



HIGHLY SPECIALIST OCCUPATIONAL THERAPIST

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

Louise Barnett

Louise Barnett
CHIEF EXECUTIVE OFFICER

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Highly Specialist Occupational Therapist
Band	Band 7
Directorate	Service Delivery Directorate
Accountable to	Inpatient Therapy Manager & Professional Head
DBS Required?	Yes, Enhanced DBS

JOB OVERVIEW

1. Post Purpose

- 1.1. To act as a lead expert therapist to assess, diagnose/interpret and manage own specialist caseload of complex patients as an autonomous practitioner in accordance with Professional Code of Conduct and Health and Care Professions Council Regulations.
- 1.2. To have developed, through experience and specialist postgraduate training, the advanced knowledge and clinical skills required for the post.

- 1.3. 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.
- 1.4. To work closely with team co-ordinators to ensure an efficient operational service and a robust structure of training, supervision and appraisal is delivered to all members of the team.
- 1.5. To act as a source of expert advice and support within the Therapy Centre and across the Trust and the wider health economy.
- 1.6. To have highly effective communication skills and demonstrate these on a continual basis with patients, carers, colleagues and the wider Multi-disciplinary Team (MDT).
- 1.7. To provide specialist education and training to the Therapy Centre and the Trust and the wider health economy.
- 1.8. To undertake audit projects as a regular part of the role.
- 1.9. The post holder may be required to work flexibly, as part of the cover arrangements within their competence across all locations within the Therapy Centre as required. Notification of flexible working may be communicated at short notice to ensure safety of the service.

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. Main Responsibilities

Clinical

- 2.1 The post holder will work as a specialist autonomous practitioner to perform advanced assessment of patients with diverse presentations. To use advanced clinical reasoning to diagnose/interpret and then develop, deliver and adapt individualised treatment plans for patients within a specialist clinical area.
- 2.2 To participate as appropriate in own professional clinical area out of hours / weekend rota and the collective Therapy major incident response rota providing high quality patient care and specialist advice to medical and nursing staff.
- 2.3 To ensure that contemporaneous treatment records discharge summaries and activity data are maintained in accordance with Trust and Professional standards and where appropriate other members of the team.
- 2.4 To be responsible for organising and planning own caseload and where appropriate other members of the team, to ensure the needs of the service are met, readjusting plans as situations and priorities change.
- 2.5 To maintain a professional portfolio for continuing professional development to demonstrate specialist clinical competencies and compliance with Trust policies and Professional code of

conduct.

- 2.6 To create an environment that supports lifelong learning through the provision of advanced pre and post registration training.
- 2.7 To act a source of expert advice for therapy colleagues, nursing and medical staff and other MDT members providing professional or clinical advice and discussing complex cases.
- 2.8 To provide induction, supervision, assessment and training to students on clinical placement, liaising with the student coordinators as appropriate and providing evaluation and feedback to the Higher Education Institutes (HEI) as appropriate.
- 2.9 To regularly undertake audit activity as part of role. To critically evaluate current research and apply where appropriate to practice and demonstrate a knowledge and understanding of national guidelines and legislation ensure this knowledge is disseminated to the Therapy Manager, Professional Head and the wider MDT.
- 2.10 To assess patients understanding of treatment offered, gain consent and have the ability to work within the legal framework with patients who lack capacity to consent to treatment as outlined in the Trust's consent guidelines.

3. Specific Clinical Elements of the Post

- 3.1 To deliver clinical services, to a complex level, to patients within the acute inpatient bed base.
- 3.2 To act as clinical lead for Occupational Therapy within inpatient therapy services.
- 3.3 To act as an expert in managing complex discharges and supporting colleagues in the assessment and treatment of patients presenting with complex conditions.
- 3.4 To deliver training and education to all staff
- 3.5 To support undergraduate education by mentoring a minimum of one student per annum in collaboration with occupational colleagues.
- 3.6 To work on the weekend discharge and orthopaedics rota routinely as an active part of the rota.

4. Management / Leadership

- 4.1 To manage own caseload and time effectively and efficiently responding appropriately to frequently changing demands, and unexpected urgent changes.
- 4.2 To adhere to Trust and Professional policies and procedures regarding own advanced role and contribute to their ongoing development and review.
- 4.3 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.
- 4.4 To propose changes for own service area where appropriate and liaising with other disciplines when these protocols and guidelines impact on other clinical areas and professions.
- 4.5 To work collaboratively with the Therapy Manager and Quality Improvement Lead to evaluate activity,

outcomes and effectiveness to ensure the service delivery is of the highest standard possible.

4.6 To participate in recruitment and selection process when required.

4.7 To work collaboratively with the Therapy Manager and Quality Improvement Lead to deliver service improvement.

5. Decisions, Judgements and Freedom to Act

5.1 To be professionally and legally accountable for all aspects of own work including the management of patients working to a specific agreed job plan.

5.2 The post holder will use advanced analysis and judgement and make independent complex decisions during the assessment process to arrive at a diagnosis and then plan a programme of treatment.

5.3 To be professionally accountable for own and team's actions and aware of professional boundaries.

5.4 To report to the Therapy Manager and participate in annual appraisal.

5.5 To participate in supervision in accordance with Therapy Centre / Trust policy and undertake appraisals.

5.6 To advise Therapy Centre, Trust and external colleagues on clinical and service issues, assisting them in complex decision making regarding clinical and operational decisions.

5.7 To be pro-active in developing and implementing policies, procedures, guidelines and protocols specifically for the management of the services within the post's remit.

6. Communication and Relationships

6.1 To communicate complex information to users of the service and their carers, regarding their condition and treatment options using advanced communication skills to convey contentious or sensitive information where there are barriers to understanding. To support the wider MDT and Therapy teams to communicate effectively when appropriate.

6.2 To be an advocate for all of the therapy professions within the Centre and maintain an appropriate network of external contacts.

6.3 To develop and maintain effective communication, feedback and engagement with customers of the service, including Consultants, GP's, patients and carers. The focus will also include promotional work with referring agents, other Trust services, community / primary care, social care, voluntary and private sectors.

6.4 To work with the Coordinator or TQIL to manage any complaints regarding the service ensuring that they are dealt with in a prompt and professional manner.

6.5 To develop and maintain adequate IT skills to support communication requirements

7. Systems and Equipment

- 7.1 To use appropriate equipment within the remit of the post, adhering to agreed instructions / manufactures guidelines.
- 7.2 To be responsible for own safe and competent use of all equipment used by all staff by ensuring all staff attain and maintain the required competency levels through attending induction and ongoing annual equipment training sessions.
- 7.3 To demonstrate the safe use of equipment loaned to patients, ensuring documentation is complete and instructions given.
- 7.4 To keep up to date with new developments in equipment and technology in order to maintain own and the team's competency levels in order to advise others, e.g. regarding procurement.
- 7.5 To be responsible for the sourcing and purchasing of equipment ensuring that cost and quality issues are taken into consideration when suppliers are selected and liaising with the Therapy Manager regarding decisions.
- 7.6 To undertake annual Trust and professional statutory training to maintain competency in the safe use of all equipment and to keep records of own attendance
- 7.7 To assist the Centre Manager in the development and maintenance of appropriate information management systems.
- 7.8 To use correct procedures with regard to the safe and competent prescription, issue, use and retrieval of Therapy equipment
- 7.9 To acquire a robust understanding of the Trust Cardiac arrest and emergency procedures and to understand the Therapy role.

8. Working Conditions and Physical, Mental and Emotional Demands

- 8.1 To perform tasks involving the handling of patients or loads on a frequent, sometimes unavoidable and repetitive basis as applicable to the role (refer to the clinical section).
- 8.2 The workload is frequently very complex and challenging, and is usually delivered under significant time constraints.
- 8.3 The post holder will be imparting unwelcome or sensitive news on a frequent basis, regarding treatment outcomes, rehabilitation prospects or condition deterioration.
- 8.4 To develop and maintain an ability to cope with and prioritise many unexpected work demands and deadlines.
- 8.5 To develop own competencies in handling the complexity of issues relating to the management of people and frequently be required to deal with distressed or unpredictable behaviour from patients, their carers and staff members, for example, when dealing with complaints and patients / carers.
- 8.6 There is a frequent requirement for periods of prolonged concentration.

8.7 The post holder will frequently encounter unpleasant working conditions.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • As required for entry into educational establishment for professional training • Degree in Occupational Therapy • Registered with Health Care Professions Council • Evidence of highly specialist clinical training in relevant areas to enable clinical leadership • MSc or evidence of study at MSc level. 	

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Evidence of extensive experience in relevant area of clinical practice • Evidence of teaching / presentation experience • Experience in audit and research • Evidence of CPD maintained in a Portfolio including attendance at recent post graduate courses relevant to the clinical field, commensurate with post and management aspects of role • Significant understanding of current NHS strategy and plans • Significant understanding of Clinical Governance • Relevant evidence based practice. • Highly specialist level of knowledge and advanced clinical reasoning skills to support expert clinical practice • Literature Searching / Audit and research 	<ul style="list-style-type: none"> • Experience of integrated working

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Excellent written and verbal communication skills, including presentation skills • Experience of communicating difficult and / or complex messages to service users and team members • Proven team leadership ability • Ability to motivate and inspire patients and colleagues • Highly specialist analytical and problem solving skills • Organisation, planning, prioritisation and decision making skills • Ability to work under pressure and meet deadlines • Ability to cope with working in a stressful environment. • Clinical supervision, teaching, mentorship and appraisal skills • Ability to use own initiative appropriately • Empathy and understanding • Relevant IT Skills 	<ul style="list-style-type: none"> • Competent in Excel / Powerpoint

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to meet the travel requirements of the post. • Flexible working including working across 7 days / week to meet service requirements 	

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

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 (IPC)

The prevention and management of acquired infection is a key priority for the Trust. 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 colleagues; 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.

- 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 - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. 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, to protect yourself and the Trust from any possible 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 continuous personal development including, 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

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

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

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





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[Getting to The Royal Shrewsbury Hospital](#)

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