROTECTION ACT

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

HEALTH & SAFETY

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

INFECTION CONTROL

We all have a responsibility to make sure that Infection Control remains a priority in terms of attention and resources. If you work in a role that provides direct patient care then you'll be expected to follow our policies and procedures which are designed to reduce the risk of passing on the organisms that can cause infections.

We all, collectively and individually, have a duty of care to follow best practice and adhere to any guidelines which underpin the management of Infection Control.

CONFIDENTIALITY

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust or which contain any confidential information unless you have specific permission to do so. When you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

DATA QUALITY

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

CLINICAL GOVERNANCE

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.

If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.

We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.

SMOKE FREE



Berkshire Healthcare
NHS Foundation Trust

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.

PERSON SPECIFICATION

CATEGORY	ASSESSMENT METHOD		
	Application Form Essential or Desirable	Interview Essential or Desirable	Selection Tool
<p>Education/Qualifications/Training</p> <ul style="list-style-type: none"> • Diploma/Degree in Occupational Therapy • Registered with the HCPC 	<p>Essential</p> <p>Essential</p>		
<p>Continuous Professional Development</p> <ul style="list-style-type: none"> • Evidence in training in rehabilitation of older people • Training in the equipment needs of older people • Understanding of the models used in Occupational Therapy 	<p>Essential</p> <p>Essential</p> <p>Essential</p>		
<p>Previous Experience</p> <ul style="list-style-type: none"> • Experience of working in a rehabilitation or intermediate care setting. • Experience of working in a multi-disciplinary team setting 	<p>Essential</p> <p>Essential</p>		
<p>Knowledge, Skills & Abilities</p> <ul style="list-style-type: none"> • To work autonomously, plan and organise own workload • Excellent communication skills • Computer skills • Ability to reflect and critically appraise own performance 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>		
<p>Additional Requirements</p> <ul style="list-style-type: none"> • Must be a car driver • Must have access to a suitable car for work purposes. 	<p>Essential</p> <p>Desirable</p>		

<ul style="list-style-type: none">• Must be physically able to load/unload equipment in and out of a car boot (following individual and specific risk assessment).• Ability to work flexibly as part of a 6-day rota.	Essential		
	Essential		

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