

# JOB DESCRIPTION

## Highly Specialist Occupational Therapist

Hours:	Zero hours
Contract:	Zero hours contract
Location:	Wendover, Buckinghamshire
Reports to:	Clinical Lead
Accountable to:	Chief Operations Officer and trustees
Line Manages:	N/A
Internal Relationships:	Senior Leadership Team, Trustees, Clinical staff, Oxygen Treatment volunteers, staff colleagues, patients and visitors etc.
External Relationships:	A range of professionals across all disciplines

### Job Purpose

- Be a clinical specialist delivering occupational therapy
- Assess and treat complex patients referred to Occupational Therapy formulating recommendations for onward referral or review based on sound clinical reasoning.
- The post holder will support the clinical lead within the Oakwood Wellbeing structure to provide strong operational, professional and clinical leadership to the Clinical Team.
- Actively contribute to the Continuous Quality Improvement (CQI) of the clinical services through the implementation of clinical audit, patient surveys and the evaluation of outcome measures.

### Duties and Responsibilities

The post holder will be responsible for the following tasks and activities:

- To have a clinical caseload of clients who require occupational therapy, providing both 1:1 and groupwork interventions where appropriate, in collaboration with other members of the Multi-disciplinary Team (MDT).
- To carry out initial consultations with new patients covering all aspects of their condition and formulating an action plan including both in-house and external referrals where appropriate.
- To promote the mental wellbeing and quality of life of patients through the delivery of a wide range of therapeutic activities.
- To develop and maintain skills required to work at a clinical specialist level within occupational therapy as acknowledged by the Royal College of Occupational Therapists (RCOT).

- To act as a source of clinical expertise and highly specialised advice to patients, carers, and other healthcare professionals in the assessment, diagnosis, treatment and management of patients referred for treatment.
- To be professionally and legally accountable for all aspects of clinical work including the management of patients.
- To formulate goals and clinical objectives jointly with patients, carers, relatives and other health professionals and continually reassess patients to evaluate progress, reassess and alter treatment programmes if required.
- To provide comprehensive progress reports to colleagues and referring GPs, and other patient services when required.
- To assess patients understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework.
- To manage clinical risk within own patient caseload.
- To be responsible for maintenance of accurate written records, in line with RCOT and professional body guidelines.

**Personal Development** (For part time staff working in the Oakwood Wellbeing clinic a short appraisal system will be used)

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for own professional development ensuring mandatory training is in date.
- To attend any training and meetings as requested.

### **Code of Conduct**

- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients and carers is at the centre of all activities and that all staff engage and communicate with all service users as appropriate.
- To always promote the safety of patients, carers, visitors and staff.
- To ensure that behaviours and actions reflect the Centre's values.

### **Equal Opportunities/Diversity**

- To be aware of the legislation around equality and diversity and provide equality of treatment and opportunity to employee's, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

## **Health & Safety**

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To co-operate with the organisation to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

## **Infection Control and hand hygiene**

- To comply with policies for infection control and prevention such as hand hygiene, decontamination policy, uniform and workwear code and standard precautions policy to reduce the spread of healthcare-associated infections (HCAIs).

## **Confidentiality and Data Security**

- To comply with GDPR 2018, the Data Protection Act 1998, NHS Confidentiality guidelines (e.g. Caldicott, GMC.) and any code of practice on Confidentiality and Data Protection, as accepted by the organisation.
- To ensure that all information collected, stored and used is done so in compliance with the above Acts and any relevant Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the organisations business. This obligation shall continue in perpetuity.
- To raise any matters of concern with the Oakwood wellbeing clinical lead.

## **Safeguarding**

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse, or the risk of abuse and their human rights are respected and upheld.
- To ensure any safeguarding concerns are reported promptly to the named Safeguarding Lead.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

## **Other**

- To be aware of and work in line with all policies and procedures.
- To carry out any other tasks as reasonably directed.
- All staff and volunteers at the Chilterns MS Centre/Oakwood Wellbeing, agree to adhere to the Charity's Code of Conduct.

This job description should be regarded only as guidance to the duties required and is not definitive or restrictive in any way. It may be reviewed in the light of changing circumstances following consultation with the post holder.

Signed.....  
(Post holder)

Date.....

Signed .....  
(Manager)

Date.....