##

## **NHS Grampian**

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| 1. **JOB IDENTIFICATION**

 Job Title: **Band 5** **Occupational Therapist**Department(s): Occupational Therapy, Division A, Mental Health and Learning Disabilities serviceHours: 32 hours per weekSalary: Band 5 (£24,670 - £30,742 per annum pro rata)Contract: Permanent Job Reference: PR004669   |

NHS GRAMPIAN

*JOB DESCRIPTION*

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| Job Holder Reference: |

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| 1. JOB PURPOSE
* To provide an Occupational Therapy service to an allocated caseload incorporating client assessment, diagnosis and treatment.
* Work within a multi-professional and multi-agency setting to ensure co-ordinated care for clients.
* To assist senior staff in the development of the Occupational Therapy service.
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| 1. ORGANISATIONAL POSITION

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| Lead Occupational Therapist |

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| Band 7’s |

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| Band 6’s  |

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| This post |

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| Band 4 |

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| 1. SCOPE AND RANGE
* The post will include assessment and treatment within the hospital environment and the community; making recommendations for discharge, on-going rehabilitation and equipment needs.
* Participate in training of students across disciplines and the multi-disciplinary team.
* Participate in the supervision and support of Occupational Therapy Support Workers and Assist Practitioners and delegation of their caseload.
* There may be a requirement to provide services flexibly to meet the needs of service users. This could include providing services over weekends and extended hours.
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| 1. MAIN DUTIES AND RESPONSIBILITIES

With appropriate supervision the post holder will be expected to: |
| * 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.
* Plan, treat, evaluate and progress patient care to maximise their treatment potential.
* Monitor and evaluate treatment in order to measure progress and ensure effectiveness of the intervention, and adapt as required.
* Educate patients in new techniques/use of equipment to compensate for functional/psychological/social problems.
* Prioritise own caseload in order to provide an effective needs led Occupational Therapy service.
* 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.
* Work as part of a multi-disciplinary team to ensure effective communication and delivery of care.
* Participate and contribute to new ways of working to improve client care including patient/carer involvement. Contribute to multi-disciplinary working groups to improve services provided by NHS Grampian as requested.
* Participate in the development of peers and students using supervision, teaching, training and mentorship skills. Delegate and supervise tasks to Healthcare Support Workers.
* Participate in the departmental Personal Development and Performance Review system to promote personal and service development.
* Participate in clinical audit and clinical effectiveness projects to support the clinical governance agenda when appropriate.
* 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.
* 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.
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| * To demonstrate an awareness of available resources, how they should be most effectively used, economy in the use of supplies and awareness of stock control systems.
* 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.
* 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
* Maintain patient records, statistics, appointment diaries and administrative systems.
* Demonstrate a working knowledge of relevant IT systems and software packages.
* 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
* 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.
* Make clinical decisions within the scope of legislation, professional practice, NHS Grampian policies and procedures and guidelines and seek clinical advice when necessary from senior members of staff.
* 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, Healthcare Support Workers and students and meeting the organisational objectives of the department/service.
* Recognises own limitations of knowledge, experience and seek appropriate guidance from senior staff.
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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.
* 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 process.
* Provide support, reassurance and encouragement to clients and their carers as part of the treatment process.
* 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 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 Healthcare Support Workers, Clerical staff and students.
* Provide speciality advice and recommendations to other healthcare professionals.
* In keeping with policies and standards, maintain strict confidentiality regarding client and staff information.
* Communicate effectively with internal and external agencies.
* To explain the role of Occupational Therapy to a range of people and clarify whether intervention is appropriate.
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| 1. PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB

**Physical Demands*** Applying manual therapy techniques occasionally. This requires a specific level of dexterity, response to sensory feedback and co-ordination of movement.
* Manual handling of clients/equipment occasionally.
* Developed auditory and perceptual skills may be required.
* Significant element of standing, walking and occasionally working within confined and awkward spaces.
* Driving skills – may be required for home inspection/home assessment for patients. Patients and other members of the multi-disciplinary team are present in the car on home assessments.

**Mental Demands** * Responding to changes in clients 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 severe disability.

**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.
* 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.
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| 1. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB
* Degree or equivalent in Occupational Therapy.
* Registration as a designated Therapist with the Health and Care Professions Council (HCPC).
* Effective communication skills.
* Knowledge of:

- Basic IT, eg, word processing, use of internet - Moving & Handling - Fire Safety - Infection control and hand hygiene - 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 |

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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 5**

**LOCATION: Royal Cornhill Hospital**

**WARD/DEPARTMENT: Occupational Therapy, Div A MH and LD**

**GENERAL REQUIREMENTS**

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| **FACTOR**  | **ESSENTIAL** | **DESIRABLE** |
| Qualifications & Experience: | Hons Degree in Occupational Therapy or equivalent.Competent assessment and treatment skills, student placement experience in relevant settings.IT Skills. |  |
| 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 hospital. Able to access community resources across Aberdeen City and Aberdeenshire. |  |
| **Particular Requirements Of The Post:** | Registered with H.C.P.C. or evidence that application is pending awaiting registration.Physically able to undertake a range of moving and handling duties.Current Driving Licence valid for driving in the UK. |  |
| **Level Of Disclosure Check Required on appointment:** | PVG |  |