

JOB DESCRIPTION

Post Title: Occupational Therapist		Director/Service/Sector: Adult Social Care		Office Use JE ref: 3968
Band: 8		Workplace: Countywide		
Responsible to: Team Manager		Date: July 2021 Updated: April 2025	Job Family:	
Job Purpose: <ul style="list-style-type: none">• To provide an Occupational Therapy (OT) service for Adults with a physical disability and illness, learning disability and mental health condition.• To ensure service provision is prioritised and service delivery is made effectively and effectively within resource constraints.• To manage a defined caseload, using evidence based clinical reasoning to assess, plan, implement and evaluate interventions.• To undertake highly complex assessments; plan, implement and evaluate therapeutic interventions. This work will take place in the client’s home, residential care home, day service or any place where the client may spend time.• To provide supervision to junior OT members of staff and peer supervision with other OTs• To act as a specialist resource to other members of the Multidisciplinary team.• To participate in the planning development and evaluation of OT services through special interest and steering groups.• To participate in the duty system and to respond to queries from the other duty officer on issues relating to OT.• To carry out a Care Management service within the specific locality and to a specific client group as well as providing specialist OT services.• To contribute to the maintenance and development of the OT service.• Required to regularly supervise undergraduate OT students on practise placement and participate in the placement experience of other professionals.• To provide highly complex specialist moving and handling and risk assessments for clients and carers.• To participate in multidisciplinary Team assessments of Continuing Care needs.• To liaise with other agencies to facilitate housing adaptations.				
Resources	Staff	<ul style="list-style-type: none">• Required to regularly supervise junior OT staff and unqualified staff• Required to regularly supervise undergraduate OT students on practise placement and participate in the placement experience of other professionals.• To participate in the induction, training and education of students and other staff in this setting.		
	Finance	<ul style="list-style-type: none">• To follow organisation standard operation procedures for accessing equipment and applications for funding for minor and major adaptations• To consider financial implications of recommendations upon public funds and take responsibility to ensure funds are spent appropriately and efficiently when requesting assistive devices and adaptations• Post holders do not have direct responsibility for any budgets however they do have a responsibility to the Joint Equipment Loans budget, the Disabled Facilities Grant and minor works budget. This means they only request equipment, minor and major works that are needed following a holistic OT assessment. Assurance is provided through staff producing panel reports, when required, identifying their clinical reasoning for the request		
	Physical	<ul style="list-style-type: none">• To ensure that all personally generated written and electronic records are up to date and are maintained in accordance with professional and NCC standards.• To record statistical data as required.• Record, maintain and analyse patient data/		
	Clients	<ul style="list-style-type: none">• Clients, carers, families, agencies, providers and professional colleagues		
Duties and key result areas:				

Dimensions

- Managerially responsible to Team Manager.
- Clinically responsible to: Head of Occupational Therapy
- Responsible for the supervision and written assessments of Occupational Therapy students on practice placement, including supporting the failing student. .
- To work with the specialised area of Social Care which covers a variety of settings working with numerous agencies (Health and Social care, education, care provider units, housing).
- To comply with the Health and Care Professional Council standards and College of Occupational Therapy Professional Standards, Code of Conduct and Ethics and National and NCC procedures.
- To work autonomously respecting the individuality, values, cultural and religious diversity of clients and contribute to the provision of a service sensitive to these needs.
- To be accountable and responsible for own professional practice within established processes and guideline, referring to operational and professional managers when necessary
- Area of work will be adult care for clients over 18years of age.

Planning and Policy Development

- To demonstrate understanding of national guidelines and legislation relating to health and social care and their impact on service provision
- To participate in the planning coordination and audit of practice, clinical pathways and protocols within the area.
- To participate in the delivery of the occupational therapy development plan.
- To implement organisational policy and departmental procedures and protocols.

Financial and Physical Resources

- To follow department guidelines.
- To follow organisational procedure for accessing equipment/minor works exercising agreed protocols.

Human Resources

- To participate in the induction, training and education of students and other staff in this setting.
- To participate in the OT Development Programme and competency framework.
- To demonstrate a commitment to life-long learning.

Client Care

- To analyse results of Occupational Therapy assessment to make professional judgments re Occupational Therapy interventions appropriate to client.
- To undertake complex and detailed assessments of client skills, occupational needs, e.g. specialist assistive devices, minor and major housing adaptations or housing needs. Consideration is given to clients' views and wishes, medical history and prognosis, sensorimotor skills, communication skills, social skills, manual handling aspects, postural management, assessment of risk, daily living skills, environmental and psychosocial factors. The viewpoints, abilities, and other issues of carers and other clients are taken into consideration. These multiple factors are often conflicting and contentious.
- To analyse the results of the above assessments, consider a range of options, formulate professional judgements, develop and implement strategies, which are appropriate for the client and others, involved in their lives.
- To make recommendations regarding packages of specialist assistive devices and minor and major housing adaptations in line with government legislation, taking into account cost effectiveness, quality issues, local guidelines and wider strategic issues, reliability, appropriateness and the client's prognosis.

- To facilitate the implementation of these, overseeing the process from concept to completion including negotiation with external contractors and obtaining of quotes.
- To plan and prioritise client caseload.
- To coordinate multidisciplinary activities i.e. case conferences and discharge planning with other professionals and agencies. This may include negotiation with outside contractors.
- Frequent therapeutic handling of clients using highly developed skills. This may be undertaken in restricted conditions e.g. client homes
- To manage competing demands on your time, this may involve reprioritising work activities and schedules.
- To undertake risk assessments and advise and/or implement strategies in relation to the outcomes.
- To undertake highly complex and detailed assessments, analysis and management of risk with regard to manual handling in line with regulations, legislation and judicial reviews.
- Fitting equipment/slings with a high degree of accuracy and expertise.
- To use manual handling techniques and assistive devices appropriately and safely and to demonstrate the use of these complex activities to groups of carers who may or may not fully understand the implications of the client's diagnosis/prognosis. This often involves adaptation of techniques to take account of client's and carer's abilities, confined spaces, exposure to bodily fluids and other environmental factors.
- To work with clients, who are often in vulnerable situations, whilst taking into account the complex wider issues, e.g. safeguarding adults' strategy.
- To work with carers (formal and informal) who will require advice, support, education and negotiation.
- To work frequently with clients and carers in a highly emotional clinical environment.
- To coordinate multi-disciplinary/ agency activities such as multi-disciplinary assessments and demonstrations of specialist assistive devices.
- To have an advanced knowledge – in a specialist area of the effects of physical disabilities and/or old age upon a client's lifestyle, opportunities, roles and skills.
- To apply a high level of understanding of the effect of disability and provide education and advice on lifestyle and roles.
- To manage competing demands upon working time, prioritising commitments, recognising and responding to urgent situations.
- To support junior and unqualified staff and other professionals in their work, providing clinical supervision, where appropriate.
- To take responsibility for own casework and to be accountable for own professional practice within established processes and guidelines, referring to operational and professional managers when necessary.
- To respond effectively and appropriately to requests for assistance when working as a duty officer.
- To work autonomously and act as a specialist resource (with or without direct supervision)
- To assess for, set up and review Care Management care plans.

Research and Development

- To demonstrate the ability to critically evaluate current research and apply to practice.
- To participate in audit/research activities as part of department/clinical team.
- To apply acquired skills and knowledge of professional practice in order to develop fitness to practice as an occupational therapist.
- To maintain a professional portfolio for CPD recording learning outcomes through participation in internal and external development opportunities.

Systems and Equipment

- To be familiar with and competent in assessment for and issuing equipment to clients accessing JELS service.
- To be computer literate and develop ability to access basic computer systems including Azeus where appropriate.
- To ensure that all personally generated written and electronic records are up to date and are maintained in accordance with professional and NCC standards.
- To record statistical data as required.
- To countersign OT student record keeping where appropriate.

Decisions and Judgements

- To review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal
- To apply acquired skills and knowledge of professional practice in order to develop fitness to practice as an Occupational Therapist.
- To exercise good personal time management
- To be able to work alone under the direction/supervision of a senior occupational therapist and as a member of the multidisciplinary team as required.
- Take ultimate responsibility for the care of the client during home assessment visits ensuring risk is managed.
- Demonstrate highly professional standards adhering to the Professional Standards, Code of Conduct and Ethics being professionally and legally accountable for aspects of clinical/non clinical activity.
- Show an ability to work alone in a community setting where environments are unknown and unpredictable
- Be responsible for workflow of support staff and professionally accountable for any interventions delivered by them.

Communications and Relationships

- To communicate complex information effectively with clients and carers, team members, Occupational Therapy colleagues and other agencies
- To work as a member of the inter/multidisciplinary team in discussions and the making of decisions with regard to client care.
- To provide support, education and advice regarding aspects of Occupational Therapy.
- To carry out intervention with clients with complex needs which require the use of negotiation and/or reassurance skills.
- To communicate the outcome of Occupational Therapy Assessment which may involve imparting unwelcome news. This may then lead to dealing with difficult family situations or circumstances e.g. informing patients they are unsafe to return home or are not eligible for equipment or major adaptations.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:
Working patterns:
Working conditions:

Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.
May include weekends and evenings. Mainly office based but some travel required.

- Ability to work alone in a community setting where environments are unpredictable and unknown.
- Maintain high levels of infection control because of repeated exposure to bodily fluids
- Regular driving alone, occasionally in isolated places and/or inclement weather.
- Unpredictable hygiene levels in client's homes
- Frequent exposure to pets
- Frequent exposure to passive smoking

	<ul style="list-style-type: none">• Occasional exposure to bodily fluids e.g. urine, faeces, vomit, sputum• Rare exposure to infestation
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PERSON SPECIFICATION

Post Title: Occupational Therapist		Director/Service/Sector: Adult Social Care		Ref: 3968	
Essential		Desirable			Assess by
Qualifications and Knowledge					
<ul style="list-style-type: none">Diploma or degree in OTState registration with HPCGood knowledge of clinical governance		<ul style="list-style-type: none">Practice Placement QualificationPostgraduate training relevant to area.			
Experience					
<ul style="list-style-type: none">Interest or experience in all aspects of physical disabilities and/or illness and working within the community.Use of evidence-based practiceApplication of the O.T. process.Use of functional assessments and activity analysis		<ul style="list-style-type: none">Experience of working in one or more of fields listedPrevious experience of supervision of others			
Skills and competencies					
<ul style="list-style-type: none">Ability to work aloneAbility to work under pressureAbility to work flexiblyAbility to reflect on and appraise own performanceAbility to undertake O.T. assessments and interventionsAn understanding of the relevant legislative framework within which service operatesGood personal organisational skillsGood planning and coordination of OT interventionsAbility to manage riskMaintenance of high levels of infection controlComputer literacyAbility to build effective working relationshipsApplication of Health & Safety policy procedure and protocolHold a full and valid UK driving licenceCommitted to client centred non-discriminatory practiceCommitment to life-long learningExcellent written and oral communication skills		<ul style="list-style-type: none">Presentation skillsKnowledge of standardised assessments relevant to specialised areaMembership of professional body • Membership of Special Interest Group			

<ul style="list-style-type: none"> • Team player • Ability to implement evidence-based research into practice • Ability to work under pressure • Exemplary application of Professional Standards, Code of Conduct and Ethics • Must meet transport requirements of the post 		
Physical, mental, emotional and environmental demands		
<p>Physical Effort</p> <ul style="list-style-type: none"> • Frequent therapeutic moving and handling of clients will be required. This could occasionally happen in restricted spaces e.g. stairs, client's homes. • Work alone in a community setting where environments are unpredictable and unknown. • Delivery and fitting of equipment often in small, cramped spaces will take place. This will involve transporting equipment from buffer store to client homes . • Fit assistive devices, equipment and slings with a high degree of accuracy. • Show developed key board skills for the use of departmental computers, accessing basic computer systems such as word, power point, excess and Azuse A degree of accuracy is required when entering client contact notes. • Dexterity, manipulation, and accuracy relating to driving is required for all posts, in order to meet the transport requirement of the job. <p>Mental Effort</p> <ul style="list-style-type: none"> • Driving regularly in urban locations which will require high levels of concentration • Frequent distractions from colleagues, telephone calls will occur. • Justification of clinical practice/decision making at MDT meeting. • Implementing therapeutic plans where there are barriers to understanding. <p>Emotional Effort</p> <ul style="list-style-type: none"> • Discussion with clients and carers regarding long term prognosis e.g. breaking bad news. <p>Working Conditions</p> <ul style="list-style-type: none"> • Ability to work alone in a community setting where environments are unpredictable and unknown. • Maintain high levels of infection control because of repeated exposure to bodily fluids • Regular driving alone, occasionally in isolated places and/or inclement weather. • Unpredictable hygiene levels in client's homes • Frequent exposure to pets • Frequent exposure to passive smoking • Occasional exposure to bodily fluids e.g. urine, faeces, vomit, sputum • Rare exposure to infestation 		

Motivation		
<ul style="list-style-type: none"> • Application of the Professional Standards, Code of Conduct and Ethics • To lead, inspire and motivate others to high performance by agreeing clear goals and objectives, providing support and guidance and creating opportunities for development • To contribute to the development of a culture of high engagement, where staff are empowered and entrusted to provide the best services and care for patients • To promote and facilitate innovation and continuous improvement to deliver better services for service users and patients • Accountability for the leadership of post holder's staff / teams / departments 		
Other		
<ul style="list-style-type: none"> • Ability to implement evidence-based research into practice • It is an essential requirement of the role that the post holder has a valid driving licence and is either a car owner and able to use the car for work purposes or has a NCC personal lease vehicle which may be used for the role. However, NCC would consider making reasonable adjustments to the role, if necessary, to enable a disabled person to undertake the role 	<ul style="list-style-type: none"> • Membership of professional body • Membership of Specialist Interest Group 	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits