



JOB DESCRIPTION

POST TITLE: Occupational Therapist

GRADE: Band 6

LOCATION: Based in the Vale Community Resource Service (VCRS) Barry Hospital

HOURS: 18.75 hours per week
(Flexible working patterns over 7 days, including weekends and Bank Holidays on a rotational basis)

ORGANISATIONAL ARRANGEMENTS:

CLINICAL BOARD: Primary, Community and Intermediate Care

REPORTS TO: Band 7 OT

MANAGERIALLY RESPONSIBLE TO: VCRS Integrated Operational Manager

PROFESSIONALLY ACCOUNTABLE TO: Head of Occupational Therapy

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 <i>and</i> 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 PURPOSE

The post forms part of a community based multi-disciplinary resource team which aims to promote the independence of patients/clients living at home/within the care sector so as to:

- Avoid inappropriate hospital admissions
- Facilitate and ensure safe early hospital discharge and prevent/reduce any unnecessary long-term permanent placements
- Works without direct supervision 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 develop expertise in identified clinical areas.
- To provide leadership through supervision, induction, training and education of Band 5 Occupational Therapists, support staff and volunteers according to organisational policy and accepted professional standards.
- To demonstrate a commitment to the education of Occupational Therapy students ensuring the maintenance of clinical standards through regular supervision of students on practice placement
- 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.

DUTIES AND RESPONSIBILITIES

1. CLINICAL

- Applies specialist knowledge of Occupational Therapy across a range of procedures that are underpinned by theory, evidence based practice and continued professional development.
- Applies clinical reasoning and problem solving skills/techniques.
- 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.
- Prioritises workload and takes an increased responsibility for management of self and caseload
- Identifies and assesses of 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;
 - e 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 tests.
- 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/or group basis.
- Ensures that accurate and up to date records are maintained and reviewed as per professional and legal requirements.
- Demonstrates the ability to be proactive and contribute to the debate of professional issues.
- Demonstrates IT skills in order to produce reports and set up appropriate spreadsheets and databases.

3. MANAGEMENT

- Takes a role in supervisory management including responsibilities for management of department.
- Critically appraises the impact of Occupational Therapy in a variety of settings and makes recommendations for any changes to the Occupational Therapy service delivery through the management structure.
- Responsible for maintaining stock, advising on resources to carry out the job, including the responsible management of petty cash and patient valuables.

4. 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 Clinical Governance arrangements and quality agenda
- 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.
- 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.
- Contributes to the development of standards and outcome measurement for good practice.

5. 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."

HEALTH AND SAFETY REQUIREMENTS

All employees of Cardiff and Vale University Health Board have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the UHB to meet its own legal duties and to report any hazardous situations or defective equipment.

DATA PROTECTION

This post has a confidential aspect. If you are required to obtain, process and/or use information held on computer or word processor you should do it in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. To disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action and may involve dismissal.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the postholder.

Date Prepared: 15/10/2010

Prepared By: MP/JEM

Date Reviewed: 27/07/2015

Reviewed By: Paula Cornelius

Manager's signature:

Employee's signature:

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

PERSON SPECIFICATION

Job Title:	Occupational Therapist	Post Number:	
Grade:	6	Department:	Vale Community Resource Service (VCRS)
Base	Barry Hospital	Division:	PCIC

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> • Will hold a qualification in Occupational Therapy at degree level or equivalent. • Holds professional registration as awarded by the Health Professional Council (HPC). • Evidence of recent learning and continued professional development at a higher level. • 	<ul style="list-style-type: none"> • Practice Educator Training Qualification. 	Application Form Certificate Check Registration
EXPERIENCE	<ul style="list-style-type: none"> • Has a considerable experience in discrete service areas. • Sufficient experience of working in the NHS • Managing a caseload. • Experience of complex discharge arrangements • Inter-professional and multi-agency team working • Direct involvement with carers and families. 		Application Form. Interview. References.

<p>SKILLS</p>	<ul style="list-style-type: none"> • Autonomous practitioner with self management skills • Sound clinical reasoning/problem solving • Planning and prioritisation of workload • Communicates effectively to a wide audience and adapt approach accordingly • Supports team leader in allocation in and prioritisation of case load • Ability to support and supervise others (formally responsible for supervising Band 5 and Support Staff) • Knowledge of current healthcare policies and application • Supports student training and work experience students • 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 IT Skills 		<p>Application Form. Interview. References.</p>
<p>SPECIAL KNOWLEDGE</p>	<ul style="list-style-type: none"> • Knowledge of services that link across the primary/secondary care interface to provide integrated care in specialism. • Knowledge and application of Health and Safety at Work Act • Knowledge or basic splinting technique • Seating and posture management assessment for wheelchair users 	<ul style="list-style-type: none"> • Member of special interest group. 	<p>Application Form. Interview. References.</p>
<p>PERSONAL QUALITIES <i>(Demonstrable)</i></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. • Commitment, enthusiasm and flexibility to the needs of the service 		<p>Application Form. Interview. References.</p>

<p>OTHER <i>(Please Specify)</i></p>	<ul style="list-style-type: none"> • The ability to meet the demands of the role to comply with the Disability Discrimination Act. • Ability to travel to meet the demands of the post. This is a community post which requires the post holder to travel to a number of patient's homes each day, often carrying Occupational Therapy adaptive equipment such as clean toilet frames or kitchen trolleys. 	<ul style="list-style-type: none"> • The ability to speak Welsh is desirable for this role. 	<p>Interview Document Check*</p>
---	--	--	----------------------------------

Date Prepared: 15/10/2010
Date Reviewed: 01/10/2014

Prepared By: MP/JEM
Updated By: Human Resources