

**Saving *lives*,
Improving *lives***



Northern Care Alliance
NHS Group

Salford | Oldham | Bury | Rochdale | North Manchester

Salford Care Organisation

Job Description & Person Specification



**We're thrilled
you're thinking
of joining us!**

Choose to make a Difference

Be developed • Be supported • Be inspired • Be empowered • Be rewarded • Make a difference

multiple hospital sites which make up four new Care Organisations – Bury/Rochdale, North Manchester, Oldham and Salford. Using our mantra of ‘Saving lives, Improving lives’, the aim is for our Care Organisations to work closely with the communities they serve to deliver safe, high quality and reliable care, which are trusted, connected and pioneering.

Our Care Organisations are designed to operate within our group arrangement of hospitals, community and healthcare services which bring together over 17,000 staff and the services of The Pennine Acute Hospitals NHS Trust and Salford Royal NHS Foundation Trust. Our size and geographical reach means we are creating an environment each individual will be inspired and empowered by to be the best they can be. This is a really exciting time to join our new team.

Salford Royal NHS Foundation Trust became only the second NHS Trust in the country and the first in the North of England to be rated “outstanding” by The Care Quality Commission. The Trust is consistently rated as one of the best places to work in the NHS and here are just a few of the reasons why:

- We are a major teaching hospital for the Universities of Salford & Manchester
- Our clear aim is to be the safest

organisation in the NHS.

- Recent investment of £200 million to develop our main hospital site.
- Leading Major Trauma Centre for Greater Manchester
- Largest Dermatology Centre in Europe
- One of the most digitally mature Trusts in England (NHS England Digital Maturity Index).
- We are also an award winning Trust having been confirmed the best performing hospital in the North West and among the top 4% in England by the Healthcare commission, named Top Teaching Trust in England by Healthcare 100 and named a winner of the National Patient Safety Award.

The Trust has many nationally and internationally renowned clinicians who are pioneering the latest techniques and treatments. The Trust has an excellent reputation for quality and innovative clinical services, teaching and research.

Our Values

We have four core values which are a focus for how our staff and volunteers work with each other to provide care for our patients. We think of our values as a set of guiding principles to refer to when making decisions and interacting with people and they help us to work together to continuously improve the organisation and ourselves.

These core values form part of the Organisations Performance Framework which regularly reviews how staff are performing.

Patient & People Focus

This value enables us to place the patient first we everything we do.

All staff are required to demonstrate that they:

- Communicate effectively with patients, families and colleagues
- Pro-actively personalise the service, connecting with patients and carers
- Adopt and practice the 'safe, clean, personal' ethos.

Continuous Improvement

This value ensures that the organisation including individual staff are always moving forwards and improving the ways things are done.

All staff are required to demonstrate that they:

- Look at ways of measuring and auditing improvements
- Pro-actively develop goals and objectives in support of the Trust's vision
- Identify opportunities to reduce waste and inefficiency.

Accountability

This value enables us all to recognise our own part in keeping our organisation 'safe, clean and personal' in the way we care for people.

All staff are required to demonstrate

that they:

- Are transparent and results focused
- Display personal accountability towards problem-solving
- Recognise and accept accountability beyond job role.

Respect

This value is about respecting patients and colleagues alike, and also the on-going reputation of the organisation.

All staff are required to demonstrate that they:

- Are supportive and empower staff involvement
- Are consistent and understanding of others and their needs

Job Description

Job Title: Community Occupational Therapist

Band: 6

Reports to: Band 7 Occupational Therapist

Responsible to: Occupational Therapy Team Manager / Professional Lead

Base/Department: Salford Royal NHS Foundation Trust (Community Setting – Burrows House)

Main purpose of the job:

To be responsible for the screening, prioritising and allocation of referrals into the service.

To contribute to the overall development of the service

To be responsible for carrying out Occupational Therapy duties in relation to complex cases requiring a high level of skill, knowledge, and professional expertise.

To assist the Team Managers and Advanced Practitioners/B7 in ensuring the delivery of effective services through the promotion of high standards of practice in assessment and care planning.

To work collaboratively with other disciplines, providing positive Occupational Therapy support and advice to enable independence and quality of life.

To undertake responsibility for managing specific aspects of practice at the direction of the Advanced Practitioners/B7 and Team Managers.

To provide clinical supervision, as per the team structure for other members of the OT team. Also, to supervise individual students and undertake the practice educator role and to provide assessment and support to other staff taking students on placement with the service.

Main Tasks & Overview of Responsibilities

Communications and Relationships

To ensure a high level of interpersonal, communication, reasoning and negotiation skills to establish a therapeutic relationship in complex cases, particularly where this involves sensitive or contentious information.

To communicate information and informed opinion professionally and effectively by adopting an appropriate style when writing or speaking to individuals or groups or when using information technology.

To promote customer satisfaction by maintaining a positive impression of the health and social care service, and in particular Occupational Therapy, in all circumstances, identifying areas for improvement and challenging poor practice.

To develop and maintain positive working relationships by showing consideration, concern and respect for other people's feelings, opinions, differing needs and viewpoints

To collaborate with others in pursuit of team goals by sharing information, acknowledging contribution, and supporting others

To demonstrate a high level of personal integrity by taking responsibility for own actions and decisions as well as advice given to others and willingness to respond constructively to mistakes or errors of judgement

To maintain high ethical standards both personal and professional by upholding the principles of fairness and natural justice and balancing appropriately openness and transparency with the need for confidentiality

To require and ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.

Analytical and Judgmental Skills

To use relevant IT systems to accurately record activity/ data as appropriate for job role within an agreed timeframe e.g. Carefirst, ELMS and EPR.

Collect patient related data and statistics daily as directed by Occupational Therapy Manager.

Continues analysis of individual caseload and departmental waiting lists to ensure an equitable service is offered to all service users.

To adhere to lone worker, data protection and safe working policies at all times. All employees need to consider the safety of all equipment including laptops and ensure that this is appropriately stored at the end of each working day.

Planning and Organisational Skills

To generate creative solutions to work problems by showing willingness to question traditional assumptions and ways of working, exploring alternatives and adapting potential solutions appropriately

To demonstrate a flexible approach to change by adapting positively to new circumstances, seeing beneficial opportunities in change and encouraging others to do likewise

To demonstrate a commitment to customer focused service delivery by prioritising effectively under pressure, balancing competing demands and accommodating high expectations.

To make effective and timely decisions by seeking all possible relevant information, consulting appropriately, probing the facts and analysing issues from different perspectives.

To possess a methodical approach to problem solving by breaking the problem down into constituent parts, differentiating key elements using logic, drawing conclusions based on information available and finding possible solutions.

Responsibility for Patient Care

To have specialist knowledge of equipment when undertaking assessment, formulation, organising and ordering of complex equipment and adaptations for service users and carers.

To manage a caseload covering the whole range of age and disability, with responsibility for service users with complex needs, within the framework legislation and authority policies and procedures, as agreed in discussion with the Team Managers.

To be professionally, ethically and legally responsible for the management of clients, ensuring the code of ethics and legal framework for Occupational Therapists is adhered to.

To undertake risk assessments and formulate risk management plans as appropriate.

To maintain computerised and manual case records in accordance with legislation and statutory guidance and local policies.

To deal with specific pieces of work within the directorate of a more complex and sensitive nature as directed by the Team Managers / Principal Manager e.g. safe guarding, physical restraint and risk management.

To support practice placements on the team for professional Occupational Therapy students including providing direct student supervision &/or direct observation of staff providing placements.

To contribute to the induction of new staff, including mentoring newly qualified Occupational Therapist.


Responsibility for Policy/Service Development

To contribute towards service and policy development as requested by the AHP Operational Leads.

To demonstrate technical and professional expertise by maintaining knowledge of relevant legislation, policies, procedures, guidance, research findings and best practice with a commitment to continuous professional development.

To contribute to the continuous development of the service by making recommendations to line managers.

To attend staff and other relevant meetings to participate in the service development in Community Occupational therapy.



To demonstrate an understanding of and implement clinical governance and risk management within the team.

To be aware of national and local performance and quality assurance issues.

To contribute to overall development, improvement and evaluation of the service.

To support the performance, personalisation and enablement agenda and take a proactive role in the continuous improvement of Occupational Therapy practice.

Responsibilities for Financial and Physical Resources

To use clinical reasoning skills in order to analyse best outcome for patients with regards to equipment provision, adaptation to a patient's property and to ensure this meets the departmental budgetary requirements.

To be responsible for the prescription and fitting of equipment used within the community and to adhere to departmental policy, including competence to use equipment, ensuring recommended use of equipment by others through teaching.


To be responsible for the use and security of a Trust owned IM&T equipment and mobile phones.

Responsibilities for Human Resources

To maintain an up to date portfolio of Continuing Professional Development, recording learning outcomes through participation in internal and external development opportunities.

To facilitate the development of professional judgement and decision making skills in self and others.

To keep abreast of new developments in policy, law and research and provide expert knowledge and theoretical perspectives to promote evidence based practice and excellence.



To coach, mentor and supervise staff and students when required to enable them to take responsibility for their own practice depending on their knowledge, experience and skills

To be responsible for the overall professional development /assessment of student Occupational Therapists on placement within the Service.

To disseminate information to Occupational Therapy staff and all relevant staff across statutory, voluntary and independent sectors. To feedback to the Management Team on issues arising and implications for future service delivery.

To ensure that Occupational Therapy practice is carried out in accordance with the requirements of all relevant legislation and statutory guidance and the policies and procedures of the local authority (and Trust, where applicable).

To make Team Managers aware of any individual or group performance issues.

To make Team Managers aware of any complaints received and contribute to the resolution of these at the appropriate level of complaints procedure ensuring these are appropriately recorded

Responsibilities for Research and Development

To maintain knowledge of evidence based practice, then implement in everyday practice within specialist field for example: Contact centre, enablement, equipment, adaptations and housing, moving and handling or complex wheelchair seating.

To participate in relevant research developments and audits as they arise.

To be involved with the development and implementation of policy and standards.

To contribute to the evaluation of the service through use of audit, outcome measures, in service research projects and if requested, take the lead on implementing these.

To participate in identified audits.

Freedom to Act

To be professionally, ethically and legally responsible for your own work and



management for the patients under your care, adhering to code of ethics and legal framework for Occupational Therapists.

Partnership Working

To work within the patients home with other agencies, relevant others and professionals.

To promote the Trust's vision and public health priorities e.g. reduction in smoking.

To work collaboratively with external agencies, establishing links across numerous regions to ensure continuity of patient care.

To work jointly with community, housing, education, voluntary sectors and employers to ensure that all areas of occupational performance are met.

Equality and Diversity

To ensure compliance with policy on Equality and Diversity.

To promote the policies relating to Equality and Diversity and appropriately challenge discrimination.

To carry out your duties in a way that supports equality and values diversity. This responsibility includes your actions in relation to service users, carers, work colleagues, people in other organisations and members of the public.

Making Every Contact Count


Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing

Staff should use their interactions with the public to give them additional advice on health and wellbeing

Staff will be given training and support to help them to signpost people to other services which may improve their health and wellbeing.

Health & Safety

In compliance with the Health and Safety at Work Act (1974) and subsequent legislation, the post holder is required to undertake a proactive role in the



management of risks in all their actions. This includes:

Undertaking risk assessments in line with SRFT risk assessment process

Reporting all incidents, near misses and hazards in line with the Datix significant event reporting system

Undertaking a statutory duty of care for your own personal safety and that of others

Complete relevant health and safety mandatory training

You have a personal responsibility to support your department/ward/clinic in reducing hospital acquired infection. You must comply with the Trust's policies on infection, prevention and control and maintain your competency to effectively discharge your responsibilities. You must bring deficiencies to the attention of your manager.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.

Electronic Patient Record

Salford Royal uses an Electronic Patient Record (EPR). All Clinicians must use EPR as the primary patient record. It supports delivery of Safe, Clean and Personal patient care. Paper is used only for clinical record components (e.g. fluid charts) that do not at present have an EPR replacement.

The majority of clinical documentation is entered directly on the EPR including health issues, case histories and continuation notes, condition specific structured records and risk assessments. EPR also provides systems for prescribing, requesting most tests and some services, and for viewing results, a local integrated record and correspondence.

Access to this comprehensive EPR is via a unique login and password. All Clinicians working at Salford Royal must receive EPR training.



Code of Conduct

Professional staff that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Staff who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Person Specification

	Specification	Essential / Desirable	Evidence Application Form / Interview
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Registration	Member of the HCPC	E	A
Essential Qualifications	Degree / Diploma or Masters in Occupational Therapy	E	A
Desirable Qualifications:	Health and Social Care Related Topics	D	A / I
	Leadership/Change Management	D	A / I

Knowledge, Skills and Experience	Evidence of Continuous Professional Development	E	A / I
	Evidence of Post Graduate experience appropriate to be able to meet the knowledge and skills outlined in the job description	E	A / I
	Evidence of working in a Multi-Disciplinary Team	E	A / I
	Ability to be able to prioritise individual and team caseloads	E	A / I
	To demonstrate awareness and understanding of supporting equality and valuing diversity	E	A / I
	Evidence of supporting and supervising other staff and students	E	A / I
	Evidence of good organisational and time management skills	E	A / I
	Excellent written and verbal communication skills	E	A / I
	Knowledge of local and national strategic legislation and policy	E	A / I
	Specialist knowledge and experience of a broad base of physical/mental health/learning disability conditions, to include moving and handling and wheelchairs	E	A / I
	Knowledge of appropriate NSF's local and national guidelines and healthcare governance	E	A / I
	Basic IT skills:		

	<ul style="list-style-type: none"> Log-in and out Operating a mouse and Keyboard Navigating a Windows based environment 	E	A / I
	Experience of supporting service development and supporting staff through change	E	A / I
	Flexibility	E	A / I
	*Car owner/driver	E	A
	Frequent requirement to move and handle patients and patients limbs during assessment/therapeutic intervention	E	A / I
	Frequent requirement to deal with difficult patient and family situations	E	A / I
	Frequent requirement to work with patients with long term disability	E	A / I
	Frequent requirement to deal with terminally ill patients	E	A / I
	Frequent concentration required during assessment and therapeutic intervention as many patients have impaired ability to understand/communicate	E	A / I
	Frequent exposure to unpleasant working conditions	E	A / I
	Frequent requirement to work under distressing or emotional circumstances	E	A / I
	Frequent driving between	E	

	community bases and patient homes.		A / I
	Frequent lone working in the community	E	A / I

Physical & Mental Requirements

<p>Physical effort:</p> <p><i>This factor measures the nature, level, frequency, and duration of the physical effort which might include a combination of sitting, standing and walking</i></p> <p>Mental effort:</p> <p><i>The nature, level, frequency, and duration of the mental effort required e.g. concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines etc.</i></p>	<p>Emotional effort:</p> <p><i>Level, frequency, and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding. Exposure to distressing or emotional circumstances.</i></p> <p>Working conditions:</p> <p><i>Level, frequency, and duration of demands arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise, and fumes. Exposure to unpleasant working conditions. Frequent requirement to use road transportation. Frequent requirement to work outdoors</i></p>
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