

HOLY CROSS HOSPITAL

JOB DESCRIPTION

Job title:	Occupational Therapist Band 5/6 (Wards and Activities Centre)
Responsible to:	Director of Therapy Services
Accountable to:	Director of Therapy Services
Key working relationships:	Ward Managers & Teams, Therapy Teams, Physicians, , Volunteers.

1. JOB SUMMARY

As an integral member of the multidisciplinary team, the postholder will use their experience to drive the delivery of high-quality and holistic models of care within the neurorehabilitation service.

Accountable to the Director of Therapy Services, the postholder will work closely with the Specialist Occupational Therapist (SOT) to ensure the service delivery meets the needs of our patients and is aligned to best practice guidance.

The Activities Centre presently provides a lively space for social interaction with a large range of activities that support function. The new postholder, with the support of the SOT will work to increase the overall delivery of activities, which are therapeutic based whilst maintaining a schedule of social activities.

The service at present runs from 09.00hrs to 17.00hrs Monday to Friday.

Responsible for two therapy assistants and an activities assistant, the postholder will work primarily and mainly in the activities space with patients, ensuring social activities encompass the principles of occupational therapy, bridging the gap between medical intervention and working towards everyday function.

The postholder will be expected to provide clinical advice and expertise to the team; other professional and clinical colleagues; in addition to patients and their families. In addition, the Occupational Therapist will work with the Director of Therapy Services and the SOT to develop a career and development pathway for the OT Assistants (OTAs) and Activities Assistant (AA) as part of the hospital's quality development programme.

As a role model, the postholder will always act as a hospital ambassador whether on or off duty, ensuring the reputation of Holy Cross Hospital is synonymous with highly skilled and knowledgeable therapists in the field of complex neuro disability.

2. MAIN DUTIES AND RESPONSIBILITIES

The postholder will be responsible for:

- 2.1.1. The delivery of individualised occupational therapy as part of the overall multidisciplinary neurorehabilitation service at Holy Cross Hospital

- 2.1.2. Using evidence practice and models of care, provide specialist neurology occupational therapy assessment and treatment. Communicating and updating the physicians, nursing and therapies team of any proposed changes to treatment
- 2.1.3. To support the SOT in the implementation and continuous monitoring of identified OT programmes to ensure the delivery of OT at Holy Cross Hospital is always evidence-based; meets the patients' needs; and outcomes can be clearly measured.
- 2.1.4. With the support of the SOT and Director of Therapy Services determine the team's individual objectives, monitoring progress throughout the year and thereafter conducting formal biannual appraisals ensuring individual members of the team have constructive feedback on their performance. Where necessary, with the support of the SOT, manage Caregivers' performance and implement the disciplinary process with the support of the HR team.
- 2.1.5 With the support of the Director of Therapy Services and SOT, the postholder will have day-to-day responsibility and management for the OAT and AA, including supporting the team and ensuring their wellbeing. In practice this will be authorising leave in conjunction with the SOT to ensure there is sufficient cover for wards and department, managing planned and unplanned sickness and absence.
- 2.1.6. To work with the Director of Therapy Services and SOT in continuously reviewing clinical risks, completing department risk assessments and implementing the necessary mitigations to mitigate any identified risks.
- 2.1.7 Along with the SOT, implement therapeutic standards ensuring the team work together as an integrated unit to achieve these standards. Participate in auditing against recognised national, local and hospital standards, policies and procedures. With the Therapies Director and SOT embed a department improvement plan if necessary.
- 2.1.8. Work with and support the Lead for Infection, Prevention and Control (IPC) in the implementation of the annual IPC program, audit and quality improvement plan. With the Director of Therapy Services, ensure that the physiotherapy teams use the results of audit and quality initiatives to change and improve clinical practice.
- 2.2. Clinical and Professional Focus** will include but not limited to:
 - 2.2.1. Always acting within the scope of practice, ensuring you are accountable professionally and legally responsible for your own patient portfolio whilst seeking guidance from more experienced therapists regarding the treatment and management of patients as required.
 - 2.2.2 Participate as part of the larger therapy team in comprehensive assessments of patients including those with diverse or complex presentations, using clinical reasoning skills and a variety of assessment techniques to provide an accurate analysis of their condition.
 - 2.2.3 Planning and delivering evidence-based occupational therapy designed to meet the patient's needs.
 - 2.2.4 Working with the multidisciplinary team to ensure the delivery of patients' plans are goal centric and measurable.
 - 2.2.5. Maintaining accurate, comprehensive and contemporaneous clinical written records in line with professional, department and hospital standards of practice.

- 2.2.6. Ensuring effective communication across the multidisciplinary team members and all other key-stakeholders, always focusing on patient safety. Effective communications include but are not limited to written and verbal information.
- 2.2.7 Acting as the patient's advocate, building trust with both the patient and their family. Using your skill, knowledge and emotional intelligence, you will be able to motivate patients to work towards achieving their treatment goals. Educating patients and families on the purpose of treatment programmes and goals to ensure patient input is aligned to their physical limitations.
- 2.2.8. Ensuring safe systems across the therapies department including being responsible for the safe use of all equipment used in the course of work including equipment/appliances used by patients.
- 2.2.9 To be able to demonstrate specialist knowledge levels and skills in neurological conditions and interventions.

2.3. Infection Prevention and Control

The prevention and management of acquired infection is a key priority at Holy Cross Hospital. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the hospital, you have a responsibility to:

- 2.3.1 Be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and always follow these to maintain a safe environment for patients, visitors and other Caregivers
- 2.3.2 Ensure that your work methods are compliant with the hospital's agreed policies and procedures and do not endanger other people or yourself
- 2.3.3. Maintain an up-to-date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development
- 2.3.4. Challenge poor infection prevention and control practices of others and to report any breaches, using appropriate hospital mechanisms (e.g. incident reporting policy)

3. PERSONAL DEVELOPMENT AND PERFORMANCE REVIEW

As a Caregiver (employee) of the hospital you have a responsibility for:

- 3.1 Ensuring all mandatory and statutory training is completed in line with the hospital's learning and development programme.
- 3.2 Maintaining consistently high personal and professional standards and act in accordance with the relevant professional code of conduct.
- 3.3 Taking responsibility for own personal development actively seeking learning opportunities as appropriate.
- 3.4 Being committed to further development of your own skills and knowledge.
- 3.5 Participating in the hospital's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan.

4. HEALTH AND SAFETY

- 4.1. Always work within the scope of the Health and Safety at Work Act of 1974 and the hospital policy for reporting of accidents, incidents, hazards and risk management.
- 4.2. Maintain and protect the safety, confidentiality and dignity of patients and families.
- 4.3. Manage and maintain a clean, safe and tidy environment.
Take an active role in the prevention and control of infection.

5. RISK MANAGEMENT

- 5.1 Responsible for your surroundings and potential risks the post holder will promote and facilitate effective risk management.
- 5.2 Adhere to the hospital's Risk Management Policy
- 5.3 The post holder will be able to evidence learning from all aspects of quality and assurance.
- 5.4 The postholder will contribute to the hospital's Integrated Governance approach to ensure that a culture of high reliability is sustained.

6. GENERAL

- 6.1. Attention to detail, including in terms of presentation and adherence to the hospital uniform policy, punctuality and supporting the maintenance of a safe and welcoming environment for all
- 6.2 Maintain the principles of the Data Protection Act of 1998 both within and outside of the hospital environment
- 6.3. Act in accordance with the hospital's Data Protection Policy
- 6.4. Be aware of personal compliance with work practice legislation.

7. SAFEGUARDING

We all have a personal and professional responsibility at Holy Cross Hospital to identify and report abuse. This may be disclosed, known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk.

The hospital's procedures must be implemented, working in partnership with the relevant authorities.

As an employee of the hospital, you have a responsibility to ensure that:

- You are familiar with and adhere to the Hospital's Adult and Children's safeguarding procedures and guidelines.
- You attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

8. Sustainability

Demonstrate social and environmental responsibility and help in ensuring Holy Cross Hospital is recognised as a sustainability leader. Collaborate to contribute to or lead change management towards Holy Cross achieving its goal.

LEGISLATIVE REQUIREMENTS

To ensure Holy Cross Hospital remains regulatory compliant.

This job description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder,

Person Specification:

		ESSENTIAL (E)	DESIRABLE (D)
Qualification Certifications and membership	<p>HCPC Registration</p> <p>Occupational Therapy BSc (Hons)</p> <p>Knowledge and skills in quality improvement methods.</p> <p>Evidence of continuous development and postgraduate courses relevant to the field</p> <p>Membership of a special Interest Groups</p> <p>Member of Royal College of Occupational Therapists</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p>
Skills	<p>Strong Leadership skills with evidence of motivating individuals</p> <p>The ability to facilitate group work</p> <p>Manage own workload and determine priorities</p> <p>Excellent communication skills and strong interpersonal skills</p> <p>The ability to reflect and critically appraise own performance</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	

	<p>Ability to participate in on call Rota.</p> <p>Evidence of teaching and supervision skills.</p> <p>Problem solving skills</p> <p>Evidence of student or physiotherapy assistant supervision</p> <p>Involvement in audit, research and understanding of quality issues</p>	<p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p>
Experience and Knowledge	<p>Experience of developing a High Reliability Framework in a hospital setting</p> <p>Experience in hospital setting of developing, supporting, facilitating, monitoring and implementing quality improvement and or safer care programs</p> <p>Experience of working on patient and family/carer engagement / initiatives</p> <p>Experience of analysing data and presenting information effectively in report form.</p> <p>Experience of leadership or coaching individuals or team</p> <p>Knowledge of research and audit</p> <p>Care Quality Commission Framework and its application to practice</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p> <p>D</p>
Languages	<p>Ability to speak fluently and write in English</p>	<p>E</p>	

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)

This job description represents an outline of the main components of the job and is not intended to be exhaustive. It may, with consultation, be subject to additions and amendment as the need arises.

In addition to the duties and responsibilities listed the postholder is required to perform other duties as might reasonably be required.

This job description has been agreed between the postholder and the person to whom he/she is accountable.

Signature:..... Print name:.....

Postholder

Date:

Signature:Print name:.....

Director of Therapy Services

Date:.....