

Job description and person specification

- Job title: Occupational Therapist
- Reports to: Home Manager
- Accountable to: Home Manager
- Location:

Main purpose and scope for the job

To provide a high quality occupational therapy service to the service users on all units within the care home to maximize their quality of life and independence. To provide specialist assessment, clinical diagnosis and direct care to service users, with complex physical and mental health needs. The occupational therapist will provide and be involved in and providing care plans for support workers, therapy colleagues and activity coordinators. They will be an active member of the multidisciplinary team providing expert knowledge, guidance and information within their field of expertise.

About Exemplar Health Care

Exemplar Health Care is a leading provider of specialist nursing care for adults living with a range of complex and high acuity needs, arising from neuro-disability, brain injury, spinal injury, stroke, mental ill-health, physical disability, learning disability and/or autism and complex dementia.

Our community-based homes and OneCare services provide person-centered care and rehabilitation that focuses on maximising independence, building everyday living skills and empowering people to live as fulfilled lives as possible.

We support people on their journey from being in hospital or living in a secure setting to community and independent living, as well as offering longer term support for people living with degenerative or life-limiting illnesses.

Exemplar Health Care's mission

Our mission is to make *every day better* for the people we support *and* our colleagues.

Exemplar Health Care's vision

Our vision is that adults living with complex needs can access outstanding specialist care and support, in a community-based home that's close to their family and friends, and that's focused on their personal goals and outcomes.

Exemplar Health Care's values

Our values express what it's like to work at Exemplar Health Care and our colleagues should make these a part of everything that they do. We're looking for people whose personal values match our values of:

- Fun
- Integrity
- Responsive
- Success
- Teamwork

Read more about our values [here](#).

Key responsibilities

- Be responsible for a clinical caseload and ensure that the service users receive appropriate treatment to a high professional standard in accordance with the Professional Standards and Code of Ethics and Professional Conduct of the College of Occupational Therapy (COT) and Health and Care Professions Council (HCPC).
- To be professionally and legally accountable for all aspects of own work.
- Undertake a skilled assessment of every service user, and a more comprehensive examination of those with complex presentations.
- To apply specialist clinical reasoning skills to assessment findings in order to determine the optimum basis for the plan of management for their condition.
- Prepare, explain to and agree with the service user/relative the delivery of an individual occupational therapy interventions based on a sound knowledge of evidence-based practice and treatment options, using specialist clinical assessment, reasoning skills and treatment skills. Therapy interventions should be directed to self-care, productivity and leisure promoting independence and meaningful occupation.
- Monitor, evaluate and record appropriately service user progress, modifying specialist interventions as required.
- Assess service user understanding of intervention proposals, gain valid informed consent to treatment and to work within a legal framework with service user who lack the capacity to give informed consent.
- Hold own caseload without direct supervision.
- Ensure accurate and comprehensive assessment and treatment records are maintained on service user receiving occupational therapy in line with COT and HCPC standards of practice.
- To be responsible for correspondence and reports required by the multidisciplinary team both within Exemplar and external agencies.
- Be responsible for the safe and competent use of equipment used as part of treatment and to ensure safe and competent service user use of appliances and aids. Ensure colleagues and families who are using the equipment are also adequately trained.
- Work closely with other occupational therapists and other colleagues from other agencies such as the GP's, consultants, hospital colleagues, Primary Care Trust (PCT) Social Services etc. to ensure that the service users' ongoing care and management is timely and effective.
- Be responsible for supervision, delegation and co-ordination of the workloads of therapy assistants on a daily basis as well as organising and planning own workload to meet service and caseload priorities.
- To work alongside the physiotherapists.
- To take the lead role for the activities team; promoting daily plans and meaningful occupation.
- Highlight potential or actual problems or deficiencies along with possibilities for resolving them to the home manager, to optimise service delivery within resources.
- Initiate, plan and undertake audit projects and reviews of clinical research and evidence or to assist in clinical research as necessary.
- Be responsible for maintaining own competency to practice through CPD activities, and maintain a portfolio which reflects personal development.
- Maintain and develop knowledge of evidence-based practice in the rehabilitation area, developing specialist knowledge of particular conditions, assessments and treatments.

- Assist in providing training to therapy assistants, including assessing and evaluating their performance.
- Assist with the training of other health care colleagues within the home as may be deemed appropriate to the benefit of the service
- Use a range of techniques to ensure effective communication with service users who may have barriers to understanding. Such techniques would include verbal, non-verbal and written forms to assure informed consent and compliance with treatment programmes. Circumstances may occasionally be distressing, dealing with distressed service users and/or carers and family.
- Attend colleagues' meetings and contribute to your own and colleagues' development and training, along with that of the overall service.
- Participate in the colleagues Performance Development Review (PDR)/appraisal scheme as a reviewee/appraisee and be responsible for complying with agreed personal development plan. Taking a lead with the occupational therapist in the appraisal/PDR of therapy assistant colleagues ensuring their objectives and personal development plans are in accordance with the therapy team's objectives.
- Provide induction, support and supervision to the activities co-ordinator; this might include providing support when dealing with distressing incidents or complex service users.
- Access to advice and support from other occupational therapists within the organisation as required.
- Promote the good reputation of the home.
- Maintain effective communication systems and practice throughout the home, with all other colleagues.
- Promote good relations with the public, service users' relatives, GP's and all other external professional and statutory bodies.
- Carry out other duties as will be directed by service need
- Undertake appropriate training and development to ensure statutory compliance and maintain appropriate professional registration
- Carry out all duties in a safe manner having a regard for the health, safety and welfare of self, colleagues, service users, visitors and other persons in accordance with related statutory Acts.
- In accordance with the *Health & Social Care Act 2008*, the post holder will actively participate in the prevention and control of infection within the capacity of their role

Health and safety

As an employee of Exemplar Health Care Health Care, the post holder has a duty under the Health and Safety at Work Act 1974, to: -

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the service, not intentionally or recklessly interference with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
- Recognise the personal right of the service user to positive risk taking in promoting their own recovery, working within identified guidelines.
- Have a general duty to take reasonable care for the health and safety of self and others who may be affected by their acts or omissions at work. All safety rules, regulations and codes of practice relating to the work area should be observed.
- Report all accidents, dangerous occurrences, incidents and hazards in line with company policy.

- Respect confidentiality relating to information gained through employment with the organisation and to ensure information is not disclosed to any unauthorised person/agency.

Safeguarding

Colleagues are required to take responsibility in all areas of work for safeguarding people at risk (both adults and children) from any form of abuse or neglect. When delivering care and support, colleagues are required to comply with the requirements of legislation relating to care in the UK, including the Care Act (2014) and Mental Capacity Act 2005, which incorporates the Deprivation of Liberty Safeguards (DoLS). To comply with the Exemplar Health Cares' Safeguarding Children and Adults policies, procedures and protocols, all individual colleagues (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults.

This will require you to:

- Ensure you are familiar with and comply with local Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Local Multi Agency Safeguarding Vulnerable Adults plans and procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Data protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

General

All colleagues are required to undertake the following:

- Carry out other duties as will, from time to time, be directed
- To fully comply at all times with the company policies and procedures and to take responsibility for own actions/inactions
- Undertake appropriate training and development to ensure statutory compliance and maintain appropriate professional registration
- To share and model the company values and expected behaviours at all times
- Participate in PDR/appraisal and supervision processes within the statutory guidelines
- To participate in all employee engagement activities including team, departmental or other staff meetings as required and contribute to company staff survey

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist employees in the performance of their role, therefore changes to employee's duties may be necessary on occasion. This job description is intended to be flexible and does not provide an infinite list of tasks and therefore may be varied from time to time.

This job description may be subject to review and appropriate modification. The post holder may be required to undertake other relevant and appropriate duties as reasonably required.

I confirm I have read and understand this Job Description.

Name of post holder:

Signature:.....

Date:.....

Person specification – Occupational Therapist

Qualification	Essential	Desirable	How assessed
BSc or MSc in Occupational therapy	Yes		Application Form/Certificates
HCPC Registered	Yes		On HCPC website
English and Maths grade C or above	Yes		Application Form/Certificates

Skills, experience and ability	Essential	Desirable	How assessed
Demonstrated Continuous Professional Development	Yes		Application, interview, portfolio
Works under own initiative	Yes		Application, interview
Excellent communication skills to deal with communication barriers or volatile situations	Yes		Application, interview
Wide range of occupational therapy experiences in a variety of clinical setting	Yes		Application, interview
Understanding of regulatory requirements for quality and safety and meet CQC		Yes	Application, interview
Adaptable to change	Yes		Application, interview,
Time management skills	Yes		Application, Interview
Previous supervisory experience in care		Yes	Application, interview

Attitude and Behaviours	Essential	Desirable	How assessed
Demonstrates the Exemplar Health Care values	Yes		Interview
Self-motivating	Yes		Application, Interview
Dynamic	Yes		Application, Interview