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#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Band 4 Occupational Therapy Assistant Practitioner    Responsible to: Registered Occupational Therapist  Professionally  Accountable to: Registered Occupational Therapist  Department Occupational Therapy  Directorate: CAJE 800-3077 |

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| 2. JOB PURPOSE |
| The post holder will work autonomously as part of the Occupational Therapy team, providing support to Registered Occupational Therapists to implement Occupational Therapy treatment plans. The post holder will work with the wider multidisciplinary team, carrying out a range of activities of daily living under the supervision of a Registered Occupational Therapist  Support and line management supervision is provided by the Registered Occupational Therapist.  With the supervision of the Registered Occupational Therapist, the post holder will carry their own caseload and deliver clinically effective Occupational Therapy interventions within an agreed clinical area. They will deliver individual treatment plans and interventions within their scope of clinical practise. The post holder will ensure delivery of a high standard of care, recording care delivery and reporting back as required to the Registered Occupational Therapist using client centred principles and clinical judgement to support Occupational Therapy assessment, treatment planning, and evaluation. |

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| **3. DIMENSIONS** |
| **Clinical area** – to be responsible for a designated caseload allocated by the Registered Occupational Therapist within a designated speciality and working as part of a multi-professional team.  **Staff** –It is anticipated that approximately  90% of the working week will be allocated to direct clinical interventions.  10% of the working week will be allocated to indirect clinical care, professional and service development, other duties as required. |

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| 4. ORGANISATIONAL POSITION |
| The structure chart for the specific ward / department / team can be appended |
| Occupational Therapy Manager  Team Lead Occupational Therapist  Band 6 Occupational Therapist  Registered Occupational Therapist  Occupational Therapy Assistant Practitioner |

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| 5. ROLE OF DEPARTMENT |
| Key Responsibilities of the service are;   * The provision of Occupational Therapy assessment and intervention for individuals in Ayrshire & Arran, addressing needs within the physical, psychological, environmental, cognitive, perceptual, sensory, social, self-care, domestic, communication and community living aspects of function. * The planning, development and management of services which aim to enable individuals to achieve their maximum potential in relation to occupational performance. This approach will support the facilitation of safe and successful discharges from hospital, prevention of admission to hospital and/or enabling an individual to remain safely within their community environment. * The development, implementation and management of a Clinical Governance plan to underpin the delivery of a high quality service. * Plan, design, develop and manage Occupational Therapy Services to meet service user’s needs in line with local and national strategies and priorities. * Facilitate meaningful design and redesign of services to improve experiences for service users. * Ensure multi-disciplinary, intra-disciplinary and inter-agency workings to deliver seamless care for service users. * Develop health promotion to deliver long term improvement of health. * The provision of Practice Education to students from Glasgow Caledonian University, Queen Margaret University, Robert Gordon University, Napier University and other national and international Higher Education Institutions. * To ensure therapeutic practice is delivered in accordance with the Occupational Therapy code of practice, RCOT and HCPC standards. * The service must be responsive to the overall health agenda. Professional leads and all staff grades actively participate in the implementation and management of clinical governance. |

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| KEY RESULT AREAS |
| **Clinical**   * To work autonomously under the supervision of the Registered Occupational Therapist to deliver therapeutic activities with patients/clients in order to meet individual service users goals as part of the Occupational Therapy treatment plan. * To work as a member of a team in providing a planned programme of therapeutic activities in order to implement Occupational Therapy treatment plans in a variety of clinical settings. * Under the supervision of a Registered Occupational Therapist, manage a caseload, undertaking planned group-work and/or individual activities, contributing to continuous assessment. Adjusts own clinical interventions within agreed parameters. This will be discussed with the Registered Occupational Therapist through the supervision process. * Under guidance of a Registered Occupational Therapist, contribute to formal Occupational Therapy assessments providing feedback on patient’s/ clients functional status. * Participate in the prioritisation, implementation, evaluation and modification of Occupational Therapy interventions in order to ensure that the Occupational Therapy treatment plan meets individual service users’ needs. * To communicate / liaise with and maintain good working relationships with both the Multidisciplinary Team and other Healthcare and Social Care professionals to ensure high standards of patient care. * Undertake delegated tasks to contribute to the safe and smooth running of the service. * To have an empathetic approach to patients, carers and relatives when dealing with questions and enquiries including providing information on the patient’s condition, responding to suggestions or complaints and where necessary referring them to the registered Occupational Therapist.   **Managerial**   * Maintain documentation, records and accurate statistical information to reflect care provided and meet professional standards, including digital health systems * To maintain patient confidentiality at all times and to follow information governance policies and procedures. * To adhere to the Royal College of Occupational Therapy Code of Ethics and Professional Conduct, the code of conduct for Non-Qualified Staff and all other relevant policies and procedures in order to meet statutory requirements. * To assist in the implementation of local policies and procedures relevant to area of work and to participate in Occupational Therapy and team audit and evaluation activities as agreed through supervision. * Participate in and undertake the organisational Personal Development and Performance Review System to promote personal and service developments.   **Educational**   * Participate in personal development activities, including completion of / adherence to the Professional Standards, appraisal and PDP, to maintain and develop new skills and personal growth in the workplace through relevant education and training. * To participate in the induction, training and education of students and other staff where appropriate. Assist in supporting new staff through period of induction.   To demonstrate NHS Ayrshire and Arran’s values of quality, teamwork, care and compassion, dignity and respect and openness, honesty and responsibility through the application of appropriate behaviours and attitude. |

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| 7(a) Equipment and Machinery |
| Use a wide range of equipment during therapeutic interventions. A sample of which is noted below. It should be noted that many interventions may be carried out at home or in local community venues and staff will therefore be using a wide range of equipment as expected to be found in these areas.  Deliver and monitor use of:  **Activities of Daily Living Equipment**  Dressing, feeding, toileting, bathing, kitchen, transfer and manual handling equipment, walking aids, mobility equipment e.g.: wheelchairs, hoists, electric bath chairs etc.  **Rehabilitation Equipment**  Cooking facilities, sensory equipment, communication prompts  **Creative Equipment**  General art equipment  Gardening/ hobby equipment  **Communication aids**  Telephone, computers.  **Miscellaneous**  Flipcharts, TV, video, projectors, bubbletube, fibre optics, iPad, Lone Working Devices  N.B. This list is not exhaustive and new equipment may be introduced as the organisation and technology develops, however training will be provided. |
| 7(b) Systems |
| **Daily involvement / input into:**  • Electronic patient information systems  • Electronic patient records, e.g. CAREFIRST, EMIS, CARE PARTNER, TRAK, Clinical Portal  • Patient Records  • Email / intranet / internet  • Occupational Therapy shared information, Athena  • Attendance /HR Systems  • Lone working  • Attend Anywhere  • MS Teams  Note: New systems may be introduced as the organisation and technology develops, however training will be provided. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| Workload is allocated by the Registered Occupational Therapist and performance will be reviewed as per NHS Ayrshire & Arran performance management policy.  The post holder will be expected to manage their own caseload, organise their own day to day tasks and consult with the Registered Occupational Therapist as required.  Performance will be reviewed by the Registered Occupational Therapist on an ongoing basis. Additionally there will be a yearly appraisal and performance review carried out by the Registered Occupational Therapist. Supervision/support is available as required. |

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| 9. DECISIONS AND JUDGMENTS |
| Responsible for own caseload agreed and supervised by the Registered Occupational Therapist.  Examples are as follows:  **Referrals**  Respond to referrals received by the Registered Occupational Therapist  Attend and participate in discussions Occupational Therapy referral meetings  **Clinical Care**  With supervision from the Registered Occupational Therapist, implement treatment interventions and programmes.  With guidance from the Registered Occupational Therapist, monitor and adapt interventions.  Awareness of risk to safeguard the health and safety of themselves and others, and adhere to risk management procedures.  **Seek Guidance**  Seek support/ supervision from Registered Occupational Therapy staff when experiencing concern regarding delivering delegated tasks and take to clinical supervision as appropriate.  Consulting with the multidisciplinary team and seek relevant information regarding patients' health prior to delivering care  With guidance prioritise, plan and deliver allocated workload. The post holder will be required to work without direct supervision, using own initiative, operating within the parameters set in policies, procedures and guidelines with guidance from the Registered Occupational Therapist.  Within the scope of the role, can demonstrate the ability to observe, acknowledge, recognise and escalate changes in patient condition pertaining to both the emotional and physical needs and report these to the Registered Occupational Therapist and to the multi-disciplinary team accountable for the patient’s care. |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Working with patients/clients with a variety of complex health conditions to engage them in Occupational Therapy interventions.  To form professional relationships with patients/clients/carers and communicate with them in a way that respects their views, autonomy and culture.  Working with patients, families and carers who can at times present with challenging behaviours e.g.: Alcohol/drug abuse, patients who may be distressed, anxious, terminally ill or have cognitive impairment and communication problems and / or dealing with a level of verbal abuse in the workplace.  Undertaking a physically, emotionally and mentally demanding job, whilst at the same time taking care to safeguard the health and safety of themselves and others.  To implement with support/ supervision Occupational Therapy treatment interventions within agreed parameters.  Working in community venues that are unpredictable and not secure e.g. unpredictable hazards which may occur during home visits.  Managing competing demands on time, e.g.: client care, paper work, meetings and service development whilst maintaining high standards of patient care within defined resources and escalate concerns to the Registered Occupational Therapist.  Maintaining and updating skills and knowledge relevant to the workplace. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder will communicate and liaise on a regular basis with the patient, their family, carers and other significant people and the multidisciplinary team involved in the provision of care in a professional, caring and compassionate manner.  The post holder is required to use negotiation and motivational skills when encouraging service users to participate in Occupational Therapy treatment plans.  To communicate effectively and as appropriate with Occupational Therapy staff and other multidisciplinary team colleagues on patients/clients performance and progress.  To provide input to local non clinical induction for relevant staff members/ students.  Use verbal and non-verbal skills to communicate effectively with clients and their families including those with complex needs to gain consent, co-operation with treatment and to maximise potential.  Empathise with and support patients/clients and their families in difficult or distressing circumstances.  When appropriate, provide advice to others in relation to the purpose/referral procedure for Occupational Therapy.  Promote and develop good working relationships with patients, staff and visitors and between the ward / department and other services.  Use verbal non-verbal and written communication to a high standard, taking account of communication barriers e.g. where English is not the person’s first language, people with hearing difficulties etc. and communicate effectively to deliver person centred care at all times.  Communicate promptly and effectively with the Registered Occupational Therapist and other relevant professionals regarding the patient’s clinical condition / any deviation in clinical tests / workload pressures or other care concerns.  Communicate with the Registered Occupational Therapist for advice regarding education and training issues relevant to patient management and personal development. |

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| 12. Physical, Mental, Emotional and Environmental Demands of the Job | |
| **The post holder will be required to maintain knowledge and skills in order to meet the following, which may form duties on either a regular or less frequent basis.**  **PHYSICAL EFFORT/SKILLS:**  There is a requirement for light to moderate physical effort – breakaway skills are required.  There is a need to drive – all weathers and road conditions  Manual dexterity will be necessary for activities such as computer skills, fitting of equipment and activity based interventions.  The post holder will be provided with training in the use of range of equipment and be able to demonstrate manual dexterity in the use of equipment.  Manual effort required in the transportation of resources for group activities, for example, ADL (activities of daily living) equipment, creative equipment, sensory equipment, rehab/treatment equipment, flipcharts, easels, digital equipment, chairs and tables.  Moving and handling of patients using mechanical aids  Therapeutic handling and manoeuvring of patients  Push trolleys, wheelchairs, - lift wheelchairs in/out of car  Working in confined spaces, kneeling for periods of time  Manual dexterity in the use of digital equipment, preparation and management of the healthcare environment and equipment used.  **MENTAL EFFORT/SKILLS:**  There is a constant requirement for concentration skills and observation skills.  Ability to deal flexibly with frequently changing situations and unpredictable events (e.g. falls, patient illness) prioritising demands of clinical and non-clinical workload.  The post holder will be required to use acquired skills to motivate difficult to engage patients/clients.  Constant awareness of risk, continually risk assess and responds appropriately.  Ability to make immediate decisions, with outcomes affecting safety of self, patient and any others.  Ability to work with physically, psychologically and cognitively impaired patients.  Ability to work with patients that present as having suicidal ideation and escalate risk as appropriate.  Use de-escalation skills and identify potential triggers to prevent situations from becoming volatile.  Evaluate and manage demands of transporting patients/clients in car/taxi who may have unpredictable or aggressive behaviour.  Work within national legislation e.g. Mental Health (Care and Treatment) Act (Scotland) 2003, Royal College of Occupational Therapy Professional Standards and Code of Conduct and NHS Ayrshire and Arran/ NAHSCP Policy and Procedures.  **EMOTIONAL EFFORT/SKILLS:**  Post holder may require to work with patients with challenging and unpredictable behaviours, including those demonstrating verbal and/or physical aggression and potential for self-harm.  Post holder may require to work with patients and carers who are experiencing difficulties due to bereavement.  Post holder may also require to use acquired skills when discussing sensitive issues with client/patients/carers.  Supporting new staff and students.  **WORKING CONDITIONS**  Post holder may have frequent exposure to unhygienic and hazardous environments when carrying out home visits, such as exposure to unpleasant odours and body fluids and exposure to infestations within community and home visits.  There may be exposure to inclement weather conditions when carrying out community visits. | |
| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRES TO DO THE JOB** | |
| **Qualifications and experience:**  Effective communication skills, both oral and written – accurately record/report outcome of sessions/interventions  IT skills.  Driving license essential.  An understanding of relevant medical/psychiatric conditions.  Previous experience as an Occupational Therapy support worker or other relevant role is desirable.  Post holder will be trained to Senior HCSW/SVQ/SCQF or HNC level or have equivalent training or experience.  Participate in continuing professional development/personal development plan, demonstrating ongoing development of skills and knowledge through the supervision process, within own specialist area.  Completion and maintenance of statutory & mandatory learning activities.  This post holder is able to work within the scope of their practice under direct and indirect supervision from a Registered Occupational Therapist, as part of a team (training will be provided).  **Skills required**  Can demonstrate a range of core skills to competently undertake patient care and other tasks and activities.  Effective written and verbal communication skills.  Ability to work with people and as part of a multidisciplinary team.  Ability to show initiative and work without direct supervision as required, on a daily basis.  Organisational and time management skills.  PC skills.  **Training and personal development**  Completion of in house training programme as required.  Continues to develop knowledge and practice through a combination of instruction, on the job learning, attending teaching sessions and study days, where appropriate. | |
| **13. JOB DESCRIPTION AGREEMENT** | |
| Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |
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