

Recruitment Person Specification Band 6 Occupational Therapist

	Essential	Desirable
Qualifications/Training	1. Degree / Diploma in Occupational Therapy and HCPC registration	6. Evidence of relevant professional development
Experience	2. Experience working with orthopaedic patients. 3. Experience of carrying out and implementing service improvement projects.	7. Evidence of teaching and presentation skill 8. Experience with complex rehabilitation patients.
Skills/Knowledge	4. Ability to demonstrate leadership skills Computer literate.	
Additional job requirements Eg. car driver, unsocial hours	Flexible with working hours. Required to participate in seven day working rota.	
Any other additional information	5. Evidence of good and relevant supporting statement (Max 400 words), including a paragraph on the role of Occupational Therapy in critical care	

JOB DESCRIPTION

1.JOB IDENTIFICATION	
Job Title:	Band 6 Occupational Therapist
Accountable to:	Occupational Therapy Lead
Department(s):	Rehabilitation
Job Reference number (coded):	040627

2. JOB PURPOSE

To assist in developing and implementing a fully comprehensive Occupational Therapy service for ICU and HDU, and delivery of established Occupational Therapy service within orthopaedic and cardiothoracic wards.

To work as a member of the rehabilitation and multi-professional team (MPT) in the hospital and in partnership with other health boards and external agencies to deliver an effective and efficient service that meets the needs of patients referred to the Golden Jubilee National Hospital.

3. ORGANISATIONAL POSITION

Head of Operations

Head of Rehabilitation

Occupational Therapy Lead

Cardiothoracic

Orthopaedics

Clinical Specialist

Band 6 (6 - 3.9 WTE)
THIS POST


Band 5 (1)

Band 5 (2.8)

Band 4 (1.2)

Band 3 (2.6)

The Golden Jubilee Foundation is the brand name for the NHS National Waiting Times Centre.
Golden Jubilee National Hospital Charity Number: SC045146



4. SCOPE AND RANGE

and the Wards and provide some cover for general surgery / orthopaedic as required

- Provide specialised Cardiothoracic service to ICU / HDU
- Provide professional Occupational Therapy services to orthopaedic, cardiothoracic and general surgery patients treated at GJNH.
- Resource consciousness in ordering equipment essential to support the discharge process and budget awareness both in relation to the departmental budget and also that of external agencies.
- Reports to the Occupational Therapy Lead
- On occasions may be required to co-ordinate team activity in the absence of the Lead Occupational Therapist / Clinical Specialist
- Co-ordinate with other team members the supervision and development of less experienced therapists, rehabilitation assistants, students and bank staff.
- Involved in Student Education, preparing materials, planning learning opportunities, supervising and evaluating activities
- Complete own timesheet

5. MAIN DUTIES / RESPONSIBILITIES

- With the established team, progress the development and delivery of the Occupational Therapy service
- Delivery of orthopaedic, cardiothoracic, ICU and HDU services including regular weekend and late shift working.
- Development of innovative approaches to the assessment and treatment of patients
- Collection and analysis of service data to inform service improvement using quality improvement methodology
- Work closely with other members of the multi-professional team to deliver a seamless service including the development of inter-disciplinary pathways.
- Discuss any change ideas to improve the overall service with the Occupational Therapy Lead
- Liaise directly with other healthcare professionals regarding patient assessments, treatment and progress, both in the hospital and external agencies dealing with daily issues relating to patient care
- Communicate with the Occupational Therapy Lead regarding the daily running of the service and problems as they arise.
- To undertake any other appropriate duties as required by the Occupational Therapy Lead / Clinical Specialist or Head of Rehabilitation.
- With the established team, develop and maintain clinical competencies for the clinical area
- Involved in the induction / education of new staff of similar or lower bandings, bank staff and students.
- Maintain and process clinical records in accordance with legal, professional, departmental and organisational requirements
- Actively participate in the In-service programme where appropriate and the education of professional and non-professional groups
- Maintain good working relationships with Occupational Therapists in other Health Boards nationally and keep up to date on developments in clinical practice.
- Participate in the setting, monitoring and evaluation of clinical standards, policies and procedures in accordance with clinical governance initiatives ensuring the clinical

effectiveness of the Occupational Therapy service

- Continually promote the professional role of Occupational Therapy within the multi-professional team to maximise the effectiveness of the treatment.
- Comply with GJNH and departmental Health & Safety Policies and professional practice, to ensure safe delivery of healthcare to patients and a safe and healthy working environment.
- Adherence to Infection Control Policies
- Evaluate outcomes using quality improvement methodology.
- Communicate with other healthcare professionals to achieve maximum recovery and facilitate expeditious and safe discharge in a cost-effective manner
- Responsible for Continuous Professional Development and providing a continually high standard of clinical work taking into consideration evidence based practice
- To participate in the delivery of services across seven days as dictated by service demands

6. SYSTEMS AND EQUIPMENT

- Record patient information using both manual and electronic systems and when appropriate communicate this information to colleagues in referring boards / external agencies.
- Ensure the cleanliness and fitness for purpose of the patient environment and equipment used during the rehabilitation process.
- Maintain up-to-date information on adaptive equipment and legal implications regarding referrals and the provision of equipment
- Use computer systems and software to collect and analyse data and prepare presentation material
- Maintain accurate personnel statistics and timesheets

7. DECISIONS AND JUDGEMENTS

- Work is managed rather than supervised
- Assign daily activities to the junior therapists, rehabilitation assistants and bank staff as required
- Work with members of the MPT and rehabilitation department to deliver individual treatment plans
- Assess, treat and organise / plan essential equipment for activities of daily living as required for each patient.
- Work closely with the MPT and taking a proactive role in the discharge planning process
- Responsible under “duty of care” for each patient until discharged home – i.e. ordering essential equipment following assessment
- Identify individuals with complex / long term needs making detailed recommendations regarding discharge plans including liaison with external enablement teams as appropriate
- Anticipate and respond to problems with equipment delivering, depending on patient’s home, social circumstances or locality.

8. COMMUNICATIONS AND RELATIONSHIPS

- Identify issues and problem solving as appropriate
- Complex communication involving patients, relatives, carers, the MPT, Consultants and external service providers. Can be complicated by impaired cognition, anxiety and expectation.
- Demonstrate excellent verbal and written communication skills
- Educate and motivate patients and relatives in appropriate techniques for completing essential activities of daily living and achieving maximum independence.
- Frequent conversations with equipment providers, enablement teams, social work departments and other healthcare professionals in the community. This requires communicating sensitive and confidential patient related information– referring for equipment or requesting follow-up services,
- Develop and deliver presentation and teaching materials for use in the department and the wider MPT.
- Work with the Occupational Therapy Lead / Clinical Specialist to develop and maintain a network of professional contacts and service providers.

9. PHYSICAL DEMANDS OF THE JOB

- Frequent walking around the hospital, at times carrying equipment required to assess / teach / demonstrate to patients
- Required to work in restricted space within patients' rooms and using equipment
- Frequent kneeling, sitting and standing
- Computer skills and Moving and Handling skills required frequently – daily
- Manual dexterity skills demonstrated
- Frequent and prolonged telephone and computer use
- The post holder may occasionally be exposed to unpleasant working conditions during clinical duties. This may also involve body fluids e.g. blood or vomit

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Promoting safe effective rehabilitation while enabling individuals to achieve their maximum level of independence in essential activities of daily living.
- Organising and communicating with external agencies regarding essential equipment requested for patient discharge. This can be time-consuming and frustrating due to the availability of resources and multitude of referral pathways.
- Some patients are very frail and/or elderly with multiple pathology and impaired cognitive function requiring a higher level of care and support
- With the support of the Occupational Therapy Lead; developing the Occupational Therapy service, building communication and support links with other Boards and service providers across Scotland and creating a manageable database of contacts
- Ability to use a variety of computer systems and processes in the community to link with the equipment providers and allow direct access to essential equipment
- Difficulties facilitating discharge when the patients family/friends are not available to support the process
- On occasions reduced co-operation from the patients family/friends regarding essential information required to arrange and deliver essential equipment
- Managing a busy caseload under the stress of frequent interruptions and distractions

(telephone calls/pagers)

- Responding to the demands of an unpredictable and continually changing caseload

11. EDUCATION, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Degree / Diploma in Occupational Therapy
- Member of relevant professional body (RCOT)
- HCPC (Health Care Profession Council)
- Considerable and relevant clinical experience in a range of specialities/environments.
- Recent relevant clinical experience essential.
- Evidence of Continuous Professional Development
- Computer literacy

12. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

Delivering care through collaboration

NHS Golden Jubilee

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Telephone: 0141 951 5000

www.nhsgoldenjubilee.co.uk



Chair: Susan Douglas-Scott CBE

Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

POST: Occupational Therapist

HOURS: 37.5 per week

CLOSING DATE: 17 January 2021

The Golden Jubilee Foundation welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely
Recruitment Assistant

Golden Jubilee Foundation

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- GJF operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System to:-
recruitment@gjnh.scot.nhs.uk
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude
 - Leading commitment to quality
 - Understanding our responsibilities
 - Effectively working together

Golden Jubilee Foundation

Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£31,800 to £39,169 per annum

3. Grade

This post is offered at Band 6.

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

37.5 Hours per week

6. Tenure of Employment

This post is offered on a permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

Benefits

NHS Superannuation scheme:

New entrants to the Golden Jubilee Foundation who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days' annual leave on appointment

37 days' annual leave after 5 years

41 days' annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £25 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in the Golden Jubilee Foundation, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.