THERAPY CENTRE
JOB DESCRIPTION

Post Title: Occupational Therapist/Speech and Language Therapist / Physiotherapist / Dietitian

Band: Band 5

Base: Royal Shrewsbury Hospital, Shrewsbury (RSH) or Princess Royal Hospital, Telford (PRH) with a requirement to work across Trust sites

Hours: Full time 37.5 hours per week, working across 7 days when required

Responsible to: Therapy Manager and Head of Profession

Line Managed by: Team Coordinator

Post Purpose

1. To assess, diagnose/interpret and manage own caseload of complex patients as an autonomous practitioner in accordance with Professional Code of Conduct and Health and Care Professions Council Regulations.

2. To work under the supervision and guidance of senior Therapists.

3. To work flexibly as part of the cover arrangements within the Therapy Centre as required. The postholder will only be asked to work within their competencies and should be aware that notification of the need to move to a different clinical area may be communicated with little notice to ensure the safety of the service.

4. The post will be rotational working across both hospital sites and some postholders will work in Community settings as part of their role.

5. The post holder will work in close co-operation with colleagues within all Care Groups to deliver a cohesive service that is led by user need ensuring high quality of patient care, optimal patient flow and safe timely discharge

6. To have highly effective communication skills and demonstrate these on a continual basis with patients, carers, colleagues and the wider Multi-disciplinary Team (MDT)

7. To undertake audit and research projects as appropriate to the role.

8. To use the Trust values at all times as a framework for own behaviour and encourage others to do likewise, ensuring the values underpin all that is done by the Therapy teams.
2. Organisational Position – see attached chart

3. Competency Framework - This Job description should be read in conjunction with the Competency Framework for the post.

4. Main Responsibilities

Clinical

1. The post holder will work as an autonomous practitioner to perform assessment of patients with diverse presentations. To use clinical reasoning to diagnose/interpret and then develop, deliver and adapt individualised treatment plans for patients within a clinical area.

2. To accept clinical responsibility for a caseload of patients with support from senior staff and to organise this caseload efficiently and effectively

3. To work closely with all appropriate multidisciplinary (MDT) teams and agencies to maximise safe and timely patient flow.

4. To assess patients understanding of treatment offered, gain consent and have the ability to work within a legal framework with patients who lack capacity as outlined in the Trust’s Consent guidelines.

5. To participate as appropriate in the collective Therapy Centre out of hours / weekend and major incident response rota providing high quality patient care and specialist advice to medical and nursing staff.

6. To consult with the appropriate senior member of staff for advice regarding the management of complex patients or difficult issues.

7. To ensure that contemporaneous treatment records and activity data are maintained in accordance with Trust and Professional standards.

8. To manage own caseload and time effectively and efficiently responding appropriately to frequent changing demands, and unexpected urgent priority changes.

9. To maintain a professional portfolio for continuing professional development to demonstrate clinical competencies and compliance with Trust policies and Professional code of conduct.

10. To participate in the student educational programme as appropriate.

11. To participate in audit and collect outcome data activity as part of the Therapy Centre audit plan.

12. To adhere to Trust and Professional policies and procedures regarding own practise and contribute to their ongoing development and review.

13. To ensure all aspects of clinical governance are dealt with effectively and efficiently e.g. Datix reports are completed when required, patient complaints are processed in a timely manner and all mandatory training is completed when required.

14. To propose service improvement for own service area.

15. To work collaboratively with the Centre Management team to deliver service improvement.
Decisions, Judgements and Freedom to Act

1. The post holder will use analysis and judgement to assess, diagnose/interpret and implement treatment programs.

2. To access supervision / appraisal in line with the Trust / Therapy Centre structure and appraisal framework.

3. To delegate to and supervise the work of the Therapy Support workers

4. To work as an integral member of the MDT, determining a patient’s readiness for discharge and future therapy management plan.

5. To be professionally accountable for own actions and be aware of professional boundaries.

6. To seek advice and support from senior staff and refer patients as necessary.

Communication and Relationships

1. To communicate complex information to users of the service and their carers, regarding their condition and treatment options at times conveying contentious and sensitive information where there are barriers to understanding / communication.

2. To develop and maintain effective communication, feedback and engagement with colleagues including those within the wider healthcare economy.

3. To communicate effectively when on Board rounds and in MDT meetings ensuring the accuracy of information given and received.

4. To produce timely and accurate reports and including discharge summaries for GPs and referring agencies.

5. The postholder will communicate with members of the public through careers events and promotional activities presenting a Professional image of the Therapy Centre and the Trust at all times.

6. To develop and maintain adequate IT skills to support communication requirements

Systems and Equipment

1. To use appropriate equipment within the remit of the post adhering to agreed instructions and/or manufacturers guidelines.

2. To undertake annual Trust and professional statutory training to maintain competency in the safe use of all equipment and to keep records of attendance.

3. To acquire the competencies to train / demonstrate the safe use of equipment to patients, carers and staff.

4. To acquire a robust understanding of the Trust Cardiac arrest and emergency procedures and to understand the Therapy role.

5. To keep up to date with new developments in equipment and technology in order to maintain own competence levels and advise others.
6. To demonstrate the safe use of equipment loaned to patients, ensuring documentation is complete and instructions given.

**Working Conditions and Physical, Mental and Emotional Demands**

1. To perform tasks involving the handling of patients or loads on a frequent and repetitive basis as applicable to the role.

2. The workload is frequently complex and challenging, and is usually delivered under significant time constraints.

3. The post holder will be imparting unwelcome or sensitive news on a frequent basis, regarding treatment outcomes, rehabilitation prospects or condition deterioration.

4. To develop and maintain an ability to cope with and prioritise many unexpected work demands and deadlines.

5. To develop competencies in handling complex issues relating to the management of people who are exhibiting distressed or unpredictable behaviour.

6. Frequent periods of concentration are required e.g. to record accurate patient information or to analyse patient data.

7. The post holder will frequently encounter unpleasant working conditions.

**SaTH Trust Values**

| Proud to Care                                      | I will strive to provide a quality service at every stage of the patient journey  
|                                                 | I will deliver the service and care I would expect to receive myself |
| Make it Happen                                    | I will take responsibility for making positive and proactive changes that will benefit patients and staff  
|                                                 | I will keep an open mind to new ideas, make the most of opportunities and accept when change is necessary |
| We Value Respect                                 | I will listen carefully to what patients tell me, I will act on it and I will keep the patient informed  
|                                                 | I will respect the role of everyone and their contribution to the Trust |
| Together we achieve                              | I will continually look for ways to improve how we work and the services we deliver and assist in making improvements happen  
|                                                 | I will use feedback to identify improvement opportunities |

**Health & Safety**

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
• co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and

• not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

• ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and

• be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and

• maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and

• challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust’s Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust’s Disciplinary Procedure.

• Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

• Disclosure of Information - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.

• Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust’s recording, monitoring, validation and improvement schemes and processes.
Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust’s appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust’s procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
  - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
  - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

The post holder may be required to perform other duties on an occasional basis, which are commensurate with the grade and agreed by the postholder and the line manager.

This job description can only be altered with the approval of the postholder and line manager.

Job description agreement

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