

Senior Occupational Therapist Band 6 - Job Description and Person Specification

Thank you for considering a role at [Cambridge University Hospitals NHS Foundation Trust](#), which includes Addenbrooke's and the Rosie Hospitals.

About Us

The Trust is one of the largest and busiest hospitals in the country and is a leading clinical and academic centre with a national and international reputation for excellence. Recognised as providing 'outstanding' care to our patients and rated 'Good' overall by the Care Quality Commissioner, is testament to the skill and dedication of the people who work here. It is their teamwork, energy, commitment and imagination that make us one of the best hospitals in the UK.

Our Values

The Trust's philosophy is to keep the patient at the heart of everything we do and we expect staff to uphold our values of **Together - Safe, Kind, Excellent** at all times. The Trust's Values and Behaviour Standard is attached to this job description; it provides more information about the type of behaviour we expect and love to see, and those we do not want to see. In considering whether to apply for the post you should consider whether you understand and feel able to live our Values.

Supporting you to be the best you can be

The Trust is committed to bringing the best out of its employees. We want everyone who works here to enjoy job satisfaction and feel proud to be an employee of the Trust. Each pay band has a set of Performance Standards which explains the level of competency and standard of delivery required to perform the role, you can download the performance standard for this post with the application pack. The Trust is committed to providing on-going feedback, development and an annual appraisal discussion.

Your Health and Well-Being

As a world leading healthcare organisation, CUH is a champion of good health and is committed to providing a smoke free campus to protect its staff, patients and visitors. Smoking is not permitted on the CUH campus and all employees must comply with the requirements of the CUH No Smoking Policy and support the processes and practices in place in relation to patients and visitors.

Your health and well-being are important to us. If you have any concerns about a health condition or disability that you have please read the Job Description and Person Specification carefully to ensure that you would not be putting yourself at risk.

We offer an extensive staff benefits package, including, childcare, flexible-working schemes and the NHS pension scheme along with a range of facilities that includes on- site sport and leisure facilities. Do visit our website for more information about working at CUH and living in Cambridge: [Working for us](#)

Submitting your application

Please read this job description thoroughly before submitting your application. As well as meeting the essential requirements of the person specification, be sure that you can demonstrate commitment to our Values, teamwork, reliable attendance, dedication and the ability to show compassion, care and respect to our patients, visitors and colleagues.

We recommend that you download the 'Information for Applicants - Completing your application' document which provides further details about how to complete each section of your application form and further information about the application process.

Job title:	Senior Rotational Occupational Therapist
Band:	6
Hours of work:	37.5 (Full or part-time considered)
Location:	Occupational Therapy
To whom professionally accountable:	Professional Lead & Operational Manager Occupational Therapy
To whom responsible:	Occupational Therapist Team Leader
Job summary:	<p>An exciting opportunity as has arisen to work in a vibrant occupational therapy department, with rotations across a variety of clinical areas including Surgery and oncology, trauma and orthopaedics, frailty - front door, Department of Medicine for the Elderly, Medical, Neurosciences, Stroke and Rehab, Major Trauma and Rheumatology and Pain. The post holder will be required to effectively and creatively carry a full case load without direct supervision whilst developing supervisory and project/service delivery skills. Working collaboratively within a multi-disciplinary team, division and occupational therapy department.</p>

Key duties and responsibilities:

Clinical

- To provide specialised occupational therapy advice in relation to care of patients with a range of psycho-social, physical and emotional problems including terminal illness, working in an acute setting.
- To ensure safe, effective and efficient occupational therapy practice within your field of practice.
- To work independently seeking support from occupational therapy team leader when required
- To accept clinical responsibility and professional autonomy for a designated caseload of patients, from referral to discharge, and to organise this efficiently and effectively in relation to clinical priorities and use of time.
- To be professionally and legally responsible and accountable for all aspects of your own work, including the management of patients in your care.

- To undertake all stages of the Occupational Therapy therapeutic process:
 1. Referral taking and information gathering through searching clinical records and through liaison with the client, carers, and colleagues from health and other agencies.
 2. Completing assessments, through interview, observation of functional tasks and using standardised assessments
 3. Identifying needs and forming goals and plans for interventions
 4. Completing a wide range of interventions including giving advice and support, home activity programmes, rehabilitation including personal care activities, splint fabrication, equipment provision and home adaptation.
 5. Evaluate client progress through regular re-assessment and ensure continuous progression by graded activity for improving conditions or activity modification for deteriorating conditions.
 6. Discharge planning and referral onto alternative services.
- To develop skills in assessing and interpreting a range of complex factors relating to the patient's condition including diagnosis and prognosis.
- To assess & carry out tasks with patients who require physical assistance for moving and handling.
- To carry out tasks with patients who are immuno-suppressed and/or infectious.
- To accept responsibility for ensuring the effective selection, use and fitting of equipment used both in the department, wards and community (e.g. toileting equipment).
- To independently plan and carry out assessments in the patient's own home. This may involve unforeseen exposure to environmental hazards (e.g. squalid home environment).
- To assist junior/new members of staff in the formulation, progression and evaluation of treatment plans.
- To communicate effectively with patients/clients and carers to maximise rehabilitation potential whilst being realistic about patients expectations. Communication skills of persuasion, motivation, explanation and gaining informed consent will be used with a variety of patients. Barriers to effective communication will regularly be evident, e.g. sensory impairment, cognitive impairment, pain, emotional state, behavioural and communication difficulties.
- To be able to deal effectively and appropriately with patients/public who display inappropriate behaviours (e.g. physical or verbal aggression).
- To provide spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals.
- To maintain accurate and up-to-date documentation in line with Service, Trust and HCPC and RCOT requirement.
- To take responsibility for appropriate delegation of tasks to occupational therapy assistants, health care assistant and other team members.
- To ensure effective communication and collaboration takes place between yourself and members of the multi-disciplinary and multi-agency teams across hospital and community (both written and verbal). This may require communicating complex information on sensitive issues.
- To evaluate the outcome of the communications and ensure there is adequate carryover of information to enable ongoing care of patients once discharged.
- To support others and recognise the limitations of your own clinical practice and seek the advice of others as appropriate.
- To demonstrate an awareness of wider team and service issues.
- The post holder will need to be able to prioritise caseload and work flexibly around interruptions relating to patient care.
- To maintain good working relationships with the team, patients, carers and personnel from other agencies
- To be able to travel independently when visiting patients in the community.

Educational

- To maintain your own continuing professional development (CPD) by maintaining an awareness of new trends and developments and to incorporate them as appropriate into your practice.
- To ensure fitness to practice as an OT in relation to HPC, through providing evidence of continuing professional development (e.g. portfolio) through reflective practice and clinical supervision.
- To maintain an awareness of current developments within the field of practice, disseminate information, and ensure that your practice and that of other therapists in your team is based on the best available evidence.
- To measure and evaluate your work and current practices through the implementation of Evidence based practice projects, audit and outcome measures.
- To demonstrate a sound understanding of Clinical Governance and Risk Management, and apply this to the work situation.
- To participate in the trust appraisal and personal development programme (as both appraiser and appraisee), and to assist junior and support staff with their personal and professional development as appropriate.
- To participate in clinical shadowing experiences for OT students/other healthcare professionals/work experience, and to explain the role of the occupational therapist to departmental visitors.
- To actively engage in the process of receiving regular supervision from occupational therapy team leader.
- To supervise junior occupational therapy staff and occupational therapy assistants working within your team where appropriate.
- To be responsible for the supervision and evaluation of OT students on fieldwork placements within your team.
- To be an active member of the service's in-service training programme by the attendance and presentation at staff meetings, team education tutorials and external courses.
- To actively contribute to the development of the service by participation in working groups.
- To demonstrate an understanding of national service frameworks, other government documents and legislation relating to health, social care, housing and education if appropriate and their impact on occupational therapy service provision within your area.
- To be responsible for keeping up to date with own mandatory training.

Managerial

- To be responsible for band 5 occupational therapists, Occupational Therapy support workers, & Occupational Therapy students.
- To plan and participate in the induction and in-service training programme for new team members in accordance with the service's policies and procedures.
- To provide verbal feedback to colleagues regarding participation in working groups.
- To participate in service developments.

Professional

- To promote Occupational Therapy.
- To comply with the HPC and COT Code of Ethics and Professional Conduct. To maintain accurate statistical records of patient activity using various patient IT systems and data bases.
- In the absence of the senior therapist to plan and prioritise the workload of your team in relation to patient management and use of time.
- To balance clinical priorities and professional demands, and ensure that these remain in accordance with the service policies.
- To be responsible for a safe environment, recognising patients' requirements for privacy and dignity.
- To recognise and comply with departmental procedure for positive reporting including booking annual leave, sickness and absence reporting.
- To ensure the effective selection and appropriate use of treatment resources.
- To maintain an awareness of resources available as part of clinical reasoning and decision making.
- To follow organisational policies regarding financial and requisitioning procedures.
- To ensure the appropriate recommendation supply/purchase of equipment in accordance with eligibility criteria.
- To ensure equipment used in the assessment and treatment of patients is fit for the purpose and notify the appropriate personnel of any faults that require repair or attention.
- The post holder must at all times carry out his/her duties with due regard to the Trust's Equal Opportunities Policy.
- To observe service and trust policies and procedures and bring them to the attention of all staff working in the clinical area.
- It is the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff.

- It is the responsibility of the post holder to ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work.
- All staff who have access to or transfer data are responsible for that data and must respect confidentiality and comply with the requirement of the Data Protection Act 1998, in line with the Trusts policies.
- All staff are required to comply with the requirements of the Freedom of Information Act 2000 in line with Trust Policy.
- To work flexibly in accordance with service needs including on-call, out of hours, bank holidays and weekends.
- When working with children and young people the post holder is required to work to policies and procedures relating to child protection that have been agreed by the Trusts and the Cambridgeshire Area Child Protection Committee.
- Any other duties which may be required from time to time.

This job may involve frequent exposure to unpleasant working conditions on regular daily basis and may involve exposure to bodily fluids including sputum, vomit, urine and unpleasant smells and occasionally exposure to verbal and physical aggression.

The job may also involve working in patients' own homes and other community settings which may be distressing or emotionally challenging, physically demanding or restrictive. This will require an awareness of risk situations for self, patients and others. It will also involve frequent handling, transporting and installing a range of equipment and patients.

General Compliance:

1. To comply with all Trust Policies and Procedures, with particular regard to

- Risk Management	- Health & Safety	- Information Governance
- Confidentiality	- Data Quality	- Freedom of Information
- Equal Opportunities	- No Smoking	- Being Open: a duty to be candid
2. All staff have a responsibility to comply with the current infection prevention and control policies, procedures and standards and ensure they have received training on infection prevention and control issues including hand hygiene and received refresher training appropriate to the job role. All staff should practice and encourage appropriate hand hygiene and act professionally to ensure the hospital environment is clean, safe and tidy.
3. To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
4. To follow all the Trust Security policies and procedures and be vigilant to ensure the safety and secure environment for care.
5. All staff that have access to or transfers any data are responsible for those data, it must be kept secure and they must comply with the requirements of the Data Protection Act 2018 and the General Data Protection EU Directive (GDPR). All data must be kept in line with the Trust's policies and procedures. Data includes all types of data i.e. patient, employee, financial, electronic, hard copies of printed data or handwritten data etc.
6. The post holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities.
7. The Trust is committed to carefully screening all staff who work with children and vulnerable adults. If this applies to this post, the appointment will be subject to a satisfactory Disclosure and Barring Service disclosure (formerly the CRB disclosure) of the appropriate Level.
8. All staff will receive training on Child Protection -Safeguarding Children Policies and Procedures as part of Induction and receive refresher training appropriate to the job role; this will equip the post holder with the knowledge of what you will need to do if you have concerns about the welfare of a child/young person under aged 18.
9. Participate in an annual Appraisal and Development Review meeting and ensure you are meeting the Trust's Performance Standard for the post.
10. CUH is a smoke free campus. All employees must comply with the requirements of the No Smoking Policy and support the processes and practices in place in relation to patients and visitors
11. To uphold the Trust Values and Behaviours standard.
12. Perform any other duties that may be required from time to time.

Every post holder can make a difference to a patient's experience. You will come across patients as you walk around the hospital; we rely on all our staff to be helpful, kind and courteous to patients, visitors and each other.

This job description may be altered to meet changing service needs, and will be reviewed in consultation with the post holder.