



POST:	SENIOR OCCUPATIONAL THERAPIST (BAND 7 EQUIVALENT)
RESPONSIBLE TO:	Head of Clinical Services
RESPONSIBLE FOR:	Occupational Therapy Technician and Occupational Therapy Assistant
ACCOUNTABLE TO:	Director of Nursing and Operations
KEY RELATIONSHIPS:	Senior Management Team, Departmental and Team Managers, all Multidisciplinary Team Members (including external MDT colleagues), Residents, Relatives.

Introduction

The competencies listed below are those that the jobholder is expected to demonstrate immediately on taking up the post. They constitute the minimum standards of performance. They are not intended to be exhaustive and the jobholder will be expected to constantly enhance and add to their competence. The jobholder's progress will be monitored and assessed against these competencies, and any further outcomes derived from key targets and performance indicators.

Job Definition and Key Responsibilities:

- Lead the professional Occupational Therapy Service.
- Lead in the development and evaluation of the Occupational Therapy Service and team members.
- Prioritise assessments, plan and implement appropriate treatment and maintain associated records.
- Contribute to the overall smooth running of the organisation.
- Comply with standards to ensure high quality provision of Occupational Therapy Service.
- Be responsible for the health, safety and welfare of residents/clients and others, including the care/use of equipment provided and/or prescribed.
- Report any problems or concerns to your line manager, and, if necessary, to the clinical staff.
- Comply with all regulative standards and with the Care for Veterans best practice procedures.
- Plan and prioritise own workload; as an autonomous practitioner, taking responsibility for arranging own appointments and coordinating those appointments with the clinical team.
- Be responsible for the supervision of the Occupational Therapy team members.

- Be responsible for the assessment, prescription and fitting of equipment, whilst demonstrating an awareness of cost implications.
- Ensure that up-to-date written and electronic records, reports and activity data are maintained in accordance with your professional and Care for Veterans standards.
- Participate in the planning, critical evaluation and audit of clinical pathways and protocols and apply to your professional practice.
- Demonstrate skills and application of learning to manage exposure to unpleasant working conditions e.g. challenging behaviour
- Adhere to the Health Professions Council Standards of Proficiency for Occupational Therapists (2007) and the regulations set out by the Health Professions Council

Personal specification

- Hold and maintain HCPC registration
- First-class communication skills with a wide variety of residents, relatives and professional colleagues
- Empathetic towards the needs of others; promotes a positive approach to the care of people with a neuro/physical-disability
- Professional – must remain calm under pressure; preserve resident and organisation confidentiality; display a positive view of individuals' unique needs and abilities.
- Proactive – able to predict the needs of residents and colleagues and respond effectively to these and aim to find solutions to difficulties that may arise.
- Resilient – able to cope well with a variety of clinical scenarios and conditions
- Reliable – must show high levels of personal commitment to the role, to residents, and to team members
- Accountability – must display awareness for own actions and accountability for them
- Procedural – must display knowledge and commitment to Care for Veterans policies and procedures
- Flexible – to respond positively to the operational needs of the organisation.
- Organisational – able to manage conflicting priorities effectively in order to maintain the service, and the supervision of others
- Satisfactory Disclosure and Barring Service (DBS) check (**enhanced check with adult barred list check**)

Organisational Competencies

The following organisational competencies are applicable to all employees working at Care for Veterans.

1 Budget Management and Resource Control

- Use available resources appropriately
- Justifying proposals for additional expenditure and utilising fundraising services and volunteer services to support additional resource requests, where appropriate.
- Monitoring and controlling activities within budget (where defined).
- Negotiating resources required to achieve departmental/clinical objectives
- Identifying and reporting shortages
- Suggest measures which would make more effective, efficient and economical use of resources and motivating staff to understand and contribute to this.

2 Developing teams, individuals and self

- Identify individual learning needs, personal strengths and weaknesses
- Devising and communicating the strategy to meet your and your supervisees' developmental needs.
- Providing in-service training to others, as appropriate, and sourcing appropriate external training for individual skill development.
- Undertake required Individual Performance Review and continually monitor individual performance, providing appropriate guidance and support.
- Ensuring that, where performance issues have been identified, personal policies are adhered to and specialist advice is sought, where required.
- Ensuring individual team members contribute to service delivery.
- Assisting with supervising volunteers working within the clinical teams, as appropriate.

3 Planning, Allocating and Evaluating work

- Undertake agreed activities in line with departmental objectives
- Contribute to the review process by providing feedback on work activities
- Participate in departmental audits, when required, to evaluate service delivery and identify changing needs.

4 Recruitment and Selection

- Contribute to the orientation of new staff
- Assist in the manpower planning process, assessment of job applications and selection process, where appropriate.

5 Managing Change

- Remain open and receptive to change and assisting in the assessment and evaluation of potential change.
- Work with others to implement change in a positive manner.
- Take part in the evaluation of change and providing feedback to the management team on the change process as it relates to your department.

6 Data Protection

- Adhere to legislative requirements by ensuring the compliance of oneself and others

7 Health and Safety

- Adhere with legislative requirements by ensuring the compliance of self and others

8 Disability Awareness

- Acknowledge and value the contributions of all residents
- Display an understanding of the needs of individuals with a disability
- Respect the privacy and dignity of all residents, at all times

9 Communication

- Ensure that all written documentation is legible and accurate and in accordance with the HCPC and COT/BAOT guidelines.

- Utilising the electronic records system and maintain up to date hard-copy records, as appropriate.
- Ensure that verbal explanations are clear, accurate and professionally communicated
- Actively participate in the team briefing process
- Minimise jargon and abbreviations
- Actively listen to others views before expressing own views
- Share relevant information with appropriate colleagues

10 Organisational Awareness

To demonstrate motivation, commitment and critical awareness of the role, and that of team members by:

- Promoting good practice to achieve the aims and objectives of the organisation
- Being positive about the organisation and its vision
- Attending all mandatory training as stipulated by the organisation
- Being aware of and adhering to all organisational policies and procedures

11 Personal Awareness

- Demonstrate appropriate behaviour in stressful and difficult situations
- Display an awareness of your own capabilities and areas for improvement
- Initiate and participate in the change management processes

12 Teamwork

- Recognise and value individual team members
- Display sensitivity to others' feelings and needs
- Acknowledge and uphold equal opportunities for all team member

This job description and person specification represents an outline of the major components of the job and is not intended to be exhaustive. It may with consultation be subject to additions and amendments from time to time as the need arises and therefore, in addition to the duties and responsibilities listed, the job holder is required to perform such other duties as might be reasonably required.

I have read, understood and accepted the duties and responsibilities outlined in the above.

Signed: _____

Print name: _____

Date: _____