



## JOB DESCRIPTION TEMPLATE

### JOB DETAILS:

<b>Job Title</b>	Specialist Occupational Therapist
<b>Pay Band</b>	Band 6
<b>Hours of Work and Nature of Contract</b>	To be completed on appointment
<b>Division/Directorate</b>	Therapies
<b>Department</b>	Occupational Therapy
<b>Base</b>	To be completed on appointment

### ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	Head Of Occupational Therapy Services
<b>Reports to: Name Line Manager</b>	Clinical Lead Occupational Therapist
<b>Professionally Responsible to:</b>	Designated Occupational Therapist

#### **Job Summary/Job Purpose:**

The post holder will work as an autonomous practitioner following professional codes of conduct and ethics carrying a varied specialist caseload in a specialist area of practice which will include patients with complex needs.

Clinical activities can take place in a wide range of settings including hospital, clinic and community settings, and patients own homes.

The post holder will provide supervision to Band 5 Occupational Therapy staff, Occupational Therapy support staff and students and in addition may provide supervision or guidance and support to support staff from other disciplines. The post holder will support the learning and development of others including colleagues and peers.

The post holder will contribute specialist knowledge to the service and lead some areas of service development duties within their department, which can include attending meetings, leading in audit, evidence based practice research and service evaluation.

#### **DUTIES/RESPONSIBILITIES:**

##### **Clinical**

- To contribute to the design of referral processes and assess the appropriateness of referrals received by the team, making decisions regarding delegation of referrals to others.
- To provide a specialist service through carrying a caseload requiring specialist skills as an autonomous practitioner, with responsibility for implementing the occupational therapy process in an effective and efficient manner.
- To manage own case load through planning, prioritising and carrying out clinical activities within effective timescales, being adaptable as patients circumstances and clinical presentation change; demonstrating effective caseload and time management skills.
- To co-ordinate care across a team approach, leading the design of the care plan and allocation/delegation of work.
- To select, carryout and analyse assessments and interventions analysing complex information from a range of resources to enhance client's occupational performance in areas of self care, productivity (work and domestic tasks) and leisure to devise appropriate intervention plans.
- To use own judgement and analyse assessment information from a range of sources and situations which can include contributing to diagnostic assessments as part of the multi-disciplinary team.
- To select, carry out and analyse standardised and non-standardised assessments which are specialist to the clinical area as clinically indicated which support identifying the client's needs.
- Support clients with their families/carers to identify their occupational intervention goals through assessment and analysis of physical, psychological, cognitive, emotional, environmental and social factors within their clinical presentation; devising, writing and evaluating client's occupational therapy plans.
- To use own judgement and analyse assessment information from a range of sources and situations in order to develop specialist programmes to meet individual client's needs.

- To actively engage clients and their carers/families in the therapeutic process, using a range of communication styles and approaches which support them to take responsibility for decision making and goal setting.
- To independently plan, organise, lead and evaluate individual and group treatment sessions.
- To participate in joint assessment and multidisciplinary work; joint working with other Occupational Therapy staff including peer support sessions and staff from other disciplines,
- To carry out assessment and treatment in the most appropriate environment, responding to the individual's needs within that context. This will include working independently in hospital, client's homes, and community settings.
- To utilise and develop a range of interventions in order to facilitate the client's optimum level of function and independence.
- To identify clinical risks related to the clients occupations in the context of their condition and environment; identifying risk management and positive risk taking strategies as part of the multi-disciplinary team.
- To apply the principles of legislative considerations relevant to clinical speciality into own practice through clinical supervision for example; Safeguarding procedures, Deprivation of Liberty Standards and Mental Health Act.
- To work independently or alongside Occupational Therapists or staff of other disciplines in hospital, home or the community, considering and arranging when joint working or more specialist expertise is required to support the clients care.
- To apply the available evidence base to clinical practice, to monitor outcomes, evaluate and adapt interventions accordingly.
- To formulate and write clinical records and reports for multidisciplinary teams, for contribution to multi-disciplinary care planning, and to participate in and give professional advice to review meetings/case conferences.
- To work with Local Authority colleagues and other agencies to identify and recommend appropriate specialist equipment at home.
- To demonstrate the safe and effective use of Occupational Therapy equipment to families and other carers as appropriate and within own competencies.
- To form professional relationships with clients, who often exhibit challenging behaviour and unpredictable changes in circumstances. Communicate with them in a way that respects their views, autonomy and culture. Be flexible and adaptable with plans, and change plans appropriately to accommodate change.
- To be able to accurately and sensitively discuss with patients condition related information particularly where there may be a new diagnosis or change in condition, supporting understanding and exploration of intervention options.

## **Communication**

- To communicate complex difficulties and treatment related information sensitively to clients, families and other professionals, in order to elicit co-operation, sometimes in situations where there may be differences of opinion or where there are barriers to understanding.
- To be able to apply verbal and non-verbal de-escalation techniques when appropriate where there are areas of conflict and the potential for aggression.
- To use effective motivational, empathetic and re-assurance skills as appropriate to support clients and their families and carers in their care.
- To effectively listen and communicate to clients and their families/carers in a format which is understandable, planning and designing communication strategies which consider verbal, non-verbal and visual methods.
- To provide advice and support to others through clinical supervision on strategies to support patients where there may be specialist behaviour or communication needs.
- To actively develop and maintain close working relationships with colleagues across disciplines and agencies, voluntary, statutory and private which facilitates the co-ordinated provision of service to best meet the needs of clients and their families.

## **Documentation and Administration**

- To ensure all written and electronic records and activity data are recorded up to date and maintained in accordance with BCUHB and local standards.
- To use any identified IT and written data systems in a timely and consistent way, following health board and departmental policies.
- To participate in the development of local administration processes and clinical documentation, taking a lead in delegated tasks.
- To complete administrative duties as required to enable the Occupational Therapy department to function effectively.
- To respond appropriately and professionally to general enquiries received by the Occupational Therapy service in accordance with departmental procedures.
- To maintain clinical records and reports of clients in accordance with departmental guidelines and Royal College of Occupational Therapy (RCOT) standards.

## **Professional Ethics**

- To adhere to Health and Care Professions Council (HCPC) and Royal College of Occupational Therapy (RCOT) Code of Ethics and Professional Conduct, the Health Boards Code of Conduct, and local policies and procedures.
- To maintain own professional registration through renewal and taking responsibility for Continuous Professional Development (CPD), maintaining a professional portfolio as required for professional registration.

### **Professional Development**

- To continue to develop specialist knowledge, skills and expertise within clinical area.
- To develop an up to date knowledge of Occupational Therapy equipment/ assessments and treatment, implementing the principles of evidence based practice to ensure competency and safe practice.
- To undertake reflective practice and to contribute to professional debate on a range of clinical issues relating to the delivery of Occupational Therapy services.
- To collaboratively engage in regular supervision with an identified supervisor to support service planning, personal accountability and professional development.
- To collaboratively engage in own appraisal through providing evidence and contributing to the setting of objectives.
- To identify training needs within supervision and appraisal processes, and arranging and attend mandatory and specialist in-service and external training, seminars, lectures and courses.
- To acknowledge limitations in own practice and seek help from clinical specialist colleagues/supervisor to develop professional competencies/practice.
- To contribute to the delivery and development of clinical care within speciality area, through sharing personal interests/experience and leading/piloting developments as delegated.

### **Management**

- To communicate the model of service delivery with wider members of the team reporting to the Team Leader / Clinical Lead Occupational Therapist where issues are unresolved.
- To have an awareness of the impact of local policies and protocols, which affect service delivery and contribute to discussions on implementation.
- To have an awareness of local and national clinical guidelines pertinent to the clinical area and reflect and share relevancy to own practice and practice within

speciality area.

- To have an understanding of, and to apply the principles of Clinical Governance.
- To prioritise own work within the resources available to the service and to highlight deficiencies to the immediate line manager, where they impact on either the quality or standards of service delivery.
- To take an active role within local service and clinical networks, attending and contributing to meetings.
- To apply departmental and Health Board policies and procedures and reporting to supervisor when there are issues of these being met.
- To design and deliver presentations and training sessions which can include staff from other disciplines.
- To lead in the induction of new staff and students
- To contribute to the recruitment to new staff, participating in recruitment processes including short listing and interviewing.
- To supervise Band 5 Occupational Therapy staff, Occupational Therapy support staff and students and to educate students from other disciplines in the role of Occupational Therapy.
- To carry out elements of staff management within the supervision process under direction and support from line manager for example initial discussions around performance and return to work reviews.
- To provide education and delegation to support workers from other disciplines. Under service agreement, this may include providing clinical supervision.

### **Research and Development**

- To keep up to date with professional developments in clinical practice in own specialist clinical area and contribute to service development by initiating and participating in service discussions.
- To contribute to the design and lead on carrying out audit projects, analysing data and preparing reports.
- To contribute to the design of service development initiatives, participating in service evaluations and reviews, leading on the implementing of any service changes as delegated.
- Use research skills to analyse evidence based practice, sharing knowledge in service development initiatives.

- Through clinical reflection, CPD activities and researching the evidence base, review assessments and interventions delivered in specialist area, sharing information in relevant forums and within supervision.

## **PERSON SPECIFICATION**

The knowledge to be measured in the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<p>Degree or equivalent in Occupational Therapy</p> <p>HCPC Registration</p> <p>Up to date CPD portfolio with evidence relevant to speciality area</p> <p>Post graduate training /equivalent CPD in a specialist area</p> <p>.</p> <p>Experience of contributing to student placements.</p>	<p>Membership of specialist interest group.</p> <p>Attended Short courses at post graduate diploma level.</p> <p>Practice placement accreditation</p>	Application form and pre employment checks
<b>Experience</b>	<p>Significant post graduate experience with demonstrable experience in related clinical field which equips the post holder to be competent to carry a specialist caseload in specialist area.</p> <p>Experience of contributing to service development and implementing service changes.</p> <p>Experienced supervisor.</p> <p>Understanding of supervision and delegation principles.</p>	<p>Broad band 5 rotational experience</p> <p>Experience in same specialist clinical area.</p> <p>Attended supervision training</p>	Application form and interview
<b>Aptitude and Abilities</b>	<p>Evidence of working independently/ with a level of supervision relevant to experience.</p> <p>Ability to articulate the role of</p>	Ability to speak Welsh	Application form Interview



	<p>Occupational Therapy to others including staff of different disciplines and patients and their carers.</p> <p>Ability to implement the Occupational Therapy process with clients.</p> <p>Ability to communicate effectively and sensitively with others.</p> <p>Ability to manage own time and caseload.</p> <p>Ability to work effectively when both lone working and in a team setting.</p> <p>Ability to both inform and follow risk management strategies.</p> <p>Verbal and non-verbal skills are able to support effective communication skills and ability to negotiate and influence others.</p> <p>Able to apply knowledge and conduct specialist assessments relevant to specialist area.</p> <p>Experience of presenting to groups of staff/meetings.</p>	Experience of delivering teaching.	
<b>Values</b>	<p>Ability to engage clients and their relatives and carers in identifying and agreeing treatment goals.</p> <p>Commitment to lifelong learning to develop own professional skills.</p> <p>Commitment to contribute to service development task e.g. audit and evidence based practice and service evaluation to improve patient care.</p> <p>Ability to articulate role within a whole systems approach.</p> <p>Demonstrates integrity.</p>		Application Form Interview References

	<p>Demonstrates compassionate care.</p> <p>Demonstrate sound team working values.</p> <p>Demonstrate value of supporting the development of others.</p>		
<b>Other</b>	<p>Able to meet the travel requirements of the post.</p> <p>Able to work hours flexibly to meet the needs of the service.</p>		Application form and interview

### **GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** 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.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **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.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their 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 the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation 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 and 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 HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have \* direct patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhance Disclosure Check as part of the Health Boards pre-employment check procedure. \*Delete as appropriate.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. 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 the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

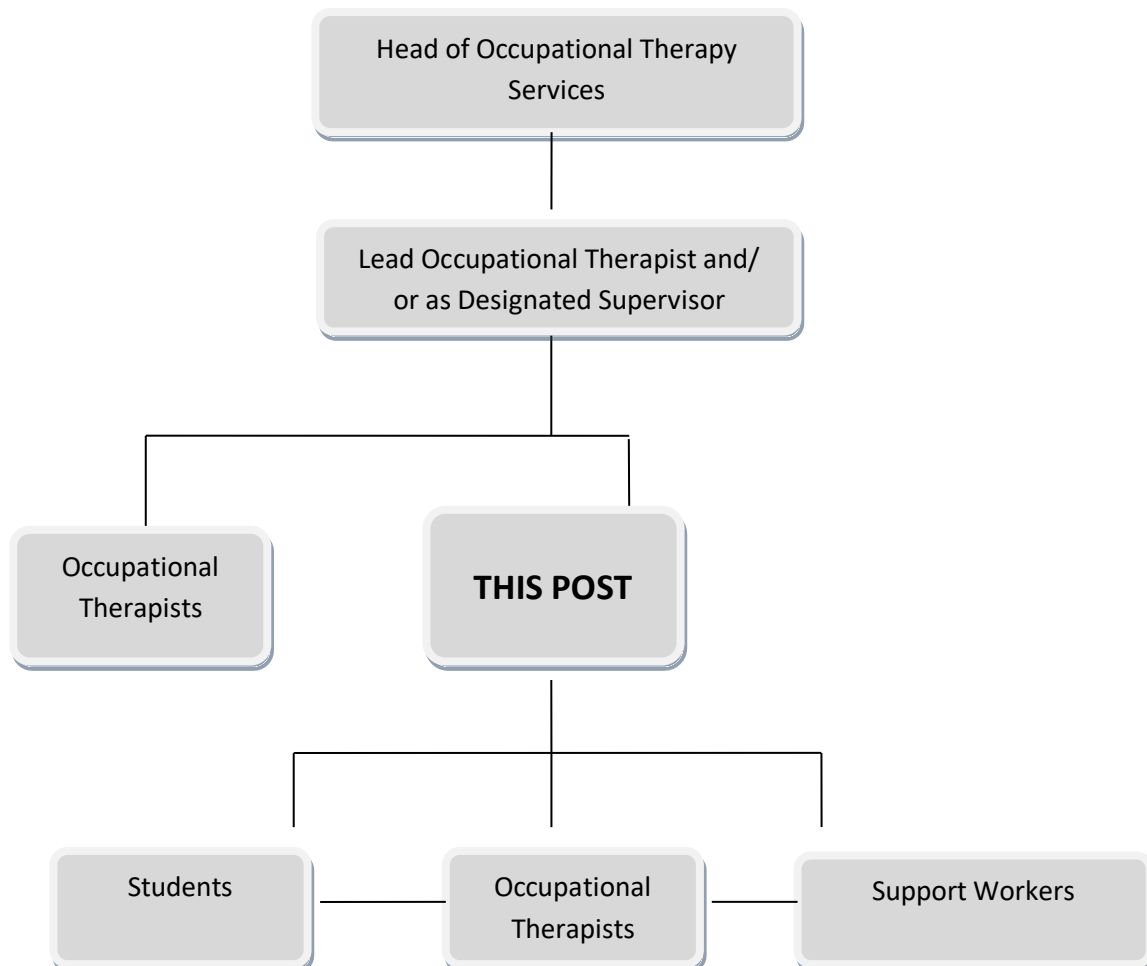
**APPENDIX 1**

**Job Title: Specialist Occupational Therapist**

## Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships



**Job Title: Specialist Occupational Therapist**

**Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

**Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Manually handle objects and equipment (including hoists and wheelchairs) to transport them within the department and clinical site	Daily	20 mins	
Manually handle daily living equipment in patients homes, this can include demonstrating and fitting equipment in restrictive positions, can include kneeling, crouching, twisting and lifting.	Daily		

Use manual handling and therapeutic handling interventions with patients which can include manoeuvring a patient and equipment in restrictive positions which can include bending, twisting and lifting.	Dependent on work environment	20 mins	
Requirement to walk distances between departments/across clinical site to carry out clinical duties	Daily	Vary	
Able to respond to incidents of violence using breakaway techniques requiring balance and co-ordination	Rare	20 mins	
Dexterity to use equipment for clinical use and keyboard/writing skills for patient clinical records	Daily	1 hour	

### **Mental Effort**

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
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Responding to unforeseen issues telephone calls/face to face contacts, which require an immediate response. This may require managing and negotiating conflict and emotive issues.	Daily	30 mins	
Work can be difficult to complete without distraction/interruption and issues may arise which take precedence. There is a need to be able to be flexible with planned activities with the ability to manage own time and achieve set deadlines.	Daily	Intermittent during shift	
Carrying out clinical sessions which require the analysis of several factors simultaneously. Listening and observation of patients and family and listening and communication with other health and care staff who may also be present	Daily	1 hour	
Assessing and treating service users with severe and enduring mental health problems, often multiple diagnosis and a complex combination of mental health, social and physical factors within their assessment, treatment interventions. Requiring a flexible and adaptable approach.			
Concentration during clinical patient sessions, attending to many factors which can include providing advice and support to other staff, agencies and relatives. Concentration to complete clinical reports	Daily	1 hour	

## Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff;



communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Negotiating clinical priorities within a multidisciplinary team which may require the management of conflict and emotive issues.			
Supporting service users and their carers in emotive situations. This can include supporting a service user/carer with a new diagnosis, recent bereavement, and breakdown of family relationships. The disclosure of abuse, attempted suicide, self harm, and social phobias, and alcohol/substance misuse.			
Emotional effort often required to build a therapeutic relationship with service users who are experiencing acute illness with a lack of motivation/interest in therapy to enable them to engage in assessment and treatment.			
Working with service users who may have challenging or aggressive behaviour.			

### Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations -  
**\*Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Working with patients who have infections/ injuries/wounds either accidental or due or self harm, following infection control and clinical guidelines consistently and sensitively.	Weekly	Up to 2 hours	
Working between different locations/bases/community settings to meet the needs of patients and services, requiring organisation and planning to meet the travel requirements of the post.	Daily	Full shift	
Advising others on clinical risk from own caseload and how to apply risk management protocols within the clinical area	Daily	Full shift	
Working in community environments where there may be unpleasant working environments due to neglect of the home, neglect of self, and poor health of the patients which can result in dust, dirt, smells, body fluids e.g. urine	Weekly	1-2 hours	
All areas of clinical work consists of the potential for experiencing aggressive behaviour and the need to use de-escalation and conflict management skills.	Rare	30 mins	
Community visits where there is limited support	Weekly - Daily	1-2 hours	

### **Submission of documents for job evaluation**

Please sign and retain an original copy for manager and employee.

Send an electronic version of the documents to [Jenny.Jones9@wales.nhs.uk](mailto:Jenny.Jones9@wales.nhs.uk) or [Sherryl.Todd@wales.nhs.uk](mailto:Sherryl.Todd@wales.nhs.uk)

Or hard copy to:

**Job Evaluation  
Workforce & OD  
Bryn Y Neuadd Hospital  
Aber Road  
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LL33 0HH**