

**AGENDA FOR CHANGE
NHS JOB EVALUATION SCHEME**



JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Occupational Therapist

Reports to: Team Lead Occupational Therapist

Department, Ward, or Section: Occupational Therapy

Operational Unit/Corporate Department: Helensburgh and Lomond, Argyll & Bute

Job Code: ARGLBUTEAHP SOCCT03

No of Job Holders: 1

Date: October 2025

2. JOB PURPOSE

1. To provide direct OT clinical care, which encompasses occupational therapy assessment, treatment and management of patients referred to the locality Integrated OT Team which works across health and social work boundaries.
2. To provide OT leadership/supervision to occupational therapy staff for provision of quality Occupational Therapy Services within the locality area including isolated remote and rural areas. Post will involve working between across the locality as service needs dictate

3. DIMENSIONS

1. Responsible for providing the clinical occupational therapy service within designated area eg. hospital, Extended Community Care team or Community, including in patient/client homes.
2. Responsible for day-to-day aspects of occupational therapy care within the specific OT team, including supervising and supporting the OT staff for an equitable and high-quality OT Service Provision.
3. To be operationally responsible to the Team Leader Occupational Therapist and to deputise when required.
4. Supervise the clinical workload, OT provision and provide day-to-day management of the Band 5 OT's, OT TI, Community Generic support workers and Students.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT OR SECTION

To participate in the provision of direct clinical care, which encompasses occupational therapy

assessment, treatment and management of patients/clients within specialist areas.

Working with patients/clients within their community/home environment and in a hospital environment.

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

Clinical:

1. Act independently to assess and analyse individual patients to determine their need for occupational therapy intervention, through client-centred practice, working within the locality Occupational Therapy Service, in community or hospital setting as the local service requires.
2. Act independently in prioritising patient needs to ensure individual patients receive intervention timeously and appropriately.
3. Act independently to plan, implement, evaluate, treat and progress patient care, incorporating risk assessment, to maximise functional independence and rehabilitation potential within the specialist area
4. Manage a caseload of patients effectively and efficiently, personally undertaking the more complex cases, utilising highly specialist skills.
5. Be responsible for the comprehensive assessment of those patients / clients with a complex presentation, using investigative and analytical skills.
6. Formulate a broad range of complex programmes of care, which require adjustment and modification dependent on need.
7. Contribute to the diagnosis of conditions.
8. Identify any environmental modifications/adaptations which are necessary in the client's home to promote independence and safety long-term. Design the plans and project manage the necessary work making appropriate referrals, meetings and review visits to ensure satisfactory completion of the work to effectively meet the clients' needs with minimal expenditure.
9. Identify and participate in MDT health promotion programs, which require OT contribution, to provide preventative education to specific client groups (e.g. falls, joint protection, energy conservation or stress management)
10. Act as a clinical resource for the Occupational Therapy Service regarding the Integrated OT Service to optimise available clinical care.
11. Work as member of a team to ensure effective communication and delivery of care.
12. Maintain patient documentation, records and accurate statistical information to reflect care provided and meet professional standards, including computerised systems.
13. Communicate with and make recommendations to, all relevant disciplines of staff to maximise patient care and promote multi-disciplinary working.
14. Attend and report to relevant clinical reviews and case conferences ensuring effective communication and co-ordination of patient care.
15. Implement and participate in development of appropriate clinical guidelines ensuring clinical effectiveness to optimise patient care.

Managerial:

1. Co-ordinate the day-to-day activities of junior staff, delegating appropriately to maximise efficiency and achieve desired quality of care.

2. Adapt service provision in times of crisis management, e.g. unexpected staff absence, incorporating re-allocation of tasks.
3. Undertake the clinical and professional supervision of staff and students to promote personal and service developments.
4. Plan and co-ordinate OT service provision, through efficient workload management of the team and adjustment of service provision to meet changing priorities, to maximise patient care and efficient use of resources.
5. Plan, implement, evaluate and audit policy and service developments to ensure effective service delivery.
6. Participate in clinical effectiveness and other activities to support the Occupational Therapy Service healthcare governance agenda.
7. Ensure the Health and Safety Policy is adhered to, to maintain a safe working environment for patients and staff, participating in risk management and incident reporting process.
8. In designated area ensure financial procedures are carried out in accordance with the organisation's Standing Financial Instructions, promoting efficient use of Departmental funds and resources.
9. Be responsible for the appropriate issue of equipment and referrals for Minor or Major Adaptations within the Argyll and Bute OT Criteria and Practice Guide.
10. Assist the Team Head Occupational Therapist in recruitment and selection processes ensuring appropriate appointments to the service and retention of staff.
11. Comply with organisational policies.

Educational:

1. Update and expand clinical knowledge in the specialist field of medical, surgical, orthopaedics, and OT assessment and rehabilitation to ensure delivery of evidence-based care.
2. Be responsible for the delivery of training within the specialist area to Occupational Therapy Staff, and a range of other staff working across organisations.
3. Coach and support staff within the team to promote their professional development and clinical care.
4. To lead and co-ordinate Occupational Therapy In-Service Training to promote personal development.
5. Educate Nursing, Medical, other Multi-disciplinary Team Members, Managers, healthcare governance staff and others, to promote knowledge of occupational therapy to enhance patient care.
6. Promote and participate in student education ensuring quality placements within designated area.
7. To carry out research and development work to ensure practice development and delivery of high-quality service provision.

Professional:

1. To participate in and promote participation of all staff in the Occupational Therapy In-Service Training/ local MDT training to promote personal development.
2. Comply with Health Professions Council Standards of Proficiency.

3. Comply with College of Occupational Therapists Code of Ethics and Professional Conduct, national and local policies and procedures.
4. Respect the individuality, values, cultural and religious diversity of patients/clients and contribute to the provision of a service sensitive to these needs.
5. Demonstrate the ability to reflect on ethical issues and to provide guidance to junior staff.
6. Apply highly specialist skills and knowledge to demonstrate professional competence and fitness to practice as a Senior Occupational Therapist.

7. EQUIPMENT AND MACHINERY USED

Clinical Equipment e.g.

1. Height adjustable and electrically operated hospital beds.
2. Hoists/monkey poles/sliding sheets.
3. Wheelchairs including toilet/commode and shower chairs.
4. Lifts

Activities of Daily Living Equipment (ADL) e.g.

1. Full range of kitchen equipment, including electric kettles, toasters, microwaves, cooker, fridge, tin openers.
2. Full range of small aids e.g. kettle tippers, tin openers, tap turners, bottle and jar openers, non-slip equipment.
3. Walking trolleys, Vari height tables.
4. Full range of feeding and drinking aids (cups, adapted mugs, cutlery, plates, straws, etc.)
5. Full range of toileting and bathing/showering equipment including electric bath lifts, bath seats, shower boards and seats.
6. Full range of toilet seats, combined seat and frame, toilet adaptations.
7. Full range of dressing aids (stocking aids, tights aids, buttonhooks, etc.)
8. Full range of transfer equipment, including Samhall turner, bed levers, bed slides transfer boards, sliding sheets, monkey poles.

Remedial Equipment e.g.

1. E-Link (Microcomputer Upper Limb Exerciser)
2. Splinting equipment
3. Plinth (static) and treatment table (manual op)
4. Electrically operated plinth, treatment table
5. Orthobal
6. Remedial equipment (misc – balls, beanbags, remedial games, therapeutic exercise equipment)

7. Dynamometer, joint measurement equipment

Assessment Equipment e.g.

1. Full range of standardised and non-standardised assessments e.g.
2. Single Shared Assessment
3. Cognitive Assessment Procedure for the Elderly (C.A.P.E.)
4. Middlesex Elderly Assessment of Mental State (M.E.A.M.S.)
5. Rivermead Perceptual Assessment Battery
6. Stroke Drivers Assessment
7. Chessington O.T. Neurological Assessment Battery (COTNAB)
8. Becks Inventory
9. Functional needs assessments
10. Perceptual screen
11. Hand assessment
12. Sensory Screen
13. Canadian Occupational Performance Measure (C.O.P.M.)
14. Model of Human Occupation (MOHO)
15. Independent Living Skills
16. Folstein Mini Mental State Examination

Patient's Home/Community Working e.g.

1. Hoists
2. Stair Lift
3. Bath Lifts
4. Transfer equipment
5. Toileting/bathing equipment
6. Full range of ADL/kitchen equipment
7. Knowledge of adaptations
8. Sports equipment/facilities

Information Technology e.g.

1. PC
2. E- KSF
3. Printer/photocopier/fax
4. E-Mail/Intra/Internet

Miscellaneous e.g.

1. Mobile telephones
2. Telephones
3. Answering machines
4. Driving
5. Communicare

Other equipment and machinery as required.

8. SYSTEMS

1. Written documentation, patient/client records
2. Electronic patient information systems
3. (e.g., CareFirst)
4. Single Shared assessment / personal outcome plans
5. Equipment/stock control and other departmental systems
6. COSLA System
7. Care and Repair Systems
8. Contracting work directly to plumbers, blacksmiths, joiners and builders.
9. Specialist equipment provision, maintenance and repairs.

9.ASSIGNMENT AND REVIEW OF WORK

From Team Lead

10. DECISIONS AND JUDGEMENTS

1. Accountable for own professional actions.
2. To decide on appropriate clinical care, discharge and follow-up of patients/clients.
3. Plan, prioritise, delegate and facilitate own clinical and managerial workload.
4. Manage waiting lists where necessary, incorporating judgmental skills, prioritising resources to meet service demands, in relation to unpredictable, complex or conflicting circumstances.
5. Contribute to policies and procedures and analyse impact on other work areas.
6. Use initiative and experience to promote development and improvement of the Occupational Therapy Team.
7. To co-ordinate the planning, evaluation and audit of practice, clinical pathways and protocols within your area.
8. Decide when it is appropriate to seek guidance/support from the OT Team Lead and other more senior staff.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

1. Multi-agency working
2. To participate in service change re integration, modernisation & development, experimenting with new systems of working, whilst continuing to fulfil high standards of clinical, management, professional and educational roles on a day-to-day basis.
3. Need to adapt to the variable and unpredictable demands of both clinical and managerial workload; in addition to developing and supporting the needs of a small team.
4. Balance the competing demands of health and social care provision to ensure continuity to the provision of an equitable service to both areas
5. Need to undertake a mentally and physically demanding job, while at the same time taking care to safeguard own health and safety as well as that of colleagues and patients.
6. Maintain and continually develop clinical knowledge in a wide range of specialisms as a senior OT practitioner working within the Community and Community Hospital

12. COMMUNICATIONS AND RELATIONSHIPS

1. Occupational Therapy Staff
2. Multidisciplinary Colleagues/
3. Managers
4. Patients/Clients
5. Relatives/Carers
6. Other healthcare & Social Care providers / agencies / organisations – e.g. Westmarc, voluntary, statutory
7. Local Councillors and Ombudsmen
8. Housing Department, Housing Association and Care and Repair.
9. Contractors (plumbers, joiners, blacksmiths etc)
10. Specialist Equipment sales reps and companies

13. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical skills:

1. Full physical fitness, or appropriate adaptation for visual impairment, hearing impairment, or physical disability
2. Physical ability to manage in clinical area e.g. community, groups, wards.
3. Moving and handling ability in relation to people and equipment.
4. Ability to co-operate with others in relation to therapeutic moving and handling (co-ordination, timing positioning)
5. Use of keyboard and IT equipment

Physical Effort:

1. Moving and handling, therapeutic moving and handling.
2. Transportation of equipment between Joint Equipment Store, Occupational Therapy Department and patient's home.
3. Fitting of equipment – moving, positioning, use of tools (e.g. screwdriver, Allen key)
4. Carrying equipment up and down stairs.
5. Pushing patients in wheelchairs.
6. Patient transfers out with hospital e.g. in ambulance, car, taxi, or in patient's home where assistance is limited.
7. Assisting patients with personal activities of daily living – dressing, feeding, bathing, toileting.

Mental Demands:

1. Detailed knowledge of physical and mental health conditions encountered.
2. Relating OT theory to practice.
3. Problem solving – understanding of cause and effect.
4. Teaching patient/client about conditions.
5. Teaching strategies to overcome illness or disability.
6. Teaching use of equipment or adaptations.
7. Prioritising workload, regularly responding to unpredictable demands professionally and flexibly by re-arrange day to day plans to incorporate additional unexpected work priorities
8. Maintaining focus and task completion despite regular interruption to tasks
9. Time management and ability to organise self and others.
10. Achieving balance between clinical and managerial responsibilities.
11. Ensuring practice is up-to-date and evidence based.
12. Negotiation skills
13. Acting as advisor/counsellor/mentor
14. Concentration for long periods e.g. patient interventions, documentation, meetings.
15. Coping with complex and challenging behaviour
16. Presentation of verbal/written cases

Emotional Demands:

1. Maintaining empathetic approach
2. Always maintaining professional attitude
3. Maintaining client centre focus
4. Assisting client/patient to balance dependency and independence
5. Exposure to and managing highly stressful and distressing situations
6. Provision of equitable service
7. Exposure to patients' frustration, withdrawal, non-compliance, resulting from illness or disability
8. Dealing equitably with staff
9. Exposure to patient/client emotional need and modifying approach accordingly.
10. Exposure to emotional and traumatic circumstances allied to the rapidly changing or chronic conditions and terminal illness.
11. Exposure to and managing aggression/confrontation
12. High demand for service and the stress of only been able to assess a limited number of patients at a time (waiting list) dealing with unmet need and disappointed public who are still waiting or know someone who has been waiting 'too long'

Working Conditions:

1. Exposure to unpleasant working conditions e.g. bodily fluids, unpleasant smells, infection e.g. MRSA
2. Lone working
3. Driving in rural and remote areas
4. Continual office work interruption: unexpected visitors to office, staff demanding to discuss cases, telephone interruptions, and high noise levels due to busy community services environment
5. Shared office environment with limited computer access – frustration to get work done in time
6. Limited resources to meet clients' needs.
7. Smoky atmospheres
8. Verbal aggression
9. Inclement weather conditions
10. Physical aggression
11. Interruptions to OT in patient homes

14. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB	Length of experience
<ol style="list-style-type: none"> 1. Diploma/Degree in Occupational Therapy 2. Registered with the Health Care Professions Council 3. Mandatory and Statutory training e.g. Fire, Moving and Handling 4. Membership with British Association of Occupational Therapists (desirable) 5. Highly specialist knowledge and application of occupational therapy practice within a broad range of clinical specialties e.g. physical disability, neurology, orthopaedics, etc. 6. Leadership/management experience at Senior level 7. Healthcare governance at specialist level 8. Basic computer literacy 	<p>Minimum 3 years</p> <p>2 years</p> <p>3 years</p> <p>3 years</p>

15. JOB DESCRIPTION AGREEMENT	
<p>I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.</p> <p>Job Holder's Signature:</p> <p>Manager's Signature:</p>	<p>Date:</p> <p>Date:</p>