
## **NHS Grampian**

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| 1. **JOB IDENTIFICATION**

 Job Title: Band 6 Occupational Therapist Department(s): Occupational Therapy Mental Health & Learning Disabilities Sector Elmwood UnitHours: 37.5 hours per weekSalary: Band 6 (£30,401 - £38,046 per annum)Contract: PermanentJob Reference: PR003436   |

NHS GRAMPIAN

*JOB DESCRIPTION*

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| Job Holder Reference: |

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| 1. JOB PURPOSE
* To provide a specialist Occupational Therapy service to a designated caseload incorporating client assessment, diagnosis and treatment. Work within a multi-professional and multi-agency setting to ensure co-ordinated care for clients.
* Professional advice, supervision and clinical support to more junior therapists, healthcare support workers and students.
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| 1. ORGANISATIONAL POSITION

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| Lead Occupational Therapist |

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| Band 7 |

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| This post |

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| Band 5 |

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| Band 4 |

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| Band 3 |

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| Band 2 |

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| 1. SCOPE AND RANGE
* This post will provide a service to the Learning Disability Inpatient and day unit at Elmwood.
* The Band 6 will be responsible for supervision, support and appraisal for Band 5 and Healthcare Support Worker staff.
* The Band 6 will be required to have sound assessment skills.
* Due to the specialist nature of the clinical area, the Band 6 will be required to have knowledge of a learning disability and some knowledge of mental health, approaches and the role of the Occupational Therapist in the assessment and treatment of these conditions.
* The work will include assessment within the hospital environment including day unit and the community and implementing treatment programmes, further assessment, discharge and on-going rehabilitation.
* There may be a requirement to provide services flexibly to meet the needs of service users. This could include providing services early in the morning or during the evening.
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| 1. MAIN DUTIES AND RESPONSIBILITIES

With autonomy and appropriate supervision the post holder will be expected to: |
| * In liaison with the lead practitioner, work as an autonomous clinician within the designated therapy speciality taking responsibility for an identified specialist caseload.
* Assess, develop and implement programmes of care for individual clients in line with their clinical needs. Use standardised assessment as appropriate and sound clinical evidence to determine programmes of care.
* Act independently to plan, treat, evaluate and progress patient care to maximise their treatment potential.
* Work as part of a multi-professional team to ensure effective communication and delivery of care.
* Be aware of current legislation including that of the Professional Body which impacts on the service provided and comply with all NHS Grampian policies including clinical risk and Health & Safety.
* Maintain accurate, comprehensive and up to date client records and mandatory statistical information to reflect care provided.
* Effectively plan discharge from the Occupational Therapy service.
* Participate and contribute to new ways of working to improve client care including patient/carer involvement. May contribute to multi-disciplinary working groups to improve services provided by NHS Grampian.
* Participate in the development of peers, junior staff and students using supervision, teaching, training and mentorship skills. Delegate and supervise tasks to less experienced therapy practitioners, staff and Healthcare Support Worker.
* Participate in the departmental Personal Development and Performance Review system to promote personal and service developments.
* Be responsible for safe working practice in designated area to include compliance with necessary Safety Advisories of NHS Grampian for the use and supply of equipment.
* Maintain a professional portfolio as evidence of continuous professional development for HCPC and NHS Grampian e-ksf compliance to incorporate evidence of uni and inter-professional learning.
* Participate in clinical audit and clinical effectiveness projects to support the clinical governance agenda when appropriate.
* Provide a professional role model, exercising punctuality, time management and a collaborative and partnership approach at all times.
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| 1. SYSTEMS AND EQUIPMENT
* Demonstrate a working knowledge of relevant IT systems and software packages.
* Maintain patient records, statistics, and appointment diaries.
* Have a working knowledge of relevant Occupational Therapy equipment and assessment tools.
* Have a working knowledge of available resources in own service/partner agencies/patients home.
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| 1. DECISIONS AND JUDGEMENTS
* Work autonomously making clinical decisions within the scope of legislation, professional practice, NHS Grampian policies and procedures/guidelines and seek clinical advice when necessary.
* Assess, plan and undertake therapy interventions using clinical reasoning to decide how to complete and/or discontinue treatment, taking all presenting factors into account regarding the clinical condition seeking senior clinical guidance when necessary.
* Undertake risk assessments regarding client condition and environment in order to determine and implement appropriate interventions that ensure client and staff safety seeking senior clinical guidance when necessary.
* Responsible for compliance with performance appraisal, objective setting and review for self, junior staff and students and meeting the organisational objectives of the department/service.
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| 1. COMMUNICATIONS AND RELATIONSHIPS

**Clients and Relatives/Carers*** Communicate clinical information effectively and appropriately with clients and their carers using a range of verbal, non-verbal, written and presentation skills. This may involve conveying terminology into lay terms to facilitate understanding and help treatment.
* Provide and receive information regarding assessment, diagnosis, prognosis and treatment to encourage compliance.
* Provide support, reassurance and encouragement to clients and their carers as part of the treatment process.
* Encourage and motivate clients to maximise treatment outcome recognising those who are in pain, are afraid or reluctant and require reassuring, motivating and persuading to comply with treatment.
* Convey information in a particularly sensitive manner when it is contradictory to client and carer expectations, cultural beliefs or desires.
* Utilise appropriate methods and aids when working with clients in groups for either education or exercise purposes.

**Therapy Staff and Other Health Care Professionals*** Consult with more experienced staff for advice when required.
* Delegate tasks and provide appropriate information to less experienced Therapist and Healthcare Support Workers, Clerical staff and students.
* Provide speciality advice and recommendations to other health care professionals.
* In keeping with policies and standards, maintain strict confidentiality regarding client and staff information.
* Communicate effectively with internal and external agencies.
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| 1. PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB

**Physical Demands*** Developed auditory and perceptual skills may be required.
* Significant element of standing, walking and working within confined and awkward spaces.

Driving skills. * Driving essential, for home visit assessments and community integration treatment. It often requires post holder to be lone working while in the car and in community settings
* Patients and other members of the multi-disciplinary team may be present in the car on home assessments.
* Applying manual therapy techniques as required. This requires a specific level of dexterity, response to sensory feedback and co-ordination of movement.
* Manual handling of clients as required.
* Staff will be trained in the prevention and management of violence and aggression, which is an integral part of the job due to the presentation of many patients that are admitted.
* Emotional

**Mental Demands** * Responding to changes in client’s condition; concentration when assessing, treating and recording client interventions and likewise in the undertaking of operational tasks.
* Dealing with challenging clients or carers.

**Emotional Demands*** Working with clients who have long term chronic conditions.
* Dealing with death and bereavement.
* Working with clients with a range of disability.
* Managing offenders history and risks

**Working Conditions*** Exposure to body odours.
* Exposure to bodily fluids, blood.
* Exposure to sputum.
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| 1. MOST CHALLENGING PARTS OF THE JOB
* Management of complex patients/caseloads, requiring specialist skills and interventions with patients with multiple pathologies, with the need to complete complex assessments within a short timescale.
* Assessment, treatment and management of patient’s that present with behaviours that challenge, verbal or physical aggression. Post holder will have to use prevention and management of violence and aggression techniques as trained by NHS Grampian.
* Prioritising caseload due to the complex nature of the patient caseload and competing demands of patients.
* Conveying complex information to patients and families who may be distressed.
* Where the post holder is in a bank post the development of a new set of skills and knowledge base for a new clinical area as required.
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| 1. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB
* Degree or equivalent in Occupational Therapy. Proven relevant experience at Band 5 or equivalent either in Mental Health/Learning disabilities or can evidence transferrable skills.
* Registration as a designated Therapist with the Health and Care Professions Council (HCPC).
* Some specialist knowledge and experience to treat complex cases that require specialist therapy treatment.
* Effective communication skills.
* Knowledge of:

- Basic IT, eg, word processing, use of internet - Moving & Handling - Fire Safety - Health & Safety - Risk Assessment - Information Governance - Child and Adult Protection - CPR and choking management - Food hygiene and handling - Violence and aggression - Goal setting/notes system* Student practice education training through post graduate training.
* Experience of and evidence of commitment to multi-disciplinary working.
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|  | **NHS GRAMPIAN****PERSON SPECIFICATION** |
| The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. Shortlisted candidates **MUST** possess all the essential components as detailed below.  |

**POST: *Occupational Therapist***

**GRADE:  *Band 6***

**LOCATION:**

**WARD/DEPARTMENT: *Occupational Therapy***

**GENERAL REQUIREMENTS**

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| **FACTOR**  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience:** | Hons Degree in Occupational Therapy or equivalent.Proven assessment, treatment, communication skills, and discharge planning skills relevant to area of practice.Evidence of continued professional development.Evidence of leadership skills. Evidence of working as autonomous practitioner.IT Skills. | Practice Educator TrainingEvidence and experience of Student and Staff education and supervision Additional training relevant to area of practiceAdditional roles and responsibilities i.e. key handler, BLS, risk assessor, AMPS |
| **Circumstance & Flexibility:** | There may be a requirement to provide services flexibly to meet the needs of service users. This could include providing services over the weekends and extended hours.Able to work in Occupational Therapy services in both hospital and community settings across Aberdeen City and Aberdeenshire.Evidence of strategies to manage work load demands. |  |

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| **Particular Requirements Of The Post:** | Registered with H.C.P.C. Current Driving Licence valid for driving in the UK.Physically able to undertake a range of moving and handling duties. | \*Access to a vehicle for business use and duties as required (dependent on post this may be an essential requirement) |
| **Level Of Disclosure Check required on appointment:** | PVG |  |