

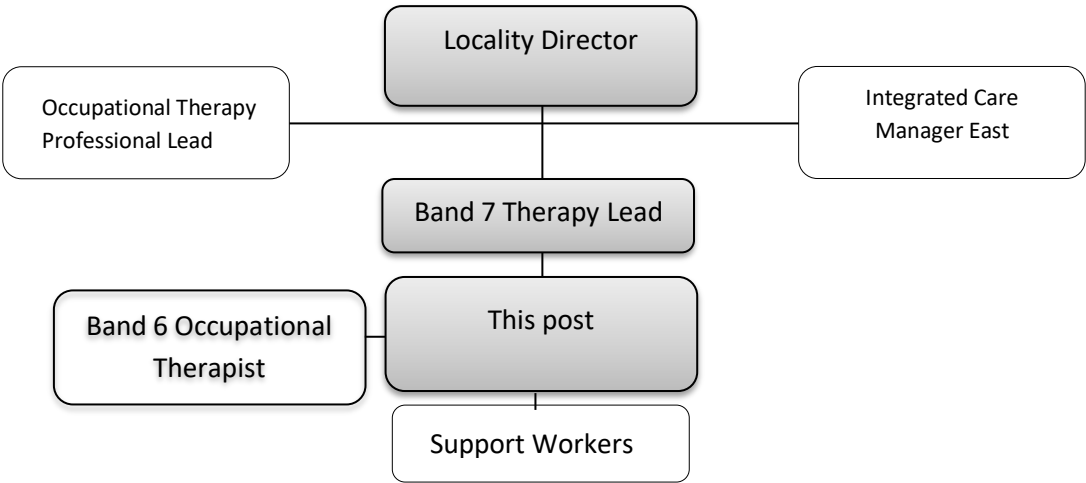
Job Description

Job Title	Occupational Therapist
Salary Band	Band 5
Division/Service Line	Adult Community Services
Department	Bodmin Hospital Anchor Ward Inpatients

Job Overview

Working within a specialist multi-disciplinary team to provide a patient-focused rehabilitation service for patients with stroke as their primary diagnosis. The post holder will be supported by a Band 7 Occupational Therapist and (part-time) Band 5 Occupational Therapist.

Organisational Chart



Duties and Responsibilities

Communication and Working Relationships

- District Therapy Team Colleagues
- Multidisciplinary team colleagues
- Patients/Carers/Relatives
- Early Supported Discharge team
- Administrative and clerical staff
- Adult care and support staff
- Matron
- GPs
- Community Matrons
- Voluntary agencies
- Excellent communication skills (both verbal and non-verbal) including the ability to communicate with patients who are distressed/angry/emotional
- Multidisciplinary team working
- To communicate effectively with patients and carers routine and potentially complex, sensitive, or distressing information; in order to provide patient centred care, to encourage self-management, maximise rehabilitation potential, and to ensure understanding of the condition. Patients may have communication, perceptual or cognitive / understanding difficulties.

Management and Personal Development

- To maintain clinical competence and be an active member of the in-service training programme by attending and delivering presentations and training sessions at staff meetings
- To participate in the staff appraisal scheme and Personal Development Plan (PDP) as an appraisee
- Broad knowledge of physical and mental health conditions
- Knowledge of constituent parts in activity needed to achieve everyday tasks
- Knowledge and understanding of varying roles and occupations that occur in a lifespan
- Ability to carry out assessment, set goals and prioritise intervention to facilitate safe and timely discharge
- Skills in the application of activity analysis to support a problem solving approach
- Skills in the use of standardised and non-standard assessments
- Ability to assess for activities of daily living equipment, including wheelchairs
- Ability to plan, organise and implement treatment plans
- To develop clinical skills under the guidance of the senior staff
- To supervise rehab support workers as appropriate
- Sound understanding of the role of other health professionals and associated Adult Social Care colleagues
- Knowledge of policies and procedures relevant to the post, for example Lone Worker Policy
- Ability to organise self and support staff and ability to time manage effectively

Clinical Activities

- To be professionally and legally responsible and accountable for all aspects of your own work including the management of patients in your care. To ensure a high standard of clinical care for the patients under your management
- To provide assessment, treatment and goal setting of patients. Performing assessments of patients and from this formulating a diagnosis and treatment plan which is carried out as an autonomous practitioner
- To interpret and analyse clinical and non-clinical facts to form accurate diagnoses and prognoses in a wide range of conditions independently, and for complex conditions with the guidance and supervision of your senior staff.
- To recommend the best course of intervention and to develop comprehensive discharge plans.
- To undertake the comprehensive assessment of patients, using investigative and analytical skills.
- Integrated working with the Early Supported Discharge Team to facilitate early and timely hospital discharge
- To use clinical reasoning and utilise a wide range of treatment skills and options to formulate management and treatment programmes of care that are sensitive to individual values, cultural and religious diversity.
- To work with your senior staff to treat patients with complex presentations.
- To accept responsibility for a designated clinical area, as agreed with your senior staff. To organise this effectively and efficiently with regard to patient management, clinical priorities and use of time. To balance these priorities with other patient related and professional demands, and ensure that these remain in accordance with those of your team.
- To delegate parts of your caseload to support staff, as appropriate. To maintain appropriate professional and legal responsibility and accountability for the work that you delegate.
- To assist in the support, informal supervision and training of support staff and students.
- To demonstrate dexterity, co-ordination and palpatory senses for assessment and manual treatment of patients. You will be required to employ safe patient moving and handling techniques (\pm hoists/ walking aids etc.) during your therapeutic handling of patients.
- To maintain accurate, comprehensive and up-to-date documentation, in line with legal and departmental requirements, and communicate assessment and treatment results to the appropriate disciplines both verbally and in writing e.g. medical notes, reports and letters.
- To be aware of Health and Safety aspects of your work and implement any policies, which may be required to improve the safety of your work area, including your prompt recording and reporting of accidents using the Trust reporting systems, and ensuring that equipment use is safe. To risk assess all areas of your work including manual handling risks, bio-hazards from for example soiled sheets, body fluids / sputum, anxious or angry clients/carers, lone working, patients with mental health or cognitive dysfunctions etc.
- To provide advice, treatment options, teaching and instruction to patients, relatives, and carers, to promote understanding of the aims of Occupational Therapy.
- To be able to manage potentially stressful, upsetting or emotional situations in an empathetic manner, including those newly diagnosed with terminal conditions or with conditions that result in permanently reduced function / disability.
- To assess patient understanding of treatment proposals, gain valid consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.
- To support the development of people considering Occupational Therapy as a career e.g. work experience and access students.
- To organise, complete and document assessments within the patient's home environment. This will include risk assessing the transporting of the patient and equipment and the active environment e.g. steps, carpets, unsafe floor coverings, environmental health risks e.g. dogs. You will do this in compliance with the CFT Home Visit Policy. You will liaise with other agencies in order to complete these effectively including Adult Social Care, voluntary agencies, and carers.

- To be responsible for ensuring the effective selection and use of the treatment resources (both human and equipment) available in the department, on the wards, and in the patient's home environment.
- To be responsible for the equipment used in carrying out Occupational Therapy duties, and to adhere to departmental policy, including competence to use equipment and to ensure the safe use of equipment by others through, teaching, training and supervision of practice.
- To practice as a lone worker under the supervision of the senior occupational therapy staff
- To undertake any other duties that might be considered appropriate by the Therapy Services Manager, and the Lead Therapists (Physiotherapy and Occupational Therapy).

Strategic Development, Planning and Organising

- Work closely with the Therapy Lead, Ward Manager, Matron, and Clinicians in embedding the principles of Clinical Governance and CQC Essential Standards in order to maintain/improve and develop high standards of patient care, and thereby ensuring that the patients are treated with privacy, dignity and respect
- Encourages evidence based, innovative practice in the delivery of therapeutic care and supports others in the implementation of changes identified to improve care
- Co-ordinates and facilitates others in the assessment, planning, delivery and evaluation of personalised care of patients admitted to the ward in accordance Trust policy and departmental protocols
- Contributes to the process for proposing, developing and implementing departmental policies, protocols and guidelines.
- Involved in the development and formulation of organisation wide clinical policies.
- Participates in the practical implementation of policies and service development, eg formulating and reviewing clinical policies

IT Systems and Processes

- Updates relevant staff on the clinical condition of patients and provides legible and comprehensive patient records to agreed Trust and HPC standards and guidelines
- Ensure the effective documentation of all patient care in accordance with national and local standards using the relevant electronic patient record system

Additional Information

Code of Conduct

The post holder is required to comply with all relevant Code of Conducts for the role, including the Trusts Code of Conduct. All staff are required to support the Trust's commitment to developing and delivering excellent customer service by treating patients their carers, families, friends, visitors and staff with professionalism, dignity and respect. All staff are expected to behave in a professional manner and not to bring the Trust into disrepute.

Confidentiality and Data Protection Act

All NHS employees have a duty to maintain confidentiality under both common law and the Data Protection Act 1998. Service users and staff have a right to expect that any information, whether personal or commercial, held by the Trust will be treated in a confidential manner. All employees of Cornwall Partnership NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff.

Safeguarding Children and Vulnerable Adults

All employees of Cornwall Partnership NHS Foundation Trust must be familiar with and adhere to the Trust's safeguarding policies and procedures.

Personal Development

All employees are required to undertake statutory and essential training as directed by the Trust. This will be monitored through the supervision and appraisal process which is in place for all staff to participate in.

Risk Management and Health and Safety

All employees of Cornwall Partnership NHS Foundation Trust are required to make positive efforts to maintain their own personal safety and that of others. You are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties. It is also essential that precautions advised by Management, Occupational Health, Risk & Safety Services, etc. are adhered to for your own protection.

Infection Prevention and Control

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

Location/Mobility

In accordance with the Trust's requirements, all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of, and for the duration of a significant internal incident, major incident or pandemic. You may be required to work at or from any additional location as determined by the Trust. You may also be required to travel between Trust premises for the performance of your duties.

Equal Opportunities

The aim of the Trust's policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, creed, sex, marital status, disability, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under

review its policies, procedures and practices, to ensure that all users and providers of its services are treated according to their needs.

Review of the Job Description

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 is applicable to this post. Therefore should you be offered the post it will be subject to a Disclosure & Barring Service check satisfactory to the Trust. You will therefore be required to declare all criminal convictions, cautions, reprimands and warnings that would not be filtered in line with current guidance

The Trust operates a no smoking policy. Employees are not permitted to smoke anywhere in the premises of the Trust or when outside on official business. Staff must be mindful of public perception and therefore must not smoke whilst travelling in Trust identified vehicles or when can be identified as a member of CFT staff.

Person Specification

Job Title	Occupational Therapist
Salary Band	Band 5
Division/Service Line	Adult Community Services
Department	Bodmin Hospital Anchor Ward Inpatients

Role Requirement	Essential	Desirable
<i>Education and Qualifications</i>		
Degree or Diploma in Occupational Therapy	✓	
HCPC registered	✓	
Professional Qualifications taken in English Language or appropriate qualification from the International Language Testing System (IELTS)	✓	
Membership of the Royal College of Occupational Therapy		✓
<i>Experience</i>		
Experience of working within a multidisciplinary team.	✓	
Evidence of an understanding of professional roles within the multidisciplinary team	✓	
Evidence of working locally in NHS setting	✓	
Experience of working as a lone worker		✓
Experience of working in an in-patient setting		✓
Experience of working with vulnerable adults		✓
<i>Skills and Aptitude</i>		
Understanding of the roles of colleagues in health and social care	✓	
Understanding of conditions that can result in long term disability	✓	
Up to date clinical skills	✓	
Evidence of interest in Rehabilitation and Rapid Response	✓	
Entry level assessment skills	✓	

Well-developed communication skills – empathy, negotiation, motivation and presenting of complex facts in an understandable way, re-assurance, and support particularly to anxious people	✓	
Good understanding of roles with multidisciplinary team	✓	
Analytical thinker	✓	
Computer literate	✓	
Evidence of clinical audit/research activity	✓	
Presentation skills	✓	
Ability to take action when equality and diversity are being compromised	✓	
Ability to work independently and as part of a team	✓	
Ability to work in highly stressful situation including the ability to manage distressing and highly emotive situations successfully (e.g. working with people recently diagnosed with a life limiting condition)	✓	
Ability to concentrate for long periods including during patient treatments (45 minutes)	✓	
Able to work with frequent interruptions in a busy environment	✓	
Ability to operate manual handling equipment i.e. hoists, Arjos	✓	
Ability to time manage and prioritise, with the support of your supervisor	✓	
Experience in assessment for adaptive equipment		✓
Experience in assessment of standard range of wheelchairs		✓
<i>Knowledge and abilities</i>		
Respect for other professionals within the team	✓	
Reflective practitioner with portfolio evidence to support this	✓	
Professional demeanour	✓	
Adhere to uniform policy	✓	
<i>Personal Qualities</i>		
Actively participate in and record CPD activities and in-service training	✓	
Willingness to undertake training as required for the post	✓	

<i>Other</i>		
Demonstrates evidence of Trust "CARE" values	✓	
Ability to travel independently as required	✓	
Disclosure and Barring Service check satisfactory to the Trust	✓	
Occupational Health clearance satisfactory to the Trust	✓	
This role may be deemed as an Information Asset Owner in line with the Trust Information Risk Policy		

