#### **JOB DESCRIPTION TEMPLATE**

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| JOB IDENTIFICATION |
| Job Title: Occupational Therapy Assistant Practitioner Band 4Responsible to: Occupational Therapy Team LeadDepartment(s): Occupational TherapyDirectorate: Community Care ServicesOperating Division: Fife WideJob Reference:No of Job Holders: 1Last Update (insert date): 2023 |

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| 2. JOB PURPOSE |
| To provide direct clinical assessment and intervention to **inpatients** and those in their own homes or homely setting, referred by the multidisciplinary team (MDT) and other agencies/services. Patients are offered assessment of occupational performance, planned and evaluated interventions, supporting personal outcomes and health and wellbeing. The post holder will work with supervision from a senior member of staff. |

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| **3. DIMENSIONS** |
| The post holder will work closely with the MDT providing a clinical service to mainly older people. **Integrated Community Assessment and Support Services (ICASS -** Intermediate Care Team (ICT). This post will be based within:   * **Community Hospital inpatients** * Community Rehabilitation * Assessment and Rehabilitation Centres * Short Term Assessment and Rehabilitation (STAR)  The post holder will work with Individuals who have a broad range of clinicalconditions and may have the complexities of multiple pathologies.The post holder may be responsible for delegating to Band 3 Assistant Practitioners(RSW/HCSW) where appropriate.  * Participate with student education. |

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| **ORGANISATIONAL** |
| Integrated Teams Manager  Team Lead Occupational Therapist Band 7  Occupational Therapist Band 6 (Balgonie)  Occupational Therapist Band 6 (2 posts) (Letham)  Occupational Therapist Band 6 (Balcurvie)  OT Support Worker Band 4 (**This post)**  OT Support Worker Band 3  OT Support Worker Band 3  OT Support Worker Band 3 |

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| 4. ROLE OF DEPARTMENT |
| The Occupational Therapy Service is part of Fife ICASS and covers two main geographical areas (East and West) in NHS Fife.  Responsibilities of the Occupational Therapy service:   * To provide a high quality, effective and equitable Occupational Therapy Service to the   designated population within Fife.   * To assess and treat referred individuals in line with Royal College of Occupational   Therapy standards and evidence based practice.   * To work with MDT, clinical specialities and agencies (statutory/voluntary) in order to   provide the most effective service to individuals and their carers.   * Develop, implement and manage Clinical and Staff Governance Strategy. |
| 5. KEY RESULT AREAS |
| 5.1 Clinical  1. Ensure consent has been obtained for agreed intervention, taking into consideration   adults with incapacity and mental health acts as appropriate.   1. Following initial triage, assess the occupational performance of referred individuals   and agree personal outcomes.   1. Provide tailored treatment interventions (which may include self management) in order   to maximise independence and rehabilitation potential.   1. Continuous assessment and review of occupational performance. 2. Report either through appropriate verbal and/or written forms of communication. 3. Record in systems appropriate to each area (written/electronic). 4. With guidance and support from therapists, manage own caseload autonomously. 5. Prioritise patient needs (triage), to ensure individuals receive timely intervention. 6. Seek advice from senior staff with more complex cases. 7. Work as part of an MDT to ensure effective communication. 8. Maintain patient documentation, records and accurate statistical information to reflect   rehabilitation provided and meet professional standards.   1. Assess for and prescribe a range of assistive equipment and adaptations. To include   delivery, fit and demonstration. 5.2 Managerial  1. Effective time management of self as appropriate. 2. Participate in the departmental personal development and performance review system   to promote personal and service developments.   1. Implement departmental policies, local protocols and contribute to service   development and evaluation e.g. audits   1. Ordering/maintaining stock.  Educational  1. Maintain and complete the Occupational Therapy competencies checklist 2. Develop and update clinical knowledge. 3. . Provide training and advice to staff as appropriate e.g. equipment 4. Actively participate and support training within the Occupational Therapy Service. 5. Assist in the education of MDT members and others to promote knowledge of 6. Occupational Therapy 7. Participate in student education.   **5.4 Professional**   1. Comply with NHS Education for Scotland (NES) Mandatory Induction Standards and   Code of Conduct for Healthcare Support Workers.   1. Comply with RCOT code of ethics and professional conduct, national/local policies   and procedures.   1. Comply with the HCPC standards of proficiency. 2. Contribute to the quality improvement of the service. |

**6a. EQUIPMENT AND MACHINERY**

Use and be able to provide advice on a wide range of equipment for therapeutic interventions

* Activities of Daily Living Equipment – used to promote safety and independence of patient e.g. reacher, adapted cutlery, trolley etc.
* Treatment/Rehabilitation – equipment to promote recovery of function within treatment programmes e.g. theraputty, Gripable etc.
* Orthoses – e.g. hands splints
* Moving and Handling Equipment – to ensure safety of patients, colleagues and self.
* IT and general office equipment.
* Travel – responsible for checking road worthiness of vehicles used.

* Ability to travel around Fife.

**6b SYSTEMS**

* Patient information systems.
* Digital Health systems e.g. TURAS (PDP and learning), Datix, Electronic pay and expenses systems.
* Electronic based therapeutic activity e.g. Gripable.
* Security and safety systems and procedures e.g. lone working, risk assessment.

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| 7. ASSIGNMENT AND REVIEW OF WORK |
| * Clinical caseload will be generated by the specific service needs within the designated   clinical area and will be allocated in conjunction with the therapy staff.   * Senior Occupational Therapists will also delegate other non-clinical tasks, to maintain   service efficiency and support development e.g. site walkabouts.   * Work independently on a day to day basis being responsible for own caseload, with   available support from the Occupational Therapy team.   * A designated Occupational Therapist will provide induction, performance review and   ongoing regular and direct supervision. |

**8 DECISION AND JUDGEMENTS**

Be responsible for your own patients and caseload and be expected to make decisions if you require further support from senior members of staff. Examples as follows:

**Referrals**

* Prioritise own caseload with guidance from Occupational Therapy Staff.
* Refer to appropriate agencies if required.

**Clinical Care**

* Make decisions around assessment and treatment of allocated patients.
* Evaluate clinical effectiveness of treatment and adapt treatment plan as necessary.

**Health and Safety**

* Have an awareness of the need for clear and concise documentation in relation to manual handling/therapeutic handling.
* Have an awareness of changing circumstances which require immediate action to prevent harm or damage to patient or other individual, e.g. aggressive/challenging behaviour, deteriorating patient, falls.
* Contribute to a safe working environment and report any concerns to facilities.

**Delegation**

* Refer to Band 3 colleagues for patient follow up where appropriate.

**Seek Guidance**

* Have an awareness of own competencies and level of knowledge and experience.

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| 9. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Be flexible and able to balance clinical demands, personal development and departmental   duties.   * Work with patients who have a life changing and life limiting illness. * Work with patients who are emotionally distressed by their illness or disability. * Engage with patients’ families who may have differing views to the patient. * Undertake a mentally and physically demanding job, whilst at the same time taking care to   safeguard your own health and safety as well as colleagues and patients.   * Discharge planning. |

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| **10. COMMUNICATIONS AND RELATIONSHIPS** |
| 1. **Communications and Working Relationships**   **Patients**   * Engage with patients in order to develop therapeutic relationships e.g. good conversations,   informal counselling or persuasive/motivational skills.   * Convey details of Occupational Therapy treatment programmes in a manner and at a rate   which is appropriate for each individual, emphasising and reiterating points to ensure a full  understanding, avoiding clinical terminology.   * Communicate clinical information effectively and tactfully with patients and their carers   using a range of verbal, non-verbal and written skills.   * Use advocacy skills.   **Relatives / Carers**   * Receive and act professionally with information regarding complex and sensitive issues. * Educate and negotiate with carers in relation to patient care needs and agree outcomes. * Teach a range of patient management strategies. * With support from qualified staff, deal with complaints at a local level, following NHS Fife   policy procedures.    **Occupational Therapy Staff (internal)**   * Communicate with all grades of staff including students. * Participate actively in clinical supervision, annual performance review and the   implementation of own PDP.   * Liaise with peer group to ensure sharing of knowledge, skills and support. * Delegate tasks to B3 support staff as appropriate. * Attend and participate in meetings.   **Occupational Therapy staff (external)**   * Communicate, negotiate and liaise with appropriate Occupational Therapy colleagues to   ensure delivery of clinically effective care.  **Multidisciplinary team**   * Work collaboratively with MDT colleagues; communicating effectively to achieve shared   patient outcomes.   * Contribute to the informal training of other staff groups, enhancing awareness of   Occupational Therapy.  **Other Agencies** (Local Authority, voluntary sector, etc)   * Liaise with other agencies in relation to patient care needs and make referrals as   appropriate. |

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| **11. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills:**  Skills necessary to implement a variety of Occupational Therapy treatment interventions.  **Physical Demands:**   * Therapeutic manual handling of patients on a daily basis. This may include assisting   patients with significant physical, cognitive or behavioural impairment. Patients may be  very immobile, larger people or unwilling to move e.g. those who require support for  lengthy periods often from lying to sitting, sitting to standing and back in one session.   * Assist patients to mobilise and transfer. This may include sudden or unpredictable changes   In direction of movement or faints/falls, which require physical support and/or safe lowering  to the floor to avoid injury to patients and staff. This may include the higher risk areas of  patients’ own homes, walking outdoors, mobilising on external steps and public footpaths.   * Frequent use of mobility aids and adaptive ADL equipment, which require manipulation   and dexterity, often manoeuvring within confined spaces or transporting equipment within  ward, department and home environments.   * Work with patients with complex mental health and challenging behaviours. * Move a range of equipment and furniture e.g. trolleys, wheelchairs, hoists and plinths. * Stand/walk for the majority of shift. * Work in confined spaces, kneeling for periods of time, stooped postures. * IT keyboard skills. * Regular housekeeping tasks such as wiping down equipment following use.   **Mental Demands:**   * Respond to frequent changes in a patient’s condition. * Often need to make quick on the spot judgements and problem solve, with outcome affecting safety of self, patients and others. * Constant awareness of risk, continuously risk assessing. * Balance clinical vs non-clinical priorities. * Awareness of team dynamics.   **Emotional Demands:**   * Support patients through episodes of bereavement or loss. * Work with vulnerable adults, dealing with patients disclosing abuse. * Deal with challenging behaviours including people demonstrating verbal and/or physical   aggression and potential for self-harm.   * Discuss sensitive issues with patients/carers/relatives and using basic counselling skills to   deal with the situation e.g. loss, spirituality, sexual needs.   * Deal with difficult situations and circumstances, e.g. unexpected organisational   complications, life events, behaviour or new demanding work challenges.   * Maintain a professional demeanour in situations of confrontation.   **Working Conditions:**   * Exposure to unpleasant odours and body fluids and actively assisting with cleansing   process (e.g. sputum, sweat, urine, faeces) on a regular basis within personal care  assessments and treatment sessions.   * Unclean and unsafe houses often unsuitable to carry out assessments in and possible   infestations and dangerous situations e.g. IV drug users, aggressive pets, smoke filled  environments.   * Increased risk of unsafe working environment within a patient’s own home for practitioner,   patient and carers – lone working.   * Risk of infection – e.g. head lice, Covid 19, C. Difficile. * Exposure to a degree of verbal abuse from patients and relatives. |

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| 12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Essential  * HND in health related subject/SCQF level 8 OR SVQ3/HNC plus evidence of   experience working within health and/or social care and managing a delegated  caseload.   * Evidence of working with older people in inpatient and/or community settings as a   Rehab Support Worker.   * Demonstrate a commitment to working collaboratively within an MDT. * Be able to work autonomously. * Effective communication skills requiring a level of English language competency, n necessary to perform this role. * Good time management skills. * IT skills. |

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| **13. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |

*For Official Use only:*

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| **Date Received:** | **Date Evaluated:** |
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