

## Clinical 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.

<b>Job title:</b>	<b>Occupational Therapist</b>
<b>Band:</b>	<b>5</b>
<b>Hours of work:</b>	<b>37.5 (Full and Part Time hours considered)</b>
<b>Location:</b>	<b>Occupational Therapy</b>
<b>To whom responsible:</b>	<b>Occupational Therapist Team Leader</b>
<b>Job summary:</b>	<p><b>This rotational, developmental post for new graduates will enable Occupational Therapists to build their clinical expertise and develop a good grounding of clinical skills. The post holder will rotate at 6 monthly intervals through a selection of the main clinical areas of Community Rehabilitation, Major Trauma, Department of Medicine for the Elderly, Hands, Surgery and Oncology, Medical, Neurosurgery, Orthopaedics, Frailty front door and Stroke and Rehabilitation.</b></p> <p><b>The post holder will ensure a safe, efficient and effective delivery of occupational therapy and work collaboratively with multi-disciplinary and multi-agency teams. The post holder will be supervised by more senior members of the Occupational Therapy Team.</b></p>

**Key duties and responsibilities:**

**Clinical**

- To ensure safe, effective and efficient occupational therapy practice within your assigned caseload in the department, ward, or community.
- To work under the supervision of a senior therapist.
- To work towards the acceptance of 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, 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 accept responsibility for ensuring the effective selection, use and fitting of equipment used both in the department, wards and community (e.g. hoists).
  - To independently plan and carry out assessments in the patient's own home. This may involve unforeseen exposure to environmental hazards (e.g. unhygienic home environment).
  - To communicate effectively with patients and carers to maximise rehabilitation potential. 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 (physical or verbal aggression) with the support and guidance from the supervisor.
  - To provide 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 Royal College of Occupational Therapy (RCOT) requirements.
  - To take responsibility for appropriate delegation of tasks to occupational therapy assistants.
  - To ensure effective communication and collaboration takes place between yourself and members of the multi-disciplinary and multi-agency teams across hospital and community. This may include verbal communication (e.g. case conferences, telephone) and written communication (e.g. report writing).
  - To support others and recognise the limitations of your own clinical practice and seek the advice of others as appropriate.
  - To develop an awareness of wider team and service issues.
  - 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 appropriate recommendation, supply/purchase of equipment in accordance with eligibility criteria.

## **Educational**

- To participate in the induction and in-service training programme for new team members in accordance with the service's policies and procedures.
- To participate in clinical shadowing experiences for Occupational Therapy students/other healthcare professionals/work experience, and to explain the role of the occupational therapist to departmental visitors.
- To be responsible for the supervision and evaluation of Occupational Therapy students on fieldwork placements within your team where appropriate, with the support of senior therapists.
- To assist senior staff in the training of students and support staff.
- 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 as appropriate.
- To provide verbal feedback to colleagues following participation in working groups.
- To participate in service developments in association with senior therapists and management team.

## **Professional**

- To promote Occupational Therapy.
- To comply with the Health Care Professionals Council (HCPC) and RCOT Code of Ethics and Professional Conduct.
- To undertake a variety of rotational posts which will provide a broad base for both personal and professional development.
- 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 Occupational Therapist in relation to HCPC, through providing evidence of continuing professional development (e.g. portfolio) through reflective practice and clinical supervision.
- To maintain an awareness of current developments within your current rotation, disseminate information, and ensure that your practice is based on the best available evidence.
- To participate in the measurement and evaluation of your work and current practices through the implementation of Evidence based practice projects, audits and outcome measures.
- To demonstrate a sound understanding of Clinical Governance and Risk Management, and apply this to the work situation in conjunction with the Clinical Governance Lead.
- To participate in the trust appraisal and personal development programme, and in so doing to identify objectives for personal development together with the senior therapist whilst on each rotation.
- 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 maintain accurate statistical records of patient activity using various patient Information Technology systems and data bases.
- To plan and organise your workload 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 work flexibly in accordance with service needs including on-call, bank holidays and weekends as these services are developed.
- To be able to travel independently when visiting patients in the community.
- Any other duties which may be required from time to time.

**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.**