

## **HOLY CROSS HOSPITAL**

### **JOB DESCRIPTION**

Job title:	Senior Occupational Therapist – Inpatients (band 6/7)
Responsible to:	Director of Clinical Services
Accountable to:	Director of Clinical Services
Key working relationships:	All professional clinical staff, assistants and non-clinical staff

The post holder will be expected to comply with the standards and codes of conduct as laid down by the College of Occupational Therapists and be professionally and legally accountable for all aspects of work including management of patients.

The post holder must provide evidence of current HCPC registration and is expected to be a member of the College of Occupational therapy and take a keen interest in professional issues.

#### **1. JOB SUMMARY**

The post holder will provide a high standard of Occupational Therapy service to inpatients with highly complex medical conditions including neurological conditions; performing assessments, planning and delivering individualised treatment programs.

The post holder will be actively involved in implementation of specific changes to practice and contribute to service protocols.

The post holder will be involved in provision of education and training to other members of the clinical team, patients, carers and relatives as appropriate.

#### **2. MAIN DUTIES AND RESPONSIBILITIES**

##### **2.1. Clinical**

Professionally responsible for caseload of patients; assessing, planning and providing treatment interventions

Undertake all aspects of clinical duties as an autonomous practitioner; working with minimal supervision.

Supervision takes the form of regular formal training and clinical reasoning sessions.

Demonstrate ability to undertake a comprehensive assessment of patients including those with diverse and complex presentations using advanced clinical reasoning skills and assessment techniques.

Formulate and deliver individual and group treatment programmes based on sound knowledge of evidence based practice and treatment options.

Develop comprehensive discharge plans in negotiation with patients and carers where appropriate

Assess patient understanding of treatment proposals, gain valid informed consent and have ability to work within a legal framework with patients lacking capacity to consent to treatment.

Evaluate patient progress, reassess and alter treatment programmes if required.

Maintain accurate and comprehensive clinical records in line with Holy Cross documentation standards and CHPC standards of practice.

Provide appropriate and timely reports and other patient correspondence.

Manage clinical risk within own caseload

Responsible for ensuring equipment is appropriate, in good condition and replenished as necessary.

## **2.2. Management and leadership**

Effective use of therapy assistants to ensure delivery of a quality service to patients.

Contribute to the planning, setting, reviewing of objectives and projects in line with hospital business plan.

Assist in the evaluation of achievements against objectives.

Advice Director of Clinical Services on resources required to meet objectives.

Contribute to the induction of new staff.

Provide and supervise observational placements for work experience students

### **3. PROFESSIONAL DEVELOPMENT**

Responsible for maintaining own competency through CPD activities and maintain a portfolio to reflect personal development

Contribute to education and assessment of performance of students from varied disciplines.

Contribute to in service training programme by attendance and participation in formal training both internal and external.

Undertake evidence-based audit and evaluate research literature to develop and improve clinical practice.

### **4. HEALTH AND SAFETY**

Work at all times 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.

Maintain and protect the safety, confidentiality and dignity of patients and families.

Manage a clean, safe and tidy environment.

Ensure programmes in place for the cleaning and maintenance of equipment.

Take an active role in the prevention and control of infection.

Understand and work within the guidelines of the Patient Safety, Medicines and Healthcare Products Regulatory Agency.

### **5. GENERAL**

Maintain the principles of the General Data Protection Regulations both within and outside of the hospital environment.

Act in accordance with the hospital's policies on Data Protection.

Monitor the use of stock items, ordering stock as necessary.

Be aware of the Equal Opportunities Act and how it is implemented within Holy Cross Hospital.

Adhere to diversity and ethical principles with particular attention to the Race Relations Act (1976), Disability Act (1995) and the Sex Discrimination Act (1975).

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 post holder is required to perform other duties as might reasonably be required.

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

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Post holder

.....  
Print name

.....  
Date

.....  
Director of Clinical services

.....  
Print name

.....  
Date

PERSON SPECIFICATION AND COMPETENCY PROFILE

**SENIOR OCCUPATIONAL THERAPIST – NEUROLOGICAL INPATIENTS**

<b>Qualifications and knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
Degree in Occupational Therapy and HCPC registration	Membership of relevant special interest group Evidence of post graduate training and experience in relevant area
Evidence based practice in assessment, differential diagnosis and management of neurological conditions	
Knowledge of clinical governance and risk management	
Knowledge of relevant NSFs and NICE guidelines	
Record of CPD	

<b>Skills and abilities</b>	
<b>Essential</b>	<b>Desirable</b>
Ability to demonstrate awareness of 24-hr posture management including seating, and contribute to a multi-disciplinary approach to care and assessment. Knowledge and experience in complex Discharge planning, cognitive assessment, Behaviour management, Assessment for the suitability of and prescription of Assistive technology/ environmental control and augmentative communication devices.	Skills to assess patients in a Disorder of Consciousness using (WHIM, CRS-R, SMART assessment techniques).  Complete mental capacity assessments.
Excellent verbal and written communication skills	Ability to delegate appropriately
Ability to share knowledge and develop staff in line with evidence based practice	Good presentation skills
Basic IT skills	
Ability to work flexibly	
Ability to prioritise and organise work	

<b>Other attributes</b>
Sensitivity to needs of others
Team player, ability to foster and maintain good relationships
Self motivated
Ability to innovate
Effective coping skills
Evidence of commitment to CPD