

Job Description
Senior Occupational Therapist

Job Title	Senior Occupational Therapist
Department	Occupational Therapy
Reports to	Allied Therapy Professions Manager
Date	1st May 2011

Overall Purpose of Job

We will provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

Key Responsibilities and Deliverables

1. PROFESSIONAL RESPONSIBILITIES:

- 1.1. Design, co-ordinate and deliver an effective and efficient Occupational Therapy Service, based on assessment of needs.
- 1.2. Develop and administer the highest quality of service by identifying and implementing operational procedures in line with best practice standards.
- 1.3. Keep abreast with new developments, skills and technology to ensure continuing competence in the job.
- 1.4. Enhance his/her skills in order to initiate and respond to changes in the work environment as additional roles may be demanded e.g. data analysis, clinical audit, continued professional development and research.

2. MANAGEMENT RESPONSIBILITIES:

- 2.1.** To contribute to and participate in the bank staff induction, bank staff appraisal and in service training programmes.
- 2.2.** To actively participate in and promote continuing education and research activities consistent with the position.
- 2.3.** To maintain appropriate records and statistics sufficient for organisational and legal purposes to include work related injuries/incidents.
- 2.4.** To regularly review and update the Occupational Therapy Patient Service Policy documents.
- 2.5.** To ensure that all new electrical equipment has been approved by the Facilities Department prior to use in the Department.

3. HEALTH AND SAFETY

- 3.1.** To ensure that effective safety procedures are in place to comply not only with the Health, Safety and Welfare at Work Act, but also within the spirit of the Hospital's mission, values
- 3.2.** To be conversant with and uphold the Beacon Hospital's Safety Statement, Fire Safety regulations and the Major Disaster Plan.
- 3.3.** To ensure that faulty equipment is immediately removed from the treatment area and restored to safe use as promptly as possible.

NOTE 1. The hours of work are at the discretion of the Allied Therapy Manager and in line with service needs.

Person Specification

Qualifications	Candidates must hold a degree in Occupational Therapy or an equivalent qualification and be eligible for membership with the AOTI.
Experience (Amount and Type)	Candidates must have a minimum of 3 years Occupational Therapy experience within an acute adult hospital setting. A Masters in an area of Occupational Therapy is desirable but not essential.
Job Specific Competencies and Knowledge	<p>Display awareness and appreciation of the service users and the ability to empathise with and treat others with dignity and respect</p> <p>Demonstrate sufficient clinical knowledge and evidence based practice to carry the out duties and responsibilities of the role</p> <p>Demonstrate an ability to apply knowledge to best practice</p> <p>Demonstrate the ability to plan and deliver care in an effective and resourceful manner within a model of patient-centred care</p> <p>Demonstrate an ability to manage and develop self and others in a busy working environment</p> <p>Demonstrate the ability to effectively evaluate information and make appropriate decisions</p> <p>Demonstrate a commitment to assuring high standards and strive for a user centred service</p> <p>Display effective communication and interpersonal skills including the ability to collaborate with colleagues, families, carers, etc.</p> <p>Demonstrate effective team skills</p> <p>Demonstrate flexibility and openness to change</p> <p>Demonstrate ability to utilise supervision effectively</p> <p>Demonstrate a commitment to continuing professional development</p>
Personal Competencies	All posts in Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee _____

Signature

Date