

Job Description

SECTION 1

JOB DETAILS

Job Title:	Occupational Therapist
Contract Type	Permanent
Contract Hours	37.5 hours per week
Division/Directorate:	Integrated Division: Therapies Directorate
Department/Ward:	Community
Responsible to:	Head OT (rotation)
Accountable to:	Head of OT Services
Base:	(Rotational Post)
Band:	Band 5

Main Purpose of the Job:

The post holder will be expected to:

- Contribute to the provision of Occupational Therapy for residents of Rhondda, Cynon, Taf Ely, Bridgend and Merthyr.

Principal Duties:

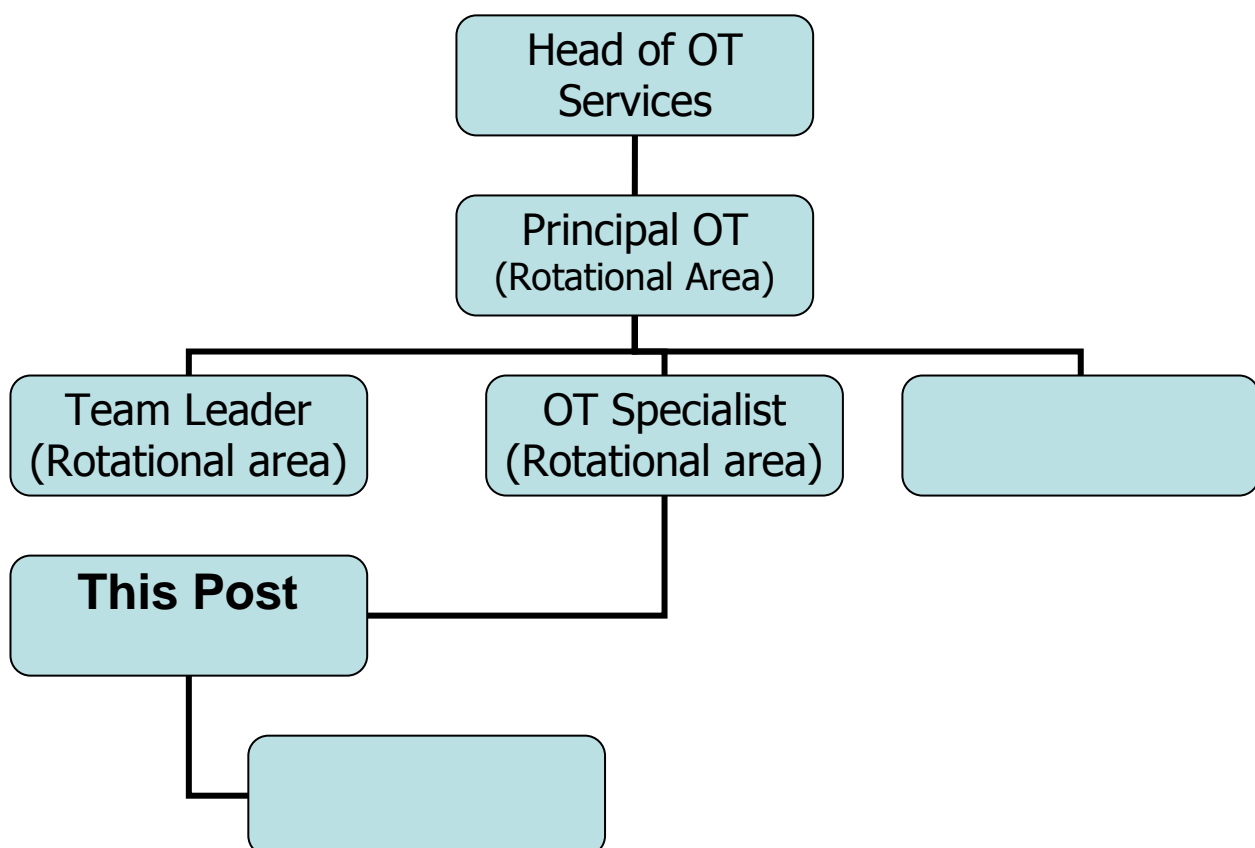
- To manage a defined caseload, using evidence based/client centred principles, with access to a supervisor.
- To assess, plan, evaluate and implement Occupational Therapy interventions in primary and secondary care settings to include home visits and community facilities.
- To implement aspects of the treatment plan with autonomy; taking sole responsibility for the patient's safety when undertaking home

visits/community work.

- To work in partnership across the primary/secondary care interface with voluntary organisations, local authority and other appropriate health and social care sectors.
- To maintain clinical records in accordance with legal requirements and professional standards.
- To develop skills and knowledge through participation in the Basic Grade development programme, supervision and competency framework.
- To gain experience through involvement in the rotational scheme within physical and mental health care environments.
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Organisation Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and two levels above and below. Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



SECTION 2

1. Communications and Relationships skills

- Understand the principles of openness and transparency in relation to the appropriate sharing of information with members of both the nuclear and extended multi disciplinary teams and with patients and carers.
- Develop personal strategies to maximize the benefits of teamwork in order to initiate cohesive, integrated care delivery.
- Select and use an appropriate method of uni- and inter-professional monitoring; actively participate in both formal and informal reporting mechanisms.
- Use a range of verbal and non verbal communication techniques to communicate effectively with individuals and/or their family or carers in order to elicit co-operation and establish an appropriate intervention plan. This may include potentially difficult or stressful situations or where there may be barriers to understanding e.g. hearing, visual, or speech impairment, confusion, anxiety, cultural, or language barriers
- Maintain appropriate clinical records and report accurately to others.
- Demonstrate familiarity with basic IT skills in order to produce reports and set up appropriate spreadsheets and databases.
- Create an environment that promotes effective communication with individuals and their family/carers, and the multidisciplinary team by establishing effective communication networks and demonstrating skills in empathy, reassurance and the ability to motivate others.
- Communicate assessment and treatment plans to individuals and their family/carers; dealing sensitively with distressing or emotional issues which are potentially emotive and respecting the dignity and rights of the individual and their family/carers.
- Maintain good working relationships with individuals'; their family/carers, colleagues, and personnel from statutory and non statutory agencies.
- Use supervision in order to promote personal effectiveness.

2. Knowledge, Training and Experience

- Maintain the highest possible clinical and professional standards, abide by national guidelines and standards relevant to clinical caseload and to take into account current evidenced based practice.
- Take responsibility for maintaining own competency to practice through Continuous Professional Development (CPD), and maintaining a

professional portfolio in accordance with guidelines from the College of Occupational Therapy which is required for professional registration

- Through regular supervision, develop specialist skills and expertise within various fields of occupational therapy practice throughout rotation.
- Identify the limits of personal competence and obtain and use advice and guidance.
- Undertake reflective practice and to contribute to the debate on a range of clinical issues relating to the delivery of services for clients.
- Contribute in the development of standards and outcome measurement for good practice for clients.
- Proactively engage with other therapists, and staff of other professional groups to progress innovations and improvements in practice.
- Be able to balance professional issues such as confidentiality and duty of care in a multidisciplinary setting in order to work effectively.
- Promote professionalism for occupational therapy, both internally and externally.
- Engage in regular supervision with Occupational Therapy supervisor.
- Acknowledge limitations in own practice and seek help to develop professional competencies/practice.
- Participate in performance appraisal reviews as an appraisee.
- Be actively involved in peer support, development groups and occupational therapy specialist sections for the defined clinical area and other professional development activities, as appropriate.
- Identify and be responsible for own learning relevant to the clinical area and apply this specialist knowledge.
- Be responsible for keeping up-to-date with own mandatory training
- Maintain and develop knowledge of evidence based practice in the areas of expertise on rotation.
- Be an active participant in the in-service training programme including: tutorials, individual training sessions, external courses and peer review. To contribute to the Occupational Therapy training programme, demonstrating a willingness to learn.

3. Analytical and Judgmental Skills

- Use clinical reasoning skills and assessment techniques to identify barriers to improved health status
- Work with the individual to develop an appropriate intervention plan. The management of the individual's barriers will potentially evoke extreme emotional responses from them. This will require sensitivity and empathy

from Practitioners.

- Formulate individual intervention plans for clients based on a sound knowledge of evidence based practice and intervention options using clinical assessment, reasoning skills and knowledge of treatment interventions.

4. Planning and Organisational Skills

- Contribute to the provision of an effective and efficient Occupational Therapy service.
- With supervision and support plan, organise and evaluate group treatment sessions.
- Be responsible for and facilitate a safe environment, recognising individual's requirements for privacy and dignity.
- With supervision, be responsible for organising and planning a frequently fluctuating clinical workload. To remain flexible to provide cover at times of staff shortage and allocate work to support staff and other designated staff as required.

5. Physical Skills

- Comply with Cwm Taf Morgannwg University Health Board minimal handling policy and local therapeutic handling guidance at all times.
- Demonstrate fine motor skills including: high levels of dexterity and hand eye coordination e.g. application of cognitive/perceptual assessments on a daily basis.
- Demonstrate manual handling skills, in line with local risk assessment and legislation to include use of mechanical aids e.g. wheelchair, on a daily basis
- Maintain and demonstrate updated knowledge to apply validated techniques in the care and constraint as appropriate to level of training and in accordance with local risk assessments.

6. Patient/Client Care Responsibilities

- Demonstrate attitudes that ensure the expressed needs and choices of clients and carers become the focus of the care management process.
- Demonstrate the ability to accept the standards of others without prejudice and regardless of race, religion, politics, socio-economic background and lifestyle.
- Be able to work with clients and colleagues from diverse cultural and ethnic groups.
- Demonstrate personal behaviour congruent with professional status at all

times.

- Assess an individual's needs using: observation skills; interview techniques; standardised and non standardised assessments relevant to the rotational setting. Individuals may be tearful, angry, frightened, upset or confused during the assessment, therefore excellent communication skills (verbal and non verbal) are necessary to manage this.
- Carry out assessments within designated target times, requiring excellent time management skills, considering travel times to various locations in Rhondda Cynon Taf and Merthyr Tydfil.
- Assess, recommend and where appropriate provide and fit a range of specialist equipment and/or aids in the individual's own home, to facilitate individuals' independence.
- Gain valid informed consent from individuals regarding assessment and intervention.
- Write concise, informative reports detailing intervention outcomes for medical staff and statutory and non-statutory agencies.
- Be responsible for maintaining an accurate and comprehensive paper or electronic record of client intervention in accordance with College of Occupational Therapy and Cwm Taf Morgannwg Health Board Standards of Practice and Local authority where appropriate
- Ensure all documentation is recorded promptly, kept secure and confidential.

7. Policy and Service Development/Implementation

- Manage clinical risk and document within own client caseload.
- Work in accordance with Health Board and team procedures when working as a lone practitioner in the community.
- Be responsible for protecting participant identifiable data in line with Caldicott and Data Protection Principles.
- Work within the College of Occupational Therapists Code of Ethics and Professional Conduct and within Cwm Taf Morgannwg Health Board policies and procedures.
- Ensure that own actions support equality, diversity and the rights of individuals and their families.
- Adhere to agreed Occupational Therapy service specifications, protocols and workload agreements and participate in the regular reviews of these.
- Work within the clinical guidelines of the employing Health Board and within related professional and local guidelines.

- Have a good working knowledge of national and local standards and to monitor own and others' quality of practice as appropriate.
- Contribute to any proposals and implementation of new service developments in Occupational Therapy.
- Contribute to the development and implementation of policies and guidelines relevant to the delivery of the Occupational Therapy service, members of the multi disciplinary and other stakeholders.
- Work with Occupational Therapists and members of the multi disciplinary team to promote changes in practice in line with current innovation and to facilitate these changes by supporting colleagues and families through the 'management of change' process.
- Understand the influence of health and social policy on the service.
- Understand and contribute to the implementation of specific government policy/legislation pertinent to the field of Occupational Therapy.
- Have a good knowledge of and abide by the Cwm Taf Morgannwg Health Board policies and procedures; comment on and contribute to the development of these policies and procedures within the clinical area.
- Attend and represent Occupational Therapy at agreed meetings and professional activities with statutory and voluntary care agencies.
- Undertake risk assessments where indicated.
- Report any clinically untoward incidents, following the Cwm Taf Morgannwg University Health Board policies and procedures.
- Recognise and comply with service procedures for positive reporting including signing in/out, booking annual leave, study leave, sickness and absence reporting.

8. Financial and Physical Resources:

- To ensure equipment used in the assessment and treatment of individuals is fit for purpose and to take appropriate action to ensure the safety of individuals, carers and staff using the equipment.
- Accept responsibility for maintaining stock, advising on resources required to carry out the job, including responsibility for petty cash and patient valuables.

9. Human Resources:

- Participate in the management and supervision of support staff and students according to organisational policy and accepted professional

standards.

- Model good practice and professional standards in the workplace to students and support staff.

10. Information Resources:

- Keep up-to-date and accurate clinical records on client caseload, observations and treatments within the Codes of Practice and professional guidelines for Occupational Therapy and where appropriate inform others of the individual's status, aims of treatment and ongoing management plan.
- Using electronic mail, telephone, letter, meeting, case conference, to ensure complex client related information is shared appropriately and to maximise collaborative working.
- Provide and maintain appropriate statistics and workload records including clinical outcome measures and data on quality assurance and other agreed standards.

11. Research and Development:

- Be aware of changing trends in treatment and promote evidence-based/best practice within the team and interpret this into own specialist area of work, in order to provide the highest standard of care to clients.
- Actively participate in clinical audit and to participate in Occupational Therapy and Multidisciplinary research programmes: disseminating results and sharing best practice
- Evaluate an individual's progress using valid and reliable outcome measures, to reassess and alter interventions programmes if required.
- Undertake the measurement and evaluation of own work and current practices through the use of evidence based practice projects and audit outcome measures either individually or with other health professionals.
- Keep up-to-date with current research and good practice in the field of occupational therapy for respiratory conditions.
- Actively review research, and present relevant data to the occupational therapy team.

12. Freedom to Act :

- Be professionally and legally accountable for all aspects of own work, including the management of individuals in your care.
- Adhere to the College of Occupational Therapist's Code of Ethics and Professional Conduct, and to the Statement of Conduct of the Occupational Therapists' Board.
- Appreciate the significance of professional regulation and the different roles of the Occupational Therapists Board of HPC, College of Occupational Therapist, British Association of Occupational Therapy, and World Federation of Occupational Therapy.
- Demonstrate the ability to work within the remit of professional roles and responsibilities.
- Develop a credible and professional contribution to the Occupational Therapy Service, through maintaining professional status by engaging in continuing professional development.

Effort & Environment Factors:

The information requested below is for supplementary purposes, to support an accurate job matching outcome, by clearly identifying the post holder's exposure to certain conditions whilst undertaking the job role.

13. Physical Effort

- Demonstrate adequate physical fitness to meet the demands of the post, and if required make reasonable adjustments in line with the Disability Discrimination Act.

14. Mental Effort

- The work environment is one in which deadlines are to be met and there is a moderate level of work pressure. This is balanced by a supportive and adaptable work culture supported by Cwm Taf Morgannwg University Health Board's "flexible working lives" approach.
- Maintain prolonged periods of concentration when conducting assessments and providing the education
- Demonstrate the ability to maintain high levels of concentration, alertness and awareness in unpredictable environments and settings to include lone worker situations in the community on a daily basis.

15. Emotional effort

- Be able to manage one's own personal emotional responses as a result of prolonged exposure to clients' emotions when they communicate their

thoughts and feelings associated with chronic illness and social isolation.

- Deal sensitively with individuals and family/carers who have high levels of anxiety and depression, pain, and/or limited functional capacity.
- Demonstrate an ability to adapt emotionally to regular exposure to distressing circumstances e.g. profound disability, bereavement.
- Demonstrate an empathic approach in emotional circumstances e.g. potentially disabling effect of a chronic illness.

16. Working Conditions

- The post holder will be based at various locations throughout the rotation and will be required to travel throughout locations in Rhondda Cynon Taf and Merthyr Tydfil to attend training/meetings. When not at the base location the post holder must be contactable via mobile telephone (which will be provided).
- The job may involve exposure to unpleasant working conditions on an irregular basis including occasional exposure to verbal and physical aggression.
- Cwm Taf Morgannwg University Health Board operates a "zero tolerance" policy to violence and aggression in the workplace.
- The post holder is required to be flexible to: changing work patterns, weekend / evening work as required, overnight visits / training as required, potentially long distance driving.
- Demonstrate the abilities to deal appropriately with adverse environmental conditions (such as when undertaking visits, e.g. cold, damp, infestation, etc.) and unavoidable hazards (e.g. aggressive behaviour of customers or carers) with due regard for responsibilities under the Health & Safety at Work Act."

SECTION 3

KSF Post Outline

Dimension Type	Dimension Number	Dimension Name	Foundation Gateway (Subset Outline)		Second Gateway (Full Outline)	
			Level	Indicator(s)	Level	Indicator(s)
Core	C1	Communication	3	A,D,E	3	A,B,C,D,E
Core	C2	Personal and People Development	2	A,B,C	3	A,B,C,D,E,F
Core	C3	Health, Safety and Security	2	A,C,D	3	A,B,C,D,E,F
Core	C4	Service Improvement	2	B,D	3	A,B,C,D,E,F
Core	C5	Quality	2	A,B,C	2	A,B,C,D,E,F
Core	C6	Equality and Diversity	2	A	2	A,B,C,D
Specific	HWB6	Assessment & Treatment Planning	3	A,C,D,E,H,I	3	A,B,C,D,E,F,G,H,I,J
Specific	HWB7	Intervention & Treatment	3	A,B,C,D,E,G,H	3	A,B,C,D,E,F,G,H,I

NB This Outline is **not** a substitute for a complete KSF post outline which must be approved via the e-ksf tool. No post can be advertised without an approved KSF Outline and matched Job Description.

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SECTION 4

Normal Hours

You will be required to work Monday – Friday between the hours of 7.30am until 6pm, dependent on rotational placement and service users needs.

Performance Appraisal

You will be expected to participate in the Performance Development Programme, a part of which is Performance Appraisal.

Registered Health Professional

All employees of Cwm Taf Morgannwg University Health Board 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.

Lease Car

This post will be assessed for viability for a lease car, following the first twelve months in post.

Job Limitation

At no time should you work at a level outside your level of competence. If you have concern regarding this please discuss immediately with your Line Manager/Supervisor. All staff therefore have a responsibility to inform those supervising their duties if they do not feel competent to perform a duty/task.

You must be aware of your Terms and Conditions of Service (read your Statement of Main Terms and Conditions)

If relevant to your role access advice and support from appropriately qualified persons in respect of on-site, on-call and call in arrangements.

Staff have a responsibility to access Occupational Health and other support for advice in times of need.

Risk Management/Health & Safety

The Cwm Taf Morgannwg University Health Board is committed to protect its staff, patients, assets and reputation through an

effective risk management process. The post holder will be required to comply with the relevant Risk/Occupational Health & Safety Policies, actively participate in this process and have responsibility for managing risks and reporting exceptions.

Records Management

As an employee of Cwm Taf Morgannwg University Health Board, you are legally responsible for all records that you gather, create or use as part of your work within the Organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users. You should consult your manager if you have any doubt as to the correct management of records with which you work.

Confidentiality of Information

Any matters of a confidential nature must not be divulged or passed on to an unauthorised person(s) or third party under any circumstances either during or after employment except in the proper course of your employment or as required by law, by Cwm Taf Morgannwg University Health Board or both. Any such breach of confidentiality may be regarded as gross misconduct and may lead to disciplinary action.

Training & Development

All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.

Review

The duties of this post are not inflexible and will be reviewed periodically and may be changed to be consistent with the grading of the post as the organisation develops following consultation with the post holder.

Equality

The Cwm Taf Morgannwg University Health Board will take all practicable steps to ensure that staff are recruited, managed,

developed, promoted and rewarded on merit and that equal opportunities are given to all staff. Each employee is responsible for his or her own professional and personal behaviour and there is a requirement of all staff to conduct themselves in a manner, which does not cause offence to another person. The Cwm Taf Morgannwg University Health Board is also committed to providing a safe, healthy and fair working environment and will take all practicable steps to avoid and eliminate harassment of any kind of its employees at work.

Signed: (Post Holder)

Date:

Signed: (Directorate Manager)

Date:

Signed: (Divisional Manager)

Date:

Date Job Description compiled: 23rd Auguts 2012

Date for review: 23rd August 2012

Person Specification

Job Title: occupational Therapist		Band: 5	
Department:		Responsible to:	
Area	Essential at recruitment	Desirable	Assessed by
1.Education/Qualifications / Training	<ul style="list-style-type: none"> Degree/Diploma in Occupational Therapy Registered member of the Health Professional Council 	<ul style="list-style-type: none"> Membership of professional body Any relevant pre or post graduate qualification 	Application Form Interview Production of evidence (certificates etc)
2. Experience	<ul style="list-style-type: none"> Experience of working in a variety of different clinical settings including physical and mental health fields 	<ul style="list-style-type: none"> Experience in specialist areas of Occupational Therapy Experience of working in a social care setting Use of Models of practice 	Application Form Interview References

3. Skills	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Well-developed written and verbal communication skills and the ability to communicate in a way which will neither offend nor antagonise • Excellent personal organisational skills for caseload management, including time management and prioritisation skills • Computer literate with keyboard skills • Teamwork skills 	<ul style="list-style-type: none"> • Teaching skills • Presentation skills 	Application Form Interview References
4. Knowledge	<ul style="list-style-type: none"> • Awareness of local and national policies relating to OT practice • Knowledge and application of OT Models of Practice • Health and safety awareness 	<ul style="list-style-type: none"> • Knowledge of application of OT in specific specialist areas • Understanding of the impact of ill health on family and communities 	Application Form Interview References

5. Personal Attributes	<ul style="list-style-type: none"> • Ability to use initiative and cope well under pressure • Reliable and committed • Approachable, demonstrating diplomacy at all times • Ability to cope with distressing or emotional circumstances • Mature outlook Confident and friendly • Enthusiastic 	<ul style="list-style-type: none"> • Ability to speak Welsh 	Interview References
6. Circumstances e.g. Mobility/Availability-special attendance requirements	Ability to be mobile around geographical patch	<ul style="list-style-type: none"> • Ability to travel between sites in a timely manner 	Application Form Interview
7. Physical Requirements and attributes	<ul style="list-style-type: none"> • Physically able to undertake duties e.g. moving patients/equipment, 		Application Form Interview Occupational Health Questionnaire
8. Any other special requirements not covered by 1-7 above	<ul style="list-style-type: none"> • Commitment to client centred, non-discriminatory practice 	<ul style="list-style-type: none"> • Wide range of interests. 	Interview References

	<ul style="list-style-type: none"> • Successful DBS Check 		
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Essential: Attributes under this heading are essential for adequate job performance upon appointment: - the job cannot be performed unless these factors are present.

Desirable: - Attributes under this heading are not explicitly needed for the post, but which may be used for short listing for interview

Signed: (Post Holder)

Date:

Signed: (Directorate Manager)

Date:

Signed: (Divisional Manager)

Date:

Date Person Spec. compiled:

22nd August 12

Date for review:

22nd August 12