

## Job Description

<b>Job Title</b>	<b>Staff Grade Occupational Therapist (Part-time)</b>
<b>Department</b>	<b>Occupational Therapy</b>
<b>Reports to</b>	<b>Allied Therapy Manager</b>
<b>Date</b>	<b>October 2014</b>

### 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

#### Professional Responsibilities

- Deliver an effective and efficient in-patient Occupational Therapy sessions under the supervision of Senior Occupational Therapist/Allied Therapy Manager.
- Administer the highest quality of service by following evidence based standard operational procedures in line with best practice standards under the supervision of Senior Occupational Therapist.
- Keep abreast with new developments, skills and technology in Beacon Hospital to ensure continuing competence in the job.
- To attend all in-service trainings provided to you by the Senior Staff members to ensure the highest standard of patient care is maintained during Occupational Therapy Sessions.

#### Management Responsibilities

- To create and promote good working relationships and teamwork through open communication with all other medical and Allied Health Professionals.
- To participate and present in the in service training programme.
- To maintain appropriate records and statistics sufficient for organisational and legal purposes to include work related injuries and incidents.
- To regularly review and aid the senior OT in updating the OT department policy and protocol documents.

#### Staff Management

- To be professional, dedicated and punctual at all times.
- To encourage professional development through promotion of self-learning attendance at internal and external education events.

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

## Person Specification

<b>Qualifications</b>	Candidates must hold a degree in Occupational Therapy or an equivalent qualification and be a member of the AOTI.
<b>Experience</b>	Candidates must have clinical experience working with the adult population in an acute hospital setting. One years' experience is desirable but not essential.
<b>Job Specific Competencies and Knowledge</b>	<p><i>Please see job specific competencies per OT inpatient rotation.</i></p> <p><b>Assessment, Clinical Reasoning and Documentation</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrates ability to complete assessment of patient and their condition, including:- <ul style="list-style-type: none"> <li>▪ Patient's perceptions of their needs.</li> <li>▪ Precautions to treatment.</li> </ul> </li> <li>▪ Demonstrates appropriate choice, use and interpretation of both standardised and non-standardised assessment tools or outcome measures.</li> <li>▪ Demonstrates choice of appropriate treatment intervention through sound clinical reasoning and rationale.</li> <li>▪ Recognises own limitations in clinical judgement and consults with other more experienced clinicians.</li> <li>▪ Adheres to departmental assessment templates and documentation protocols.</li> <li>▪ Utilises references, and demonstrates self-directed learning to expand knowledge of assessment tools, interventions, clinical conditions etc.</li> <li>▪ Collects basic data accurately and precisely using medical chart and Meditech system.</li> <li>▪ Keeps accurate statistical records electronically.</li> <li>▪ Completes discharge &amp; transfer reports and progress reports to primary source of referral in a timely manner.</li> <li>▪ Completes home visit &amp; assessment as required to support patient discharge to home.</li> <li>▪ Recognises limits in clinical judgement and actively seeks multi-disciplinary collaboration as appropriate.</li> <li>▪ Liaison with relevant community services to support discharge to home.</li> </ul> <p><b>Group Work</b></p> <ul style="list-style-type: none"> <li>▪ Development and delivery of OT educational sessions as part of the MDT working in various clinical programmes offered in the Beacon Hospital such as cardiac rehabilitation, pulmonary rehabilitation, chronic pain and oncology.</li> </ul> <p><b>Protocols</b></p> <ul style="list-style-type: none"> <li>▪ Appropriately utilises post-op protocols.</li> </ul>
<b>Personal Competencies</b>	<p>You must demonstrate enthusiasm and a genuine interest to work with this patient population across varying clinical areas in the acute setting.</p> <p>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 and hospital management.</p>

**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:**

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Signature

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Date

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Name (Block Capitals)