**CYGNET HOSPITAL Harrow**

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| **Title:** | **Occupational Therapist** |
| **Hours of work:** | **37.5 hours per week** |
| **Department:** | **Occupational Therapy** |
| **Accountable to:**  **Professionally Accountable to:** | |  | | --- | | Hospital Manager | | Head Occupational Therapist, Regional Director of OT | |
| **Responsible for:** | **Delivery of Occupational Therapy within Cygnet Harrow** |

**AIM:**

To contribute to the maintenance and development of the Occupational Therapy department at Cygnet **Harrow.** To provide assessment and treatment of occupational needs, under the supervision of a senior OT. To promote the importance of enabling people to do the things they want, need or are expected to do to support them being well in life.

**KEY RESPONSIBILITIES**

**Professional Practice**

1. Complete the occupational therapy process with direct or indirect supervision:
   1. hold a caseload and utilise effective clinical decision-making and clinical skills to assess, implement and evaluate care
   2. complete full assessments of patients’ occupational performance including areas of self-care, productivity and leisure
   3. Implement specialist group and individual treatments to achieve therapeutic goals
2. Assume professional accountability and responsibility for a specific aspect of service delivery.
3. Implement practices that promote service users’ and carers’ rights and participation, in line with their choices, and support others to do so.
4. Hold a caseload and manage designated workload, identify priorities, manage time and resources effectively under supervision of a more senior Occupational Therapist.
5. Complete all necessary clinical documentation in accordance with the company and professional standards.
6. Be a source of professional advice relating to Occupational Therapy, to provide advice to individuals in our care, to carers and colleagues as appropriate.

**Facilitation of Learning**

1. Record relevant continuing professional development to identify the impact and benefit of your learning for yourself and those accessing your services.
2. To reflect on own practice and be proactive with continuous professional development.
3. Contribute to the development and evaluation of educational resources (e.g. for students, service users, etc.).
4. To work towards/ support practice education placements for students of Occupational Therapy.
5. Contribute to professional networks to promote the exchange of knowledge, skills and resources
6. Proactively participate in regular supervision/mentoring and reflective practice, consolidating your knowledge, skills and attitudes, and identifying your and others’ learning needs.

**Leadership**

1. To support/ lead the supervision of Activity Co-ordinators/ Occupational Therapy Assistants, ensuring compliance with company policies and procedures, reporting relevant issues to Specialist OT/ Head OT, including sickness monitoring and time management.
2. To participate, and where appropriate, lead in the induction and retention of Activity co-ordinators/ Occupational Therapy Assistants.
3. Manage own workload, identify priorities and manage time and resources effectively (with advice/ guidance from supervisor).
4. To ensure the safety, compliance and quality is maintained through adherence to the HCPC, RCOT and company standards.
5. Actively promote the rights and responsibilities for self and others, in relation to professionalism, health and wellbeing in the workplace.
6. Effectively use existing partnerships with others across organisation and agency boundaries.

**Evidence, Research and Development**

1. To deliver an occupational focussed service, providing evidence based practice with recognised measurable outcomes to evaluate the value and impact of occupational therapy.
2. To promote occupational therapy, support research and the dissemination of best practice.
3. To maintain links with other Occupational Therapists working in the area of specialism regionally and nationally, proactively supporting, developing and implementing best practice.
4. Translate and apply clinical evidence to inform practice.
5. Facilitate the involvement of service users, staff and/or students to co-design and co-produce aspects of service development with support from more experienced colleagues.
6. Contribute to peer review processes, e.g. journal reviewer, conference abstract reviewer, scientific programme committee, etc.

**OT Key Performance Indicators:**

1. 80% OT care plan targets are achieved
2. OT assessments and outcome measures are completed in time (e.g. MOHOST; DLSOS)
3. 75% of individuals on caseload show improvement in OT outcome measures
4. At least 50% of OT time is spent in assessment/intervention (direct & indirect) with individuals
5. Recording to be at the level of a minimum of one entry per week per individual on active caseload.
6. OT Audits are completed in time
7. Supervision and/mentoring of others (including students where appropriate) occurs within expected time frames

**General:**

1. To maintain registration with the Heath Care Professions Council as an Occupational Therapist
2. To attend for work reliably and punctually and to follow a work pattern as required to fulfil the role, being flexible to the service needs.
3. To actively promote equality, diversity and co-production & challenge unacceptable behaviour and discrimination.
4. To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.
5. To use an appropriate level of confidentiality where personal information is involved with regard to both individuals in our care and employees.
6. To work autonomously, demonstrating effective time management and organisational skills, and proactively seeking out additional support if required.
7. To be responsible for managing own CPD, actively seeking out opportunities and regularly attending CPD events, both internal and external where possible, demonstrating development and self-awareness in critically reflecting on own practice.
8. To participate in regular clinical supervision sessions/appraisals (4 weekly/ annually)
9. To ensure the development, maintenance and dissemination of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes.
10. To ensure the development of best practice in Occupational Therapy by taking part in regular professional supervision and appraisal and maintaining an active engagement with current developments in the field of Occupational Therapy and related disciplines.
11. To ensure the highest standards of clinical record keeping in accordance with professional codes of practice of the Royal College of Occupational Therapy, Health Care Professions Council and Organisational policies and procedures.
12. To maintain up to date knowledge of legislation, national and company policies in relation to the specific client group.
13. Cygnet is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.
14. It is everyone’s responsibility to ensure that everything possible is done to protect individuals in our care from abuse. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.

***To be noted:***

The contribution of this role:

* + The way in which this role is carried out will have a direct and highly significant effect on the quality of the entire service provided by the company, and bear directly on how well-equipped teams feel to carry out the jobs they are employed to do.
  + You will therefore be making a very important contribution to other employees, to matters affecting individuals in our care and their experience with us, and to the reputation and achievements of all establishments and the company as a whole.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.

This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

The post holder is expected to comply with all relevant organisational policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of information.

**PERSON SPECIFICATION**

JOB TITLE: Occupational Therapist (Band 5)

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|  | **Essential** | **Desirable** | **How Tested** |
| **Training and Qualifications** | * Registered Occupational Therapist with the HCPC * Member of RCOT * Diploma in Occupational Therapy/   Degree in Occupational Therapy. | * Evidence of post-graduate training/other form of CPD relevant to the area of specialism. | Application/CV |
| **Knowledge** | 1. Knowledge of the area of specialism; clinical skills in assessment and intervention. 2. Microsoft Office tools and good working knowledge of information technology. 3. Ability to organise time effectively, use own initiative and to work under pressure. 4. Clear understanding of Occupational therapy and occupational science. 5. Understanding of Adult and social learning theories. | * Desire to undertake or be part of research projects. * Occupational therapy and occupational science. * Research approaches, including methods, e.g. audit cycle, statistics, qualitative data analysis. * Leadership and management theories. | Application/ CV/ interview |
| **Skills** | 1. Communicate in an effective, calm and timely manner in a way that respects the views, autonomy and culture of others. 2. Share information effectively and concisely in a range of situations. 3. Respond constructively to queries and complaints 4. Build therapeutic relationships with complex client group, staff, carers and relevant others 5. Organise time effectively, use own initiative and to work under pressure | * Share and defend own viewpoint succinctly and appropriately in a range of complex situations. |  |
| **Experience** | 1. Experience within this specialism or a similar client group through prior work or student placement experience. 2. Experience of working without close supervision, being responsible and able to prioritise workload. | * Previous work experience within this specialism. * Experience of supervising/ managing others. | Application/ CV |
| **Personal attributes** | 1. Demonstrate a professional approach including emotional resilience and boundary keeping to relationships with staff and patients 2. A creative thinker 3. A role model for the OT profession 4. An active listener to the views of others to collaborate on problem solving 5. A team player 6. Demonstrates a person-centred approach 7. Flexible and adaptable 8. Able to reflect on experiences and address needs as appropriate 9. Actively promote the rights and responsibilities for self and others in relation to professionalism, health and wellbeing in the workplace |  | Application/ CV/ interview |

Signed on behalf of the employer………………………………… Date: …………………………

Signed by employee………………………………… Date: …………………………