### Job title: Occupational Therapist (Developmental role)

### Directorate: Operations

### Reports to: Lead Occupational Therapist

### Shaftesbury Icanho

### Supervises: Rehabilitation Assistants & Students

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### Budget:

### Grade:

### Purpose of the job:

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| * To provide specialist occupational therapy [OT] assessment and interventions for rehabilitation of clients following Acquired Brain Injury at Shaftesbury Icanho, Stowmarket, and at the Bungay satellite service as required under supervision. * To liaise with employers supporting clients with vocational rehabilitation. * To work with carers/families as appropriate * To contribute to the evaluation, development and integration of evidence-based practice [including relevant technology] within the OT department and wider Service * To participate with colleagues in the Occupational Therapy department in providing a specialist resource in respect of ABI services to the interdisciplinary team within Shaftesbury Icanho and to the wider professional community as required. * To contribute to the overall direction and development of the department and interdisciplinary team/service |

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| Main duties:  |  | | --- | |  |  * To assume full professional responsibility for specialist ABI OT assessment, treatment and discharge of clients following induction and training in the role. * To provide OT assessments of clients based on the use, analysis and interpretation of data from a variety of sources, including valid outcome measures under supervision where appropriate. * To formulate and implement plans with the client and their family or carer for evidence-based treatment and/or management, including goal setting and discharge planning. * To prepare verbal and written reports in line with service policy/practice in a timely manner and in language appropriate to the recipient * Maintain high standards of clinical record keeping. * To ensure high standards of communication with family and carers, involving them in the rehabilitation process and provide education and training where appropriate to maximise the clients’ level of function and independence. * To ensure that a high standard of communication with clients, families, carers and external agencies is maintained. * To undertake visits to clients’ homes/local communities when clinically appropriate * To contribute to risk assessment/management for individual clients and to liaise and provide guidance on these to other professions or agencies. * To manage occupational therapy resources and support the department in the safe and appropriate use of equipment. * To exercise responsibility and professional judgement for the appropriate and safe use of specialist OT equipment after mandatory training. * To participate in the evaluation and selection of new technology, equipment and resources for occupational therapy and wider Service. * To actively participate in internal and external meetings contributing to the delivery and development of the clinical service and participate in internal education, case reviews and peer support. * To supervise delegated programmes of work to rehabilitation assistants, and support the department with OT students on placement. * To evidence own personal and continuous professional development by undertaking relevant training, attending meetings and conferences relevant to your Personal Development Plan agreed with the Head of Department in line with the strategic development for the service. * To take part in practice development, evaluation and audit activities to promote evidence- based practice. * To keep up to date with relevant development and research in the field of acquired brain injury rehabilitation locally, nationally and internationally. * To demonstrate reflective practice and critical appraisal skills and engage in supervision. * To adhere to professional OT standards and professional conduct. * To provide an environment that is respectful to a client’s dignity, culture and personal needs. * To adhere to all clinical governance policy and procedures. * To comply with all Shaftesbury Health and Safety policies in order to ensure that a safe working environment is maintained for clients, carers, staff and visitors. * To be aware of current legislation e.g. POVA (Safeguarding), Mental Capacity Act, Data Protection and the Disability Discrimination Act/Equality Act and their relevance to practice. * To carry out additional duties and tasks that may be required within the range of the responsibilities of the post.  |  | | --- | | **Working relationships and contacts**  Internal: All staff in the Brain Injury Rehabilitation Centre  External:   * ICBs * Social Care Services * Housing Departments * Education Services * Employment Services/Job Centre Plus * Voluntary Organisations * Private Organisations * Lawyers and independent case managers * Local community resources as required. * Other NHS and Voluntary Sector Mental Health Service | |

### Safeguarding

Shaftesbury is committed to safeguarding and promoting the welfare of adult, young people and children and expects all employees to share this commitment and follow our safeguarding policies and procedures.

### Equality and diversity

Shaftesbury is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Shaftesbury aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve.  The post holder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

### Christian ethos and values

The post holder must carry out all duties in a manner which is consistent with Shaftesbury values which are based on an inclusive Christian ethos.

### Policies and procedures

The post holder must also maintain the policies, procedures and practices of the organisation and as far as possible, must ensure that all activities within the work setting are consistent with those values, policies, procedure and practices.

### Confidentiality

The post holder must ensure that any information relating to employees, service users and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or managers.

### Health and safety

The post holder must be familiar with Shaftesbury Health and Safety policies and guidelines.  All work should be undertaken so as to be consistent with these, and so as to ensure own health and safety and that of others affected by their work.

### For further information or if you have any questions, please contact: HRAdmin@Shaftesbury.org.uk

### Job title: Occupational Therapist

### Assessment Method Key: A = Application Form I = Interview T = Test D = Documentary Evidence

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|  | Essential | Desirable | Assessment method |

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Assessment Method** |
| **Education** | * Professional OT qualification * HCPC registration * Evidence of CPD | * Member of COT * Members of relevant CENs/organisations | Application form  Interview  CPD Portfolio |
| **Experience** | * Education placement experience or personal/voluntary experience in ABI/neurology * Understanding of the nature of neuro OT assessments and treatment of clients * Awareness of the use of technology in relation to OT after ABI * Experience of team working | * Experience of different cultural contexts * Understanding of audit and research * Presenting/teaching skills * Supervisory experience * Vocational rehabilitation experience/supporting others with volunteer roles | Application form  Interview  References |
| **Skills** | * Ability to conduct formal and informal assessments following the OT process * A strong interest in ABI/neurology and the impact of multiple health conditions on function * Use of technology within assessment/therapy process * Excellent communication – written and spoken & interpersonal skills * Well developed critical appraisal and reflective practice skills * Organisational, time-keeping & prioritisation skills | * Ability to work well with individuals at all levels both within and outside the organisation. * High level of computer literacy and software applications | Application form  Interview  References |
| **Knowledge** | * Awareness of specialised assessment and therapies/interventions in ABI * Knowledge of neurology, the brain and brain injury * Knowledge of legislation in relation to people with Acquired Brain Injury, including MCA and DOLs. * Sound understanding of clinical and information governance | * Knowledge of upper limb management post stroke and normal tone * Splinting techniques * Knowledge of legislation and guidance supporting people with disability to return to work * Knowledge of behaviour management theories and techniques | Application form  Interview  References |
| **Personal** | * Self motivated * Team player * Organised * Flexible * Reflective * Willingness to learn * Accountable * Current driving licence and use of a car | * Innovative/creative practitioner | Application form  Interview  References. |

This job description and person specification is not exhaustive and amendments and additions may be required in line with future changes in the post holder duties.