

Occupational Therapy Assistant Job Description

Job title:	Occupational Therapy Assistant
Band:	Band 2
Hours:	18.75
Business unit:	Clinical Support Services
Department:	Orthopaedic Occupational Therapy Team
Location:	Warrington and Halton Hospitals
Responsible to:	Highly Specialist OT & Clinical Team Manager
Accountable to:	Therapy Manager
Responsible for supervising:	Not applicable

About us

Our Mission: We will be outstanding for our patients, our communities and each other

Our Vision: We will be a great place to receive healthcare, work and learn

Our Aims:

 <p>QUALITY</p> <p>We will always put our patients first, delivering safe and effective care and an excellent patient experience</p>	 <p>PEOPLE</p> <p>We will be the best place to work, with a diverse and engaged workforce that is fit for now and the future</p>	 <p>SUSTAINABILITY</p> <p>We will work in partnership with others to achieve social and economic wellbeing in our communities</p>
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Our Values:

 <p>Working Together</p>	 <p>Excellence</p>	 <p>Inclusive</p>	 <p>Kind</p>	 <p>Embracing Change</p>
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Role summary

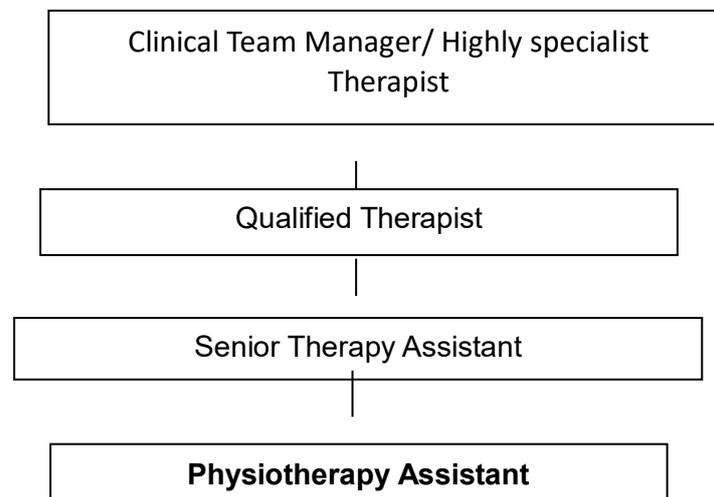
To carry out duties, delegated by the qualified therapists, for patients presenting with a range of Orthopaedic conditions. This may include any of the three Hospital sites.

These duties will include:

- To implement aspects of a treatment programme developed by a therapist, including the use of therapeutic equipment.
- To evaluate patient's response to activities and ensure that any changes in the patient's condition are reported back to the supervising therapist.
- To occasionally work in other areas such as patient's homes.
- To implement all aspects of trust infection control policy.
- To contribute to the safeguarding of our patients.
- To assist in general administration, clerical and housekeeping duties relating to the area of work.

There may be a requirement to contribute to the delivery of a 7-day therapy service.

Organisation chart



Main tasks and responsibilities

Patient /Clinical care

1. To implement aspects of a treatment programme developed by a therapist, including the use of therapeutic equipment.
2. To evaluate patient's response to activities and ensure that any changes in the patient's condition are reported back to the supervising therapist.
3. To work across the Hospital site's and possibly, occasionally in the Community, such as in patient's homes, as part of a home visit.
4. To implement all aspects of trust infection control policy.
5. To contribute to the safeguarding of our clients.

Management responsibilities:

1. To ensure that patient activities can be carried out in a safe environment by contributing to the general housekeeping of the department, including checking equipment is clean and safe for use.
2. To undertake administrative duties, e.g., arranging patient appointments, transport, and assisting in collection of statistical data.
3. To demonstrate own duties to inexperienced staff and students.
4. To contribute to staff rota to enable cover during bank holidays and at weekends.

Communication and relationships

1. To communicate effectively with patients, with due regard to physical, sensory and cognitive difficulties, respecting their views, autonomy and culture.
2. To be able to reassure and persuade patients to undertake the necessary therapeutic activities.
3. To work as a member of a therapy team, but also as a member of the wider multi-disciplinary team, fostering professional relationships with team members.
4. To report effectively in both written and oral formats, both to the team and your supervising therapists on patients' performance and progress
5. To occasionally deal with upset patients and their relatives in a tactful and supportive way.

Governance

1. To review and reflect on your own practice, take an active part in your own personal appraisal and development programmes, including the ongoing development of a portfolio.
2. To contribute to the ongoing improvement and modernisation of the service.
3. Contributing to training and induction programmes and being involved in audit and evaluation activities.
4. To work to local policies and procedures, for example those regarding manual handling, lone working, etc.

This job description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and this job description may, therefore, be amended in consultation with the post holder.

Trust policies and procedures

The post holder is required to comply with Trust policies, procedures and standards at all times.

Confidentiality

The post holder is required to maintain the confidentiality of information regarding patients, staff and other health service business in accordance with the Caldicott Guidelines, Data Protection Act and Children's Act and all other relevant legislation as appropriate.

Risk management

All staff have a responsibility to report any risks and clinical and non-clinical accidents and incidents promptly, and co-operate with any investigations undertaken.

Health and safety

All staff must be aware of their responsibilities under the Health and Safety at Work Act and must ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

Equal opportunities

The Trust is positively committed to the promotion and management of diversity and equality of opportunity.

Conflicts of interest

The Trust is responsible for ensuring the service provided for patients in its care meets the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust standing orders require employees to declare any interest, direct or indirect, with contracts involving the local health community. Staff are not allowed to further their private interests in the course of their NHS duties.

Appraisal and statutory training

All newly appointed staff will receive an initial appraisal within six months of commencing in the post. Thereafter, appraisals will be conducted on an annual basis. The post holder will undertake all statutory and mandatory training as deemed necessary by the Trust.

Safeguarding statement

The Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with infection prevention and control policies.

The Health and Social Care Act establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment where the risk of healthcare associated infections (HCAI) is kept as low as possible. Managers, heads of departments, matrons and other clinical leaders are responsible for ensuring that:

- the necessary equipment and mechanisms are in place to support infection prevention
- healthcare workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

Additional information

This post will be subject to an enhanced disclosure check with the Disclosure and Barring Service. For more information regarding the DBS please access the following website: www.gov.uk/disclosure-barring-service-check

This job description will be reviewed during the annual appraisal. The employee shares with the employer responsibility to suggest alterations to the scope of duties to improve the working situation and to adapt to change and facilitate service improvement. Any changes to this role specification will be made in consultation with the post holder.

This job description must be agreed and signed by the manager and employee:

Manager name.....

Signature.....

Employee name.....

Signature.....

Occupational Therapy Assistant

Person specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> Ability to undertake in house competency-based training programme of 6 to 12 months duration. 	<ul style="list-style-type: none"> Previous experience in a health and social care setting
Qualifications	<ul style="list-style-type: none"> NVQ 1 / 2 in related area or equivalent. 	
Skills, knowledge and competencies	<ul style="list-style-type: none"> Ability to teach practical skills to patients. Ability to concentrate and work under pressure. Able to demonstrate understanding of rehabilitation and use of enablement. Good personal organisation skills Good communication skills, both written and verbal, including ability to work with patients with communication difficulties. Positive interpersonal skills enabling understanding of the needs of patients and their relatives, and ability to enjoy being part of a team. Able to act in professional manner. Ability to deal with potential risks and hazards of the job in line with policies. 	<ul style="list-style-type: none"> Computer skills
Specific role requirements		

<p>Physical skills e.g., use of tools, equipment, minute taking, advanced computer skills</p>		
<p>Physical effort e.g., pushing, pulling, moving and handling of equipment</p>	<ul style="list-style-type: none"> • To frequently exert physical effort in cramped conditions and sustained postures for periods of up to 40 minutes several times a day. This would include moving patients as part of their treatment or moving equipment. 	
<p>Mental effort e.g., level of concentration</p>	<ul style="list-style-type: none"> • To frequently concentrate for the duration of the patient treatment 	
<p>Emotional effort e.g., exposure to distressing circumstances</p>	<ul style="list-style-type: none"> • Occasional exposure to distressing or emotional circumstances • Occasional exposure to aggressive/emotional/mentally ill patients and deal with them as part of patient treatment 	
<p>Working conditions e.g., environment, exposure to unpleasant or hazards</p>	<ul style="list-style-type: none"> • Frequent exposure to unpleasant conditions e.g. Odours, fleas; lice; body fluids 	

Last updated: 23/4/24