

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	COMMUNITY & CHILDREN'S SERVICES
Division:	ADULT SHORT TERM INTERVENTION
Section:	VISION PRODUCTS
Sub Section:	BUSINESS
Post Title:	SENIOR OCCUPATIONAL THERAPIST
Vision Post Number:	15825
Grade:	GR12
Responsible to:	BUSINESS MANAGER
Posts Reporting to this Post:	NONE
Team:	
DBS Required Level:	ENHANCED
Location:	VISION PRODUCTS
Date of Description:	2018

KEY OBJECTIVES

SENIOR OCCUPATIONAL THERAPISTS FULFIL DUTIES, ROLES AND RESPONSIBILITIES IN LINE WITH THOSE DESCRIBED FOR COMMUNITY OCCUPATIONAL THERAPISTS (PLEASE SEE SEPARATE DOCUMENT APPENDIX 1). HOWEVER THEY PERFORM ADDITIONAL DUTIES AND FUNCTIONS WHICH REFLECT THEIR ABILITY TO UNDERTAKE OCCUPATIONAL THERAPY PRACTICE AT ITS MOST COMPLEX.

TO ENSURE THAT EQUIPMENT ORDERED ACROSS THE PARTNERSHIP MEETS THE STANDARD REQUIREMENTS OF THE RCT, MERTHYR AND BRIDGEND COMMUNITY EQUIPMENT SERVICE PARTNERSHIP.

SPECIFIC RESPONSIBILITY

Carrying a complex caseload.

Acting as a resource for staff and management, including care management / primary care, teams to provide expert professional advice on individual cases.

Contributing to investigations of Vulnerable Adult complaints as appropriate.

Chairing meetings as appropriate e.g. The Equipment Prescribers Group.

Contribution to working parties and steering groups in relation to developing partnerships, joint working processes, developing practice and planning and development of services e.g. The Equipment Catalogue, bundling of stock and criteria's across the Partnership.

Promoting high standards of professional practice including assessment, planning and the importance of good record keeping.

Providing general support and guidance to Occupational Therapists and other staff, including coaching and mentoring.

Undertaking casework supervision with Occupational Therapists/ OTAs and CCWs. Alerting the Team Manager to poor performance.

Joint or co-working with less experienced staff including supporting at meetings and court proceedings dealing with complex issues.

Acting as field- work educator, mentor or other formal role to support the provision of learning opportunities for both qualified and unqualified staff.

Designing, organising, delivering and evaluating training programmes for the community equipment partnership.

Being involved in research and promoting evidence informed practice. Having a designated champion role for particular areas of practice.

To assist in the recruitment of new staff.

To provide oversight and advice to prescribers on the ordering of equipment to ensure where possible existing stock is utilised whilst ensuring service standards and guidelines are maintained.

To scrutinise special orders prior to purchase to ensure no alternative exists which is more cost effective/or available from stock to ensure value for money.

To work with the Service Provider in undertaking a review of stock within the service specifically slings, through identification of the products and ensuring the information is available to partners following the review along with recommendations on the way forward.

To link with the Senior OT initially in GWICES with a view to working with other Partnerships across Wales to develop the exchange of equipment across Partnership areas.

To carry out health and safety responsibilities in accordance with the Division's Health and Safety Responsibilities document.

Senior Occupational Therapists will be required to fulfil certain roles and responsibilities that support the management process for the Occupational Therapy Services Team (ACE). These duties will enable them to gain experience of a management role and will afford career development opportunities as well as supporting the Team Manager in achieving efficient and effective service delivery from the team.

Duties include:-

Undertaking line management responsibilities for one or more members of staff.

Formally supervising the work of other Occupational Therapy services staff.

Screening and allocating referrals

Identifying staff training and development needs.

Leading or assisting in practice development and special projects

Contributing to the development of policies and procedures.

Supporting Performance Management arrangements for the team.

Ensuring a high standard of data collection and record keeping.

Ensuring statutory duties and directorate policies and procedures are implemented.

As a registered Occupational Therapist, the individual practitioner is required to demonstrate Continuing Professional Development that will meet the requirements of the Health Professions Council (HPC). This is not based on a set number of hours per year but on ongoing learning and development with a focus on individuals' learning achievements and how these enhance service delivery either directly or indirectly.

Occupational Therapy has become more specialised in the last few years and it is important that the core skills and knowledge are shared between Occupational Therapists in different areas of specialism.

Any other duties commensurate with the grade as directed by the line manager, or as a mutually agreed development opportunity.



All staff working for the authority are expected to respond appropriately to any concerns that they have regarding the abuse/ inappropriate treatment of vulnerable adults/ children or young people. This will usually mean alerting their line manager. The protection of vulnerable people is a core responsibility at all times.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).



PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	<p>Degree/Diploma in Occupational Therapy.</p> <p>Knowledge of relevant Housing and Social Care legislation.</p> <p>Knowledge of Occupational Therapy standards, procedures and information.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills.</p>	<p>Knowledge of the integrated community equipment service.</p> <p>Knowledge of the National Minimum Standards for Community Equipment.</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
EXPERIENCE	<p>Experience of working with a range of partners and therapists both health and social care.</p> <p>Experience of managing and implementing change.</p> <p>Experience of a range of I.T. systems to include word and excel.</p> <p>Experience of providing management information in a variety of formats.</p> <p>Relevant post qualifying experience.</p>	<p>Experience of budget management.</p> <p>Experience of staff/team development.</p>
COMPETENCIES		
Working with Partners	<p>Sees other partners as professionals, and is respectful towards them.</p> <p>Learns from partners.</p> <p>Recognises the value and expertise of others within the wider environment.</p>	

Communicating Effectively	<p>Produces clear, accurate and up-to-date reports and records.</p> <p>Communicates clearly and concisely.</p> <p>Keeps a flow of information going to allow quick resolution of issues or queries.</p>
Working with Change	<p>Makes changes and ideas a reality, and helps to make them work.</p> <p>Has creative and different ideas about how to move things forward in service areas.</p> <p>Is able to 'sell' positive aspects of change to others.</p>
Achieving Results	<p>Is positive and creative about what can be achieved with existing resources/budgets.</p> <p>Takes responsibility.</p> <p>Meets all key deadlines.</p>
Encouraging Professional Development	<p>Participates in regular reviews and supervisions to identify goals and areas for development.</p> <p>Keeps professional development (CPD) up-to-date.</p>
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>Continuous registration with the HPC</p>