

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	COMMUNITY AND CHILDREN'S SERVICES
Division:	ADULT SHORT TERM INTERVENTION
Section:	ACCESS & ENABLEMENT
Sub Section:	Intermediate Care and Rehabilitation
Post Title:	Occupational Therapist
Vision Post Number:	13087
Grade:	GR11
Responsible to:	Support@home Manager
Posts Reporting to this Post:	
Team:	Intermediate Care and Rehabilitation
DBS Required Level:	Enhanced
Location:	Ty Elai
Date of Description:	July 2019

KEY OBJECTIVES

The Reablement team is part of a progressive and forward thinking service and one of its aims is to be able to respond rapidly to the needs of vulnerable adults on a 365 day a year basis. The role of the Occupational Therapist will be integral to this and therefore candidates will need to take part in an out of hours duty response rota.

- **To have an extensive knowledge of all areas of occupational therapy effective in the treatment and management of individuals requiring rehabilitation in the community.**

- Use the Occupational Therapy process autonomously in various settings, including lone working in the community in service users' homes.
- Manage a defined caseload in providing an assessment, rehabilitation and intermediate care service to people referred to the team
- Use evidence based practice/service user centred principles to assess, plan, implement and evaluate interventions in hospital and community settings.
- Maintain clinical records according to local and professional guidelines.
- Develop expert skills and knowledge through an agreed personal development plan.
- Provide leadership for less experienced qualified staff and support staff through supervision and allocation of work.
- Supervise students as an accredited practice educator who adheres to the requirements of the defined standards of practice and supervision.
- Provide evidence based training and clinically supervise the delivery of competency based practice to less experienced registered staff and support staff.
- Collaborate with the multi-disciplinary team involved with the provision of health and social care services to service users. This will include hospital staff, intermediate Care Managers, care managers, 3rd sector organisations and primary care.
- Contribute to the review and development of secondary and local authority therapy services.
- Develop local networks with other teams providing similar services, contributing to the wider professional network.
- To act as a resource, disseminating information on current practice to colleagues, the general public, and other health care professionals.

SPECIFIC RESPONSIBILITY

CLINICAL

1. Assess an individual's needs using: observation skills; interview techniques; standardised and non standardised assessments. Individuals may be tearful, angry, frightened, upset or confused during the assessment, therefore excellent communication skills (verbal and non verbal) are necessary to manage this.
2. Use advanced clinical reasoning skills and assessment techniques to identify barriers to improved health and well being status and functional independence.
3. Carry out assessments and interventions within designated target times, requiring excellent time management skills.
4. Use validated service user outcome measures e.g. MOTOM
5. Collaborate with Health professionals, Care Management, and wider network agencies involved, as part of the rehabilitation process.
6. Complete comprehensive risk assessments to ensure safe interventions with service users and carers.

7. Work with the individual to formulate client centred goals and intervention plans for service users based on a sound knowledge of evidence based practice and intervention options using clinical assessment, reasoning skills and knowledge of treatment interventions.

Ensure that all delegated tasks are to a competent and proficient support worker

8. Demonstrate sound judgement regarding achievement of support worker competencies and subsequent delegation of work within a competency based framework.

9. Evaluate an individual's progress using valid and reliable outcome measures, to reassess and alter interventions programmes if required

10. Safeguard the welfare of vulnerable people at risk of harm.

11. Manage clinical risk and document within own service user caseload.

12. Undertake timely administration of all aspects of the caseload, including data entry into IT systems

13. Write concise, informative reports detailing intervention outcomes for service user, primary care and referring agencies.

14. Be responsible for maintaining an accurate and comprehensive record of service user intervention in accordance with HPC, local authority standards of Practice.

15. Ensure all written and electronic documentation is recorded promptly, kept secure and confidential as per Local Authority guidelines.

16. Keep up-to-date and accurate clinical records on service user caseload, observations and treatments within the Codes of Practice and professional guidelines and appropriately inform others of the individual's status, aims of treatment and ongoing management plan.

17. Using electronic records and mail, telephone, letter, meeting, case conference, to ensure complex service user related information is shared appropriately and to maximise collaborative working.

18. Be responsible for protecting participant identifiable data in line with Caldicott and Data Protection Principles

19. Maintain Professional Competence and demonstrate personal behaviour congruent with professional status at all times.

20. Ability to work flexibly when required in line with service requirements

21. Create an environment that promotes effective communication with individuals and their family/carers, and the multidisciplinary team by establishing effective communication networks and demonstrating skills in empathy, reassurance and the ability to motivate others

22. Be a point of reference for the team with regards to complex service user cases within the specialised area.

23. Post graduate experience, with a minimum of 24 months in a specialist area related to physical rehabilitation.

24. Contribute to the development and planning of the multi agency team

25. Be competent in blurred boundary working which will include assessment, recommendation and where appropriate provide and fit a range of low level equipment and/or aids in the individual's own home; to undertake prescribed exercises. To facilitate individuals' independence and promote mobility and independence in the home and discharge from hospital

26. Work in accordance with Local Authority procedures when working as a lone practitioner in the community.

27. Work within the HPC Code of Ethics and Professional Conduct and within Local Authority and Cwm Taf Health Board policies and procedures.
28. Ensure that own actions, and those of the staff supervised, support equality, diversity and the rights of individuals and their families.
29. Adhere to agreed service specifications, protocols and workload agreements and participate in the regular reviews of these.
30. Work within the guidelines of the Local Authority and within related professional guidelines.
31. Provide and maintain appropriate statistics and workload records including clinical outcome measures and data on quality assurance and other agreed standards
32. Be professionally and legally accountable for all aspects of own work, including the management of individuals in your care.
33. Adhere to the HPC Code of Ethics and Professional Conduct.
34. Demonstrate the ability to work within the remit of professional roles and role blurring responsibilities.
35. Demonstrate the ability to work within an integrated, cross organisational, Multi disciplinary team
36. Develop a credible and professional contribution to the assessment and rehabilitation process, through maintaining professional status by engaging in continuing professional development.
37. Prioritise own work within the resources available and, where they impact on either the quality or standards of service delivery highlight deficiencies to the Clinical Lead .
38. Use Manual Handling techniques as described in the All Wales Manual Handling Passport
39. Be able to use therapeutic handling techniques as relevant to the grade, post holder competencies and service user needs

In addition to the above the Occupational Therapist will :-

Take part in an out of hours duty response, 365 days a year, to referrals that come into the Single Point of Access from Community Professionals with the aim of avoiding an individual being admitted to hospital. As part of this role the

Occupational Therapist will :-

- Review the information received from the Single Point of Access and agree a response
- Anticipate whether equipment from the satellite store is required that they can take out to the individual to support them to stay at home
- Visit and assess (this will involve Moving and Handling Risk assessments) the individual and feedback to the Single Point of Access if further services e.g. Support@home care package is required

- Ensure that all electronic records are kept in a timely manner to inform ongoing services involved .

PROFESSIONAL AND SERVICE DEVELOPMENT

40. Take a lead role in education and development of competencies of support staff via formal talks, on the job evaluation and competency based assessments.
41. Contribute to educating individuals, carers, health professionals, about the management of health impairment and management within the service users social and physical environment
42. Provide education / training to: other health and social care professionals internal and external to the team; statutory and non-statutory agencies and the general public. Prepare presentations and handouts for these sessions.
43. Actively engage in supervision and in order to promote personal and professional development
44. Maintain the highest possible clinical and professional standards, abide by national guidelines and standards relevant to clinical caseload and to take into account current evidenced based practice.
45. Take responsibility for maintaining own competency to practice through Continuous Professional Development (CPD), and maintaining a professional portfolio in accordance with guidelines from the HPC, which is required for professional registration.
46. Develop specialist skills and expertise within the field of acute assessment and community rehabilitation.
47. Undertake reflective practice and to contribute to the debate on a range of clinical issues relating to the delivery of services for across organisation boundaries.
48. Contribute in the development of standards and outcome measurement for good practice for service users.
49. Promote professionalism for Occupational Therapy, both internally and externally.
50. Engage in regular supervision with the Clinical Lead and Senior Clinicians.
51. Acknowledge limitations in own practice and seek help to develop professional competencies/practice.
52. Participate in performance appraisal reviews as an appraisee and appraiser.
53. Be actively involved in peer support, development groups and occupational therapy specialist sections for the defined clinical area and other professional development activities, as appropriate.
54. Identify and be responsible for own learning relevant to the clinical area and apply this specialist knowledge.
55. Be responsible for keeping up-to-date with own mandatory training.
56. Be an active participant in the in-service training programme including: tutorials, individual training sessions, external courses and peer review.
57. Contribute to the local training programme, demonstrating a willingness to learn.
58. Work jointly with the Clinical Lead and team leader in identifying methods or changes in practice to remediate deficiencies.
59. Contribute to planning and evaluation of the service through use of audit and research projects.

60. Have a good working knowledge of national and local standards and to monitor own and others' quality of practice as appropriate.
61. Contribute to any proposals and implementation of new service developments.
62. Contribute to the development and implementation of policies and guidelines relevant to the delivery of a discharge and rehabilitation programme.
63. Work with members of the team to promote changes in practice in line with current innovation and to facilitate these changes by supporting colleagues and families through the 'management of change' process.
64. Understand the influence of health and social policy on the service.
65. Understand and contribute to the implementation of specific government policy/legislation pertinent to the field of Occupational Therapy.
66. Have a good knowledge of and abide by the Local Authority policies and procedures; comment on and contribute to the development of these policies and procedures within the clinical area.
67. Be responsible for supervising and training support staff, Therapy students and educating students from other professionals on the specific role.
68. Provide formal, accredited training to support workers and less experienced qualified staff.
69. Assess and monitor competencies of support workers through an accredited framework.
70. Teach enabling approaches to support workers and informal carers.
71. Provide regular clinical supervision to designated support workers
72. Be aware of changing trends in treatment and promote evidence-based/best practice within the team and interpret this into own specialist area of work, in order to provide the highest standard of care to service users.
73. Identify potential areas and actively participate in clinical audit of the service, participate in Occupational Therapy and Multidisciplinary research programmes: disseminating results and sharing best practice
74. It is the responsibility of the post holder to ensure they organise regular supervision with their clinical supervisor.
75. Undertake other duties commensurate with the grade as defined by management.

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>Possession of Diploma or Degree in Occupational Therapy</p> <p>Current State Registration with the Health Professions Council</p> <p>Familiar with current best practice in field of rehabilitation</p> <p>Welsh Language Level 1 – All employees will be required to undertake a basic Welsh Language Induction to reach this level.</p>	<p>Post Graduate short courses in rehabilitation</p> <p>Experience of working with older persons</p> <p>Knowledge of risk management</p> <p>Knowledge of wider legislative background to community care services</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 active involvement with rehabilitation</p> <p>Experience of working in a multidisciplinary setting</p> <p>Documented proof of continuous professional practice</p>	<p>Supervision of occupational therapy students.</p> <p>Experience of working in the community.</p> <p>Experience of delegating clinical responsibility to unregistered staff</p>
COMPETENCIES	Community and Social Care Competency Framework	
Achieving results	<p>Is flexible and can switch tasks/ roles / priorities to deal with new demands, changes or new information.</p> <p>Demonstrates professional competence and consistently delivers high quality outcomes.</p>	
Working with Partners	<p>Recognises the value and experience of others within the wider environment.</p> <p>Sees other partners as professionals, and is respectful towards them</p>	

Working with Team members	<p>Recognises that all members of the team have different skills and experience that can be drawn on.</p> <p>Contributes to a strong team spirit of shared responsibility and co operation.</p>
Encouraging professional development	<p>Continually actively reviews their own development, identifying opportunities to progress.</p> <p>Is open to alternative methods of development, e.g. training, coaching, reading, mentoring, experiential learning.</p>
Looking after service user's best interests	<p>Is able to analyse, summarise and record the situation for/ with the service user effectively taking into account potential barriers.</p> <p>Explores and identifies the range of risks within the situation to the service user, others and self.</p>
Earning Service users trust	<p>Establishing two way communication that respects the rights and beliefs of the individual e.g. rapport.</p> <p>Maintains clear professional boundaries whilst demonstrating a clear understanding of the service users' issues.</p>
Communicating effectively	<p>Produces clear, accurate and up to date reports and recordings.</p> <p>Communicates clearly and concisely.</p>
Complying with Health and Safety	<p>Is aware of all relevant H & S procedures</p> <p>Puts measures in place that minimise the risk of incidents</p>
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>Ability to travel or have access to suitable transport to carry out the full requirements of the post.</p> <p>Continuous registration with the HPC</p> <p>Expectation to take part in a rota to cover the Stay Well@home 2 response services 365 days a year.</p>