

**OCCUPATIONAL THERAPY FOR ADULT PHYSICAL SERVICES,
MENTAL HEALTH, CHILDREN & YOUNG PEOPLE'S SERVICES JOB DESCRIPTION**
(Job Reference 0000/0000)

JOB TITLE:	Occupational Therapy Practitioner
BAND:	Band 5
HOURS OF WORK:	37.5
DIVISION:	Depends upon rotational area
DIRECTORATE:	Depends upon rotational area
BASE	Rotational throughout Gwent - hospitals, reablement teams, children's centres and community mental health and learning disability team bases.

ORGANISATIONAL ARRANGEMENTS

REPORT TO:	Team Manager/Lead OT
PROFESSIONALLY ACCOUNTABLE TO:	Head of Occupational Therapy Services, Aneurin Bevan University Health Board

JOB SUMMARY

The post holder will carry a varied caseload, providing occupational therapy intervention for children and young people or adults referred with physical and/or mental health difficulties or a learning disability depending on the rotational area. OT services may be delivered in the hospitals, community clinics, community settings or people's own homes. Working independently, supervision and advice is available and the post holder will be expected to access it as appropriate.

KEY TASKS

CLINICAL

- To practice occupational therapy safely.
- To independently plan, implement, evaluate and review treatment plans on an individual and group basis.
- To assess the strengths and needs of children and young people or adults referred to the service.
- To assess and address occupational performance skills in the areas of mobility, sensory deficits, intrapersonal skills, interpersonal areas and cognitive skills, self-care, productivity and leisure.

- To function in a multi-disciplinary team /multi-agency team identifying the unique skills of occupational therapists.
- To work across the health and social care interface as appropriate to the individual client.
- To attend and participate in case conferences, ward rounds and/or multi-disciplinary team meetings.
- To undertake home assessments and any treatment as appropriate.
- To carry out and interpret simple formal standardised assessments.
- To reflect on own practice and evaluate treatment programmes.
- To develop and build on knowledge and experience.
- To maintain records and documentation required by work settings in accordance with health board and occupational therapy service guidelines and Royal College of Occupational Therapists (RCOT) standards.
- To terminate treatment when optimum levels of function have been reached.
- To identify supervisory needs and use clinical supervision appropriately.
- To demonstrate an understanding of evidence based practice.
- To adhere to the RCOT code of professional conduct and ethics including confidentiality.
- To manage a caseload with supervision
- Able to use concepts, theories and principles of occupational therapy, frames of reference and occupational therapy models to name and frame a patient's problem and needs.
- Able to identify a range of strategies to address the problem, and make an informed choice of strategy based on a sound understanding of the patient's needs and goals.
- Able to participate in clinical networks as a forum for shared governance activity.

MANAGEMENT/ADMINISTRATION

- To carry out simple day to day administration such as recording statistics, ordering materials and equipment.
- To work within any budget allocated for materials and equipment.
- To manage self in relation to the demands of the environment.
- To delegate tasks accordingly to unqualified and administrative staff.
- To contribute to the planning and development of the service.
- To identify own developmental needs.
- To contribute to others' projects within area of practice working under supervision.
- To have an awareness of the impact of local policies and protocols which impact on service delivery.
- To prioritise own work within the resources available to the service and to highlight deficiencies to the Lead OT / Service Manager where they impact on either the quality or standards of service delivery.
- To take a share of departmental duties to enable the OT team to function effectively.
- To undertake time limited service projects within clearly defined parameters under the supervision of a Senior OT or Lead OT.
- To apply departmental and Health Board policies and procedures.
- To demonstrate effective caseload and time management.
- To write notes, reports and results of assessments in keeping with service, health board and RCOT guidelines associated with caseload.
- To contribute to the induction of new staff.

- To ensure activity data is maintained in accordance with service and health board procedures.
- To handle and exchange complex and or contentious information with care and sensitivity, maintaining confidentiality at all times.
- To perform duties in a manner which will ensure the health and safety of all persons who may be affected by their acts or omissions at work and to co-operate with the health board to ensure that statutory and departmental safety regulations are adhered to.

PROFESSIONAL DEVELOPMENT

- To develop specialist skills within the field of occupational therapy for children and young people and/or adults with physical and /or mental health difficulties.
- To develop an up to date knowledge of specialist equipment.
- To use experience, research and professional knowledge and skills to enhance the contribution of occupational therapy to children and young people and/or adults with physical and /or mental health difficulties.
- To identify the limits of personal competence and obtain and use advice and guidance as appropriate.
- To contribute to the development of standards and outcome measurements for good practice.
- To take an active role within local service and clinical networks.
- To be able to balance professional issues such as confidentiality and duty of care in a multidisciplinary setting in order to work effectively.
- To promote professionalism for occupational therapy, both internally and externally.
- To be involved in supervising occupational therapy students and to educate students from other disciplines in the role of the occupational therapist.
- To engage in regular supervision with an identified supervisor and to use supervision and / or consultation in order to promote personal effectiveness.
- The post holder will participate in an annual Personal Appraisal Development Review (PADR) with identified supervisor and Lead OT.
- To identify and attend specialist in-service and external training, seminars, lectures and courses as identified in discussion with supervisor or Lead OT.
- To acknowledge limitations in own practice and seek help from experienced colleagues / supervisor to develop professional competencies/practice.
- To be aware of professional developments in assessment and intervention and contribute to the development of good practice within the field of occupational therapy for children and young people and/or adults with physical and / or mental health difficulties.
- To develop basic audit and research skills so as to be able to contribute to the evaluation of service delivery by participating in audit activity within the occupational therapy service.
- To be able to contribute to evaluation of clinical interventions and services.
- To have an understanding of, and to apply the principles of clinical governance.
- To take responsibility for Continuous Professional Development (CPD), maintaining a professional portfolio in accordance with guidelines from the Royal College of Occupational Therapy as required for professional registration.
- To participate in the education and training sessions with own team and the multi-disciplinary team.

PRACTICE PLACEMENT EDUCATOR

- To be able to make a contribution to student education.
- To be able to work with students as part of the team, facilitating and implementing educational methods designed to support the learners' objectives in the clinical setting.

SUPERVISOR

- To make effective use of supervision by active participation, exploring own practice and developing new skills.
- To begin supervising non-qualified staff.

HEALTH AND SAFETY AT WORK

- All staff are reminded of their responsibilities as employees to take reasonable care of their own health and safety at work and of other persons who may be affected by their acts or omissions at work.
- You are to attend all mandatory/statutory training according to Aneurin Bevan University Health Board requirements.

CONFIDENTIALITY

- In the course of your duties you may have access to confidential material about patients, members of staff or other health service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example: medical, nursing or other professional staff, as appropriate. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager.
- Similarly, no information of a personal confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as serious gross misconduct, which could result in disciplinary action being taken against you. Individuals employed with the Aneurin Bevan University Health Board are responsible for any records they create, use or handle. This responsibility is established at, and defined, by law.
- All employees working for or within the NHS who record, handle, store or otherwise come across information, have a personal common-law duty of confidence. The Data Protection Act 1988 now places statutory restrictions on the use of personal information, including health information. All staff need to acknowledge the importance of health record and their personal responsibilities. Its security is of prime importance and serious consequences can result should a record go missing. Any disclosure of such information without permission is a disciplinary offence and may result in dismissal.

REVIEW

The job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not part of your contract of employment and your duties may well be changed from time to time to meet changes in the Aneurin Bevan University Health Board's requirements in consultation with yourself.

PERSON PROFILE
OT Practitioner, Band 5

	ESSENTIAL The qualities without which a post holder could not be appointed	DESIRABLE Extra qualities which can be used to choose between candidates who meet all the essential criteria	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> Degree or Postgraduate Diploma in Occupational Therapy HCPC Registration 	Membership of BAOT Up to date professional portfolio	Application form
EXPERIENCE	<ul style="list-style-type: none"> Varied placement experience 		Application Form Personal Portfolio Interview References



SKILLS	<ul style="list-style-type: none">• Ability to work in a team• Ability to work independently with individuals and groups• Effective written and oral communication skills• Ability to build effective working relationships• Personal organisation skills	<ul style="list-style-type: none">• Training and presentation skills	Application Form Personal Portfolio Interview References
KNOWLEDGE	<ul style="list-style-type: none">• Some knowledge of current best practice in OT• Understanding of professional ethics and their application in practice• Understanding of OT outcome measures• Basic knowledge of health legislation and current practice• Basic knowledge of principles of clinical governance• Health, safety and risk awareness		Application Form Interview References

<p>PERSONAL ATTRIBUTES (Demonstrable)</p>	<ul style="list-style-type: none"> • Professional confidence. • Positive attitude and commitment to personal and service development • Able to reflect, critically appraise and self-regulate their own performance. • Able to work flexibly and respond to deadlines and unpredictable demands. • Ability to work under pressure • Ability to concentrate for prolonged periods • Ability to cope with emotional or distressing circumstances • Ability to cope with occasional exposure to challenging work environments 		<p>References Personal portfolio Interview</p>
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OTHER <i>(Please Specify)</i>	<ul style="list-style-type: none"> • Ability to travel around geographical areas to meet the requirement of the post. • Committed to person centred, non-discriminatory practice. • Committed to the values and behaviours inherent within the ABUHB framework 	<ul style="list-style-type: none"> • The ability to speak Welsh or the willingness to learn 	<p>Application Form Interview Document Check</p>
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