

CAJE Reference:

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	Occupational Therapist
Pay Band:	Band 5
Department:	Occupational Therapy
Directorate:	Therapies
Clinical Board:	Clinical Diagnostics and Therapeutics
Base:	Various across C&V UHB

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Clinical lead Occupational Therapist
Reports to:	Clinical lead Occupational Therapist
Professionally Responsible to:	Head of Occupational Therapy Services

Our Values: 'CARING FOR PEOPLE; KEEPING PEOPLE WELL'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve and the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	Never let structures get in the way of doing the right thing .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

JOB SUMMARY/JOB PURPOSE

- To assess, plan, implement and evaluate Occupational Therapy interventions with autonomy in secondary care and community settings to include lone working e.g. patients own home.
- To manage a defined caseload, using evidence based/client centred principles within physical and psychological medicine.
- To work in collaboration with the multi-disciplinary team and with voluntary organisations, local authority and other appropriate health and social care sectors to negotiate care provision across the primary/secondary care interface
- To maintain clinical records in accordance with legal requirements and professional standards.
- To participate in the induction, supervision and training/education of support staff and students in the work setting.

DUTIES AND RESPONSIBILITIES

1. CLINICAL

- Within an identified area, assumes professional autonomy, responsibility and accountability to implement Occupational Therapy to enable the service user to maximise function, promote independence, health and well-being.
- Works to the remit of professional role and responsibilities within a multi-disciplinary professional and multi-agency context.
- Applies clinical reasoning and problem solving skills
- Prioritises caseload and manages own time effectively.
- Identifies and assesses occupational needs/problems
 - o gathers information from a wide range of sources and analysis through observational interview and individual discussion;
 - o uses standardised and non-standardised assessment tools to identify occupational and functional needs in the areas of self-care, productivity and leisure;
 - o accurately records assessment method and outcome, professional judgement and decisions taken;
 - o from the results of the preliminary assessments and in consultation with the client, identifies the need for further assessment, appropriate intervention and/or negotiates with other services/agencies to meet additional care needs.
- Makes judgements/decisions and formulates specific management plans for meeting needs:
 - o based on the assessment results and through negotiation with the client, agrees the goals and priorities of intervention and the methods to be adopted in relation to self-care, productivity and leisure;
 - o understands and applies motivational principles to gain co-operation of others.
- Considers the range of interventions that are appropriate/feasible

- o selects, develops and initiates individual occupational therapy interventions which could be utilised taking into account the unique and specific therapeutic needs of clients and carers;
- o uses graded occupations as an essential aspect of the ongoing assessment and treatment.
- Monitors and evaluates the ongoing effectiveness of the occupational therapy intervention plan through a reflective model demonstrating:-
 - o knowledge to measure and reflect critically on practice
 - o skills in relation to analysis of outcomes.
- Applies fine motor skills to include high levels of dexterity and hand eye coordination e.g. use of fine tools relevant to cognitive/perceptual testing.
- Demonstrates the ability to accept the standards of others without prejudice and regardless of race, religion, politics, socio-economic background and lifestyle.
- Demonstrates attitudes that ensure the expressed needs and choices of clients and carers become the focus of the care management process.

2. COMMUNICATION

- Effectively reports information regarding condition and functional performance with members of the Occupational Therapy and multidisciplinary teams, client, carers and families on an individual and group basis.
- Ensures that accurate and up to date records are maintained and reviewed as per professional and legal requirements.
- Critically appraises the impact of Occupational Therapy in a variety of settings and makes recommendations for any change to service delivery through the management structure.
- Demonstrates basic IT skills. e.g. to produce reports and/or set up spreadsheets and databases.

3. QUALITY AND SAFETY

- Delivers a comprehensive Occupational Therapy service using the established theories, models, frameworks and concepts of occupational therapy and the current evidence underpinning practice at all levels.
 - o national/European – considers appropriate legislation affecting health and social care e.g. National Service Frameworks (NSF) and cultural diversity within the community.
 - o professional – works to the Profession's Code of Ethics and Professional Conduct, and to the Statement of Conduct of the Occupational Therapists' Board and Standards of Practice including
 - o organisational – demonstrates an understanding of specific policies/protocols.
 - o departmental – works to specific departmental protocols and policies.
- Contributes to the Directorate and Occupational Therapy Service Quality and Safety arrangements.
- Develops a credible and professional contribution to the organisation by engaging in personal development planning and continuing professional development.
- Participates in clinical audit procedures, interprets the outcomes and relates to the practice of occupational therapy as part of the uni- and inter-professional evaluative process.
- Demonstrates the ability to effectively appraise literature and to identify research methodologies and apply statistical information and other data to inform an evidence base for practice.

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- Participates in the collection and interpretation of statistics in relation to performance reporting.
- Shares acquired knowledge and skills with others using various teaching and presentational skills and methods e.g. PowerPoint.
- Is responsible for maintaining stock, advising on resources required to carry out the job, including the responsible management of petty cash and patient valuables.

4. BIO-PSYCHOSOCIAL

- On a daily basis, demonstrates the ability to maintain high levels of concentration, alertness and awareness in unpredictable environments and clinical settings to include lone worker situations in the community.
- Demonstrates an ability to emotionally adapt and adopt an empathetic approach to distressing circumstances e.g. profound disability, death, bereavement and information from traumatised clients.

Demonstrates the abilities to deal appropriately with adverse environmental conditions (such as when undertaking home visits, e.g. cold, damp, infestation, etc.) and unavoidable hazards (e.g. aggressive behavior of patients or carers) with due regard for responsibilities under the Health & Safety at Work Act”

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through

accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on

their part harms the safety and wellbeing of service users and the public, whilst in their care.

- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.
- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

Date Prepared: 15/10/2010

Prepared By: MP/JEM

Date Reviewed: 22/12/2020

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Reviewed By: ECF



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PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Rotational Occupational Therapist	Department:	Occupational Therapy
Band:	5	Clinical Board:	CD&T
Base:	Various		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
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CAJE Reference:

QUALIFICATIONS	<ul style="list-style-type: none"> • Degree/Diploma in Occupational Therapy • Professional registration as recognised by HCPC. 	<ul style="list-style-type: none"> • Evidence of recent study 	Application Form Certificate Check Registration HCPC - AHP
EXPERIENCE	<ul style="list-style-type: none"> • Working in health and social care environments • Organised a caseload • Inter-professional team working. • Involvement with carers and families. 	<ul style="list-style-type: none"> • Relevant experience of working with people 	Application Form Interview References
SKILLS	<ul style="list-style-type: none"> • Autonomous practitioner with self-management skills • Proactive role in team working e.g. uni-professional and multidisciplinary team context • Clinical reasoning/problem solving skills within clinical area. • Planning and prioritisation of workload within time constraints • Use of appropriate communicate systems • Knowledge of departmental policies and procedures • Organisational skills. • Evidence of critical appraisal/analytical thought • Mechanisms of audit and research methodology • Presentations skills to include use of audio-visual aids. • Reflective practitioner • Basic I.T. Skills Support technical instructors and OTA in prioritisation of delegated tasks 	<ul style="list-style-type: none"> • Research methodology. • Presentations skills. 	Application Form Interview References
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of NHS • Wide knowledge of medical conditions • Knowledge of 	<ul style="list-style-type: none"> • Member of special interest group. 	Application Form Interview References

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	<p>services that link across the primary/secondary care interface to provide integrated care in specialism.</p> <ul style="list-style-type: none"> • Knowledge and application of Health and Safety at Work Act • Facilitate peer learning e.g. attendance at journal clubs 		
<p>PERSONAL QUALITIES (Demonstrable)</p>	<ul style="list-style-type: none"> • Professional confidence. • Adaptive skills that embrace change and new developments. • Self-motivated • Ability to cope well under pressure. Shares the values of the UHB 	<ul style="list-style-type: none"> • Ability to speak Welsh 	<p>Application Form Interview References</p>
<p>OTHER (Please Specify)</p>		<ul style="list-style-type: none"> • Ability to travel between sites in a timely manner Wide range of interests. 	<p>Interview Document Check*</p>

Date Prepared:	15/10/2010	Prepared By:	MP/JEM
Date Reviewed:	22/12/2020	Reviewed By:	ECF