



JOB PROFILE

Community Occupational Therapist

Incorporates

Section 1 Post Descriptor

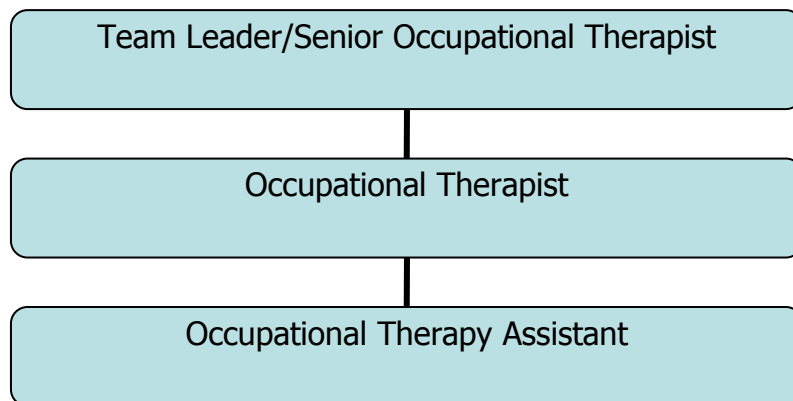
Section 2 Person Descriptor

SECTION 1: POST DESCRIPTOR

1. JOB DETAILS	
Job Title: Community Occupational Therapist	Post No: SW2201
Department: HSCP	Section: Community Care
Reports to: Team Lead	Grade: 8
2. JOB PURPOSE <p>This post is part of the Adult Care Team. It offers the opportunity to work as a specialist occupational therapist with adults aged 16-65 and to provide direct clinical care, which encompasses occupational therapy assessment, treatment and management of patients/clients within their own homes or homely setting.</p> <p>Responsible for delivering of dedicated occupational therapy support to patients/clients living within West Dunbartonshire Health and Community Care Service catchment area.</p> <p>Participate in Anticipatory Care Planning as required with the aim to minimise avoidable hospital admissions and maximise individual's ability to remain safely at home.</p> <p>As a member of a multi- disciplinary team (MDT) which provides highly specialised assessment, rehabilitation and care to patients/clients within the community, the post holder will provide occupational therapy advice and direction to other professional colleagues and team members. Providing leadership and supervision for less experienced Occupational Therapists as well as Occupational Therapy Assistants, Support Workers and students on clinical placement.</p>	
3. DIMENSIONS and SCOPE OF JOB (including budgetary and staffing responsibilities) <p>Budget: N/A</p> <p>Staffing Direct: Occupational Therapy Assistant</p> <p>Staffing Indirect: N/A</p>	

4. ORGANISATIONAL CHART

(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF DEPARTMENT/SECTION

West Dunbartonshire has a diverse population of approximately 90,000 and covers two distinct localities. West Dunbartonshire HSCP employs approximately 2,083 staff and manages services of various client groupings. The HSCP has established links with the acute sector, the third sector and a number of independent contractors. The Health & Community Care Services within West Dunbartonshire HSCP offers a service to individuals and their carers through a co-ordinated approach by all health and social care staff.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

Service Development

- To ensure that quality standards and effectiveness of patient/client care are continually improved.
- To propose policy changes concerning the occupational therapy management of patients/clients, and to guide the Health & Community Care Service to provide an efficient and effective service in this clinical area.
- To supervise, initiate and participate in evidence based projects and be responsible for implementing changes within designated team/area and setting and monitoring standards of practice
- To contribute and participate in the ongoing development of the Service via education and service development.

Management

- To comply with all West Dunbartonshire Council policies and procedures and the Health and Safety at Work Act, including adherence to Universal Precautions and Infection Control measures, and ensure that staff within the team is aware of their responsibilities, as appropriate.
- To attend mandatory fire, manual handling and resuscitation training and be familiar with local procedures within speciality areas of work, and ensure that staff within the team are aware of their responsibilities, as appropriate.
- To undertake the provision of specialised teaching to peers, junior staff, students and other health and social care professionals on range of relevant topics.
- To assist the Manager, in conjunction with other senior members of the Team, in the day- to -day team management including allocation of duties to other members of the team.
- To undertake the supervision and appraisal of junior staff members of the team.

Audit, Research and Development

- To undertake and participate in appropriate work related audit/research projects as required.

Education and Training

- To be responsible for own personal professional development and keep abreast of new clinical practices.
- To maintain a CPD portfolio reflecting your own professional development.
- Undertake inter-disciplinary competences to enhance generic assessment skills.
- Deliver inter-disciplinary competences on occupational therapy to other members of the Team.
- To be responsible, for the training of rehab assistants, home carers and students as required assigned to the team.
- To supervise undergraduate occupational therapy students as required.
- Participate and lead on specific topics within the Occupational Therapy Forum.

Clinical Governance

- To keep abreast of evidenced based practice by use of relevant reading, attendance at in-service training, external courses and database searches.
- To ensure good working knowledge of national and local standards and monitor quality as appropriate.
- To participate in clinical supervision/reflective practice to enhance personal and professional development
- To undertake clinical supervision with other members of the Team.

General Responsibilities

- To flexibly plan and organise own time.
- To achieve the effective daily management of a caseload of patients/clients including responding to urgent referrals, prioritising clinical work and balancing other patient/client related and professional activities in accordance with service criteria and service provision in times of crisis intervention.
- Undertake comprehensive assessments of patients/clients with complex

presentation to provide a functional diagnosis to determine needs. Assess suitability for equipment and adaptations – providing appropriate equipment adaptations and referral onto specialist services where appropriate.

- To provide an efficient and effective occupational therapy service by appropriate management of the team members and their caseloads.
- To monitor referrals and on-going treatments to ensure that appropriate decisions are made regarding patient/client care.

Professional

- To comply with Health Professions Council Standards of Proficiency.
- To comply with The Royal College of Occupational Therapists Code of Ethics and Professional Conduct, national and local policies and procedures.
- To respect the individuality, values, cultural and religious diversity of patients/clients and contribute to the provision of a service sensitive to these needs.
- To demonstrate the ability to reflect on ethical issues and to provide guidance to junior staff.
- Apply highly specialist skills and knowledge in order to demonstrate professional competence and fitness to practice as a Specialist Occupational Therapist.

The above activities would be used to achieve the most appropriate outcome with regards to promoting independence and general health in an attempt to ensure the person's safety and general well being.

7. PROBLEM SOLVING

- To undertake the specialist assessment of patients/clients as an autonomous practitioner, including those with highly complex presentations, using clinical reasoning skills and knowledge of evidence based practice determine appropriate care plans utilising profession specific treatment skills and options.
- To interpret and analyse clinical and non-clinical facts to inform intervention in a wide range of highly complex musculoskeletal, orthopaedic, respiratory, neurological and other multi-pathology conditions.
- To use specialist knowledge to refer to other health disciplines as appropriate.
- To formulate accurate treatment plans and care plans and recommend best course of intervention, developing comprehensive plans.
- Formulate anticipatory care plans and emergency care plans and share appropriately.
- To co-ordinate intervention which may include other disciplines; advises and educates patient/clients/carers/relatives/other health professionals and social care professionals.
- To achieve the effective daily management of a caseload of patients/clients including responding to urgent referrals, prioritising clinical work and balancing other patient/client related and professional activities in accordance with departmental standards
- To contribute to the efficient and effective running of the Team by sharing organisation of the team members and their caseloads.
- To make crucial recommendations to advise ongoing intervention and future care planning and relay these as appropriate to the relevant medical practitioner.

- To be accountable for own professional actions.
- Plan, prioritise, delegate and facilitate own clinical and managerial workload.
- Prioritise changes within team, contribute to policies and procedures, and analyse impact on other work areas.
- Manage waiting lists where necessary, incorporating judgmental skills, prioritising resources to meet service demands.
- Decide when it is appropriate to seek guidance from senior staff.
- Through interpretation of organisational policies, use initiative and experience to develop occupational therapy within own specialist area.

8. PLANNING

The post holder will be required to assess and review care plans within the timescales developed in line with departmental expectations/policies.

The post holder will participate in team meetings and training which will contribute to the development of service plans

9. ASSIGNMENT AND REVIEW OF WORK

- Plan, prioritise, delegate and facilitate own clinical and managerial workload.
- Prioritise changes within team, contribute to policies and procedures, and analyse impact on other work areas.
- Manage waiting lists where necessary, incorporating judgmental skills, prioritising resources to meet service demands.
- Decide when it is appropriate to seek guidance from senior staff.
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10. COMMUNICATIONS AND WORKING RELATIONSHIPS

The post holder communicates with: Patients/Clients & Staff

What the communication is about:

- To clearly convey complex knowledge of techniques, biomechanics, anatomy and physiology to patients/clients and staff.
- To be able to motivate and persuade others through advanced communication skills, with the benefit of verbal and non-verbal skills, using written and electronic information where needed.
- To demonstrate the ability to communicate complex and sensitive information to patient, client, carers and other staff, where there may be barriers to communication i.e. non-English speaking patients/clients; use of interpreters; excess noise or lack of privacy and ensure all members of the team do likewise.
- To maintain close links, communication and liaison between all staff and people involved in patient/client care, student education, research or policy development as appropriate and promote good working relationships at all times.

- To liaise with and advise other occupational therapists, relevant medical staff, nursing staff, social workers and other health care professionals who may be in direct contact with the post holder with regard to patient/client care.
- To communicate effectively with all other disciplines involved in the patients/clients care both in the Acute and in the community thus ensuring a multidisciplinary approach.
- To attend meetings and seminars / case conferences as appropriate, and to liaise with and advise other disciplines, as appropriate, to achieve comprehensive, effective and confidential patient/client management through admission to discharge.
- To initiate and maintain contacts with local and national clinical interest groups appropriate to the clinical field.

11. DECISION MAKING

- To undertake the specialist assessment of patients/clients as an autonomous practitioner, including those with highly complex presentations, using clinical reasoning skills and knowledge of evidence based practice determine appropriate care plans utilising profession specific treatment skills and options.
- To interpret and analyse clinical and non-clinical facts to inform intervention in a wide range of highly complex musculoskeletal, orthopaedic, respiratory, neurological and other multi-pathology conditions.
- To use specialist knowledge to refer to other health disciplines as appropriate.
- To formulate accurate treatment plans and care plans and recommend best course of intervention, developing comprehensive plans.
- Formulate anticipatory care plans and emergency care plans and share appropriately.
- To co-ordinate intervention which may include other disciplines; advises and educates patient/clients/carers/relatives/other health professionals and social care professionals.
- To achieve the effective daily management of a caseload of patients/clients including responding to urgent referrals, prioritising clinical work and balancing other patient/client related and professional activities in accordance with departmental standards
- To contribute to the efficient and effective running of the Team by sharing organisation of the team members and their caseloads.
- To make crucial recommendations to advise ongoing intervention and future care planning and relay these as appropriate to the relevant medical practitioner.
- To be accountable for own professional actions.
- Plan, prioritise, delegate and facilitate own clinical and managerial workload.
- Prioritise changes within team, contribute to policies and procedures, and analyse impact on other work areas.
- Manage waiting lists where necessary, incorporating judgmental skills, prioritising resources to meet service demands.
- Decide when it is appropriate to seek guidance from senior staff.
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12. MOST CHALLENGING PART OF THE JOB

- The intensity of dealing with high volume of patients/clients and the need to make recommendations about their ongoing interventions/care.
- Service provides cover to a wide geographical area which may involve travel for long distances and long periods of time. There is a requirement to travel to all community referrals.
- There are frequent interruptions involving new referrals being made which means continual prioritising of planned caseloads.
- This job may involve frequent exposure to highly unpleasant working conditions e.g. body fluids including sputum, faeces, urine, vomit and lice, unpleasant smells, alcohol and drug abuse.
- Occasional exposure to verbal and physical aggression.

13. GENERAL

Disclosure: PVG – Children and Adults

Politically Restricted Post:

Not politically restricted

14. WDC TRAINING

West Dunbartonshire Council – Operates [Skills Passports](#) for all employees, which details the training available and timescales for undertaking courses. Skills passports are available via the Council's Intranet [Organisational Development & Change](#)

- Skills Passport A – New Entrant Employee Passport

Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;

Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy

- Skills Passport B – WDC Employee Passport

Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

List all Role Specific training to be carried out to undertake this position.

Moving and handling module

Post Descriptor Prepared by: Senior OT

Date: April 2020

SECTION 2: PERSON DESCRIPTOR

	Essential	Desirable
	Qualifications	
	Degree in Occupational therapy or equivalent	Membership of The Royal British Society of Occupational Therapy
	Registrant with the Health Professions Council	
	Training	
	Evidence of ongoing CPD in a variety of specialities	
	Evidence of Statutory & Mandatory Training	
	Experience	
	Post-registration OT experience	Experience of working within Community Health and Care
	Working in a multi-disciplinary team	
	Experience in Medicine for the Elderly, Community, Rehabilitation, Neurology, Orthopaedics	
	Knowledge and Skill	
	Evidence of ongoing CPD in a variety of specialities	
	Evidence of Statutory & Mandatory Training	
	Demonstrable ability to process and use complex information to improve patient outcomes	
	Demonstrable ability to use clinical reasoning and judgement	
	IT skills to utilise clinical information systems, databases and other software to improve patient care.	
	Excellent written and verbal communication and negotiation skills to communicate effectively with health and social care professionals, patients and carers.	
	Excellent organisational skills.	
	Disposition	
	Demonstrable ability to prioritise workload.	Current driving licence and access to a vehicle

	Ability to apply logic and analytical skills to manage clinical risk.	
	Ability to work autonomously and evaluate own work.	
	Demonstrable ability to work quickly, accurately and to deadlines.	
	Demonstrable ability to work as part of a team	