

## Job Description

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**Role Title:** Rotational Occupational Therapist

**Band:** NHS Band 6

**Responsible to:** Team Leader

**Accountable to:** Clinical Director

### Our Vision, Mission, Values and Behaviours

At UHCW our vision is to become a national and international leader in healthcare. As such our mission is to: *Care, Achieve and Innovate*. We can achieve our vision and mission by providing and improving quality of care and services, encouraging creativity and embracing research and learning.

Our mission is underpinned by our clear set of values and associated behaviours; *Compassion, Openness, Pride, Partnership, Improve, Learn and Respect*.

As an employee of our Trust you will be accountable for upholding the Trust's values and be responsible for your own attitude and behaviour.

### Job Summary

- To provide an accomplished therapy service whilst on rotation in the designated specific areas. This includes working 5 days over a 7 day working week.
- To plan and implement appropriate discharges through comprehensive holistic assessments and knowledge of discharge pathways.
- To participate in the Occupational Therapy 9-12 monthly rotational scheme. This involves working in a range of clinical settings throughout the hospital and the community.
- Manage a caseload of patients with varying diagnosis and or /complex needs with a range of disabilities including physical, learning and mental health disabilities, using evidence based/ client centred principles to assess, plan, implement and evaluate interventions in a defined clinical area.
- Provide a planned programme of therapeutic interventions to maximise functional ability, to enable the person to achieve optimum control of their lives, reduce dependency and increase independence.
- Ensure development of junior staff through supervision, training and annual appraisal.
- Participate in the planning, development and evaluation of clinical practice & service development within area.
- Contribute to the maintenance and development of the Trust Occupational Therapy service.
- Take a lead for information management to ensure high quality data which is recorded, evaluated & reported in a timely manner.



### **Main Duties/ Responsibilities**

As part of our commitment to patients and delivery of a world class service for all we have created the UHCW Improvement (UHCWi) System in partnership with the Virginia Mason Institute in Seattle; this involves a structured approach to removing waste and putting the patient first using a lean management system and methodologies. Our culture and ways of working reflect and embed the practices and methodologies of UHCWi. You are expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses is considered essential and a pre requisite for this post.

### Clinical

1. Be professional, legally responsible & accountable for all aspects of own work and activities, to manage clinical risk within own clinical caseload.
2. Carry a clinical caseload of highly complex patients, provide advanced therapeutic assessment & evaluation and provide detailed written treatment plans with patient centred goals working within ward / department areas.
3. Work as an autonomous practitioner and member of the multidisciplinary team, contributing to team discussions and influencing decisions about patient care programmes, taking on the role of care co-ordinator and/ or vocational lead where relevant.
4. Carry out treatment, using a broad variety of modalities and clinical reasoning to allow selection of the most appropriate technique evaluating, modifying and recording all interventions and outcomes & adapting them to meet the needs of the patient.
5. Use highly developed manual treatment skills requiring coordination, sensation & dexterity.
6. Support the production of an annual report specific to own clinical area & participate in the delivery of the Therapy business plan.

### Professional

7. Work in accordance with COT & HCPC rules of professional conduct and within local care pathways, policies and standards.
8. Establish and maintain effective communication networks with patients, carers, MDT, other workers and agencies across health, social care and the private sector locally and regionally.
9. Promote awareness of the role of Occupational Therapy.



10. Network nationally across other Occupational Therapy providers and educators for the development of best practice & improve service delivery for patients.
11. Be responsible for own personal development in order to establish and maintain competence and fitness to practice as a Specialist Occupational Therapist in own specialist area. To maintain a professional evidence based portfolio, meeting the requirements of the HPC.
12. Be responsible for the supervision and written assessment of Occupational Therapy students on practice placement within the Trust.
13. Contribute to the Trust's Divisional and Team's clinical governance arrangements and quality agenda, including the setting and monitoring of practice standards, clinical risk's, CAE & Health & Safety.
14. Be involved / assist in the recruitment and selection of junior staff.

#### Organisational

15. Take the lead for information management within area of responsibility to ensure high quality up to date written and electronic (where available) records and activity data are maintained in accordance with Professional and Trust standards & produce in a timely manner.
16. Collate, interpret and analyse activity data and report on findings for service development & provide specialist reports on patient & service related issues as required.
17. Initiate the planning, evaluation and audit of practice, clinical pathways and protocols using where appropriate national guidelines / legislation within area of speciality, disseminating findings at local / national level.
18. Participate in the operational planning and implementation of policy and service development within specialist clinical area, undertaking delegated projects and participating in strategic meetings as required by the Therapy Service Manager.
19. Be aware of and assist with managing resources and equipment necessary to meet service needs in clinical area reporting any faults.

#### Other duties

20. Work at weekend & out of hours as appropriate & necessary in unfamiliar areas with complex cases requiring rapid assessment caseload & prioritisation skills.
21. Accept responsible delegated tasks within the overall management of the Therapy service.

#### **Contractual Responsibilities**



#### Confidentiality

The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other Health Services business.

#### Health and Safety

All staff must be familiar with the Trust Health and Safety Policy, including a thorough understanding of personal responsibilities for maintaining own health and safety and others.

#### Risk Management

All staff need a basic working knowledge of risk management to enable them to participate in identification and control of all business risks that they encounter in their area of work.

#### Equality and Diversity

Everyone has the opportunity to be treated with dignity and respect at work and has a clear responsibility to comply with the detail and the spirit of the Dignity at Work Policy.

#### Infection Control and Prevention

The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.

#### Safeguarding Vulnerable Adults and Children

The Trust is committed to ensuring the safeguarding of vulnerable adults and children in our care. All employees are required to be familiar with their responsibilities in this area and to raise any concerns as appropriate

#### Conflict of Interest

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest possible standard. Equally, the trust is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Financial Instructions require any officer to declare any interest, direct or indirect, with contract involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

#### Working Time Regulations

The 'Working Time Regulations 1998 require that you should not work more than an average of 48 hours in each working week. For example, in a 26 week period you should work no more than 1248 hours. Employees may choose to opt out by providing written notification as appropriate.

**The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.**



### Person Specification

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Criteria	Essential Criteria	Desirable Level
<b>Qualification /Training</b>	<ul style="list-style-type: none"> <li>BSc Occupational Therapy and evidence of post graduate training in relevant specialist area/HCP registration</li> <li>Fieldwork education training or willingness to complete within one year</li> </ul>	<ul style="list-style-type: none"> <li>Formal post grad training relevant to area</li> <li>First line management course</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Recent and substantial working experience of specific /specified area or relevant associated area</li> <li>Documented evidence of continuing professional development.</li> <li>MDT Working.</li> <li>Experience of service improvement</li> </ul>	<ul style="list-style-type: none"> <li>Experience of managing staff</li> <li>Experience of integrated working</li> <li>Experience of change management</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Specialist knowledge of Occupational Therapy assessment and treatment and how to apply this effectively within specialty</li> <li>Specialist knowledge of Occupational Therapy role within an acute setting</li> <li>Awareness of the service and specialties of UHCW.</li> <li>Knowledge of current best practice in Occupational Therapy and its application.</li> <li>Effective planning, evaluation and co-ordination of treatment.</li> <li>Applied knowledge of relevant legislation including CPD and risk assessment and management.</li> <li>Knowledge of the principles of clinical governance and its application</li> <li>Knowledge of relevant legislation and current thinking relating to social care provision e.g. Direct Payments</li> </ul>	





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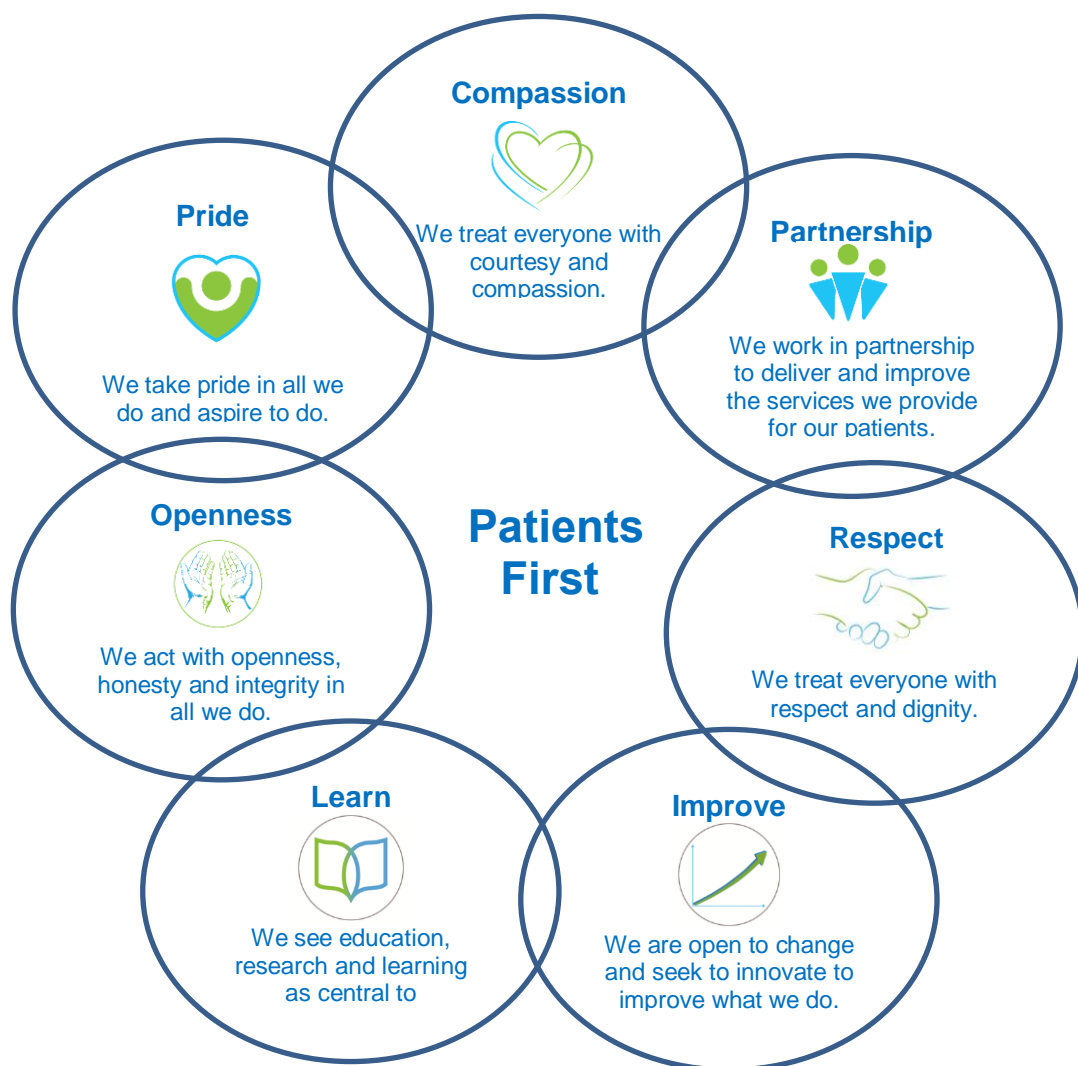
	(Community Care) Act 1996, Personalisation Agenda. Care Act 2014. House Regeneration Act 2008.	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Effective legible written and verbal communication skills.</li><li>• Ability to work single handed with individuals and groups.</li><li>• Ability to work autonomously and manage own workload effectively, determining priorities.</li><li>• Ability to work under pressure.</li><li>• Specialist clinical reasoning skills</li><li>• Ability to reflect and critically appraise own performance.</li><li>• Good IT skills</li><li>• Demonstrates initiative.</li><li>• Problem solving or solution based approach to challenges.</li><li>• Self-motivated and able to motivate others.</li><li>• Able to carry out concurrent activities (multi-tasking).</li><li>• Presentation and training skills</li><li>• Supervisory/appraisal skills</li><li>• Audit</li></ul>	<ul style="list-style-type: none"><li>• Offers innovative ideas for practice or service development</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Good personal organisational skills</li><li>• Demonstrates initiative</li><li>• Proven ability to build effective working relationships</li><li>• Good interpersonal skills</li><li>• Able to work as part of a team</li></ul>	Membership of Professional Body Membership of special interest group
<b>Commitment to Trust Values and Behaviours</b>	<ul style="list-style-type: none"><li>• Must be able to demonstrate behaviours consistent with the Trust's values. (As detailed in UHCW's <i>Values in Action</i> document below)</li></ul>	







# Our Values





# Our values in action

**We live our values in action in our work with patients, visitors and colleagues.**

**Some of the things you will see include UHCW staff:**

- ✓ Being polite and introducing ourselves to everyone we meet
- ✓ Treating everybody as individuals and respecting their needs
- ✓ Being approachable, caring and helpful at all times
- ✓ Communicating openly with patients, visitors and colleagues, respecting confidentiality and privacy
- ✓ Taking the time to actively listen and understand individual needs
- ✓ Being open and honest
- ✓ Having honest conversations at all times
- ✓ Acknowledging that we don't always get it right
- ✓ Speaking out when we see things aren't right and supporting others to do the same
- ✓ Giving praise and saying thank you for a job well done
- ✓ Celebrating and recognising personal, team and organisational achievements
- ✓ Using the skills, experience and diversity of staff to better deliver our objectives and services
- ✓ Actively working with patients and visitors to improve services
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW
- ✓ Taking personal responsibility for our own learning
- ✓ Keeping up-to-date with mandatory and professional development
- ✓ Developing ourselves and others, independent of our job role or profession
- ✓ Taking personal responsibility to make improvements by suggesting new ways of doing things
- ✓ Taking opportunities to learn with and from others
- ✓ Embracing change and supporting others through it
- ✓ Putting in place ways to receive feedback and acting to change things
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW
- ✓ Sharing learning with others
- ✓ Working across boundaries to improve the experience of patients, visitors and colleagues

