



OCCUPATIONAL THERAPIST

BAND 5

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 THE TEAM

Thank you for expressing an interest in this role.

This role is an exciting, varied and wide-ranging role providing both the newly qualified Occupational Therapist and the more experienced Band 5 candidate rotations not normally on offer in other organisations. Our rotations enable staff to work across our two hospital sites to give a wide range of experience and working styles. Integrated working is important to us and we also offer opportunity for cross organisational rotations into neighbouring organisations within the NHS including mental health and community.

We have a large team of Band 5 staff who, as part of a formalisation of job planning, have protected weekly time to complete professional activity away from the clinical environment to develop and learn as individuals, with peers or with their clinical supervisor. All of our Newly Qualified OTs are invited to access the preceptorship programme facilitated by the Integrated Care System for Shropshire, Telford and Wrekin.

With The Shrewsbury and Telford Hospital NHS Trust we hold a very strong professional leadership and support mechanism in having a Head of Occupational Therapy across our two hospitals. We also celebrate our ability to support and develop staff at all levels by having specialist staff at Bands 7 and 8 who are predominantly clinical in their job plan. You can see from our career structure we actively promote the ability for staff to grow into highly banded clinical staff in recognition that not everyone wants to leave clinical when they reach Band 7 and 8.

We believe leadership is an essential skill within all our staff and roles and are proud to be able to support leadership development at all stages of a staff member's career.

We have a strong ethos of team working and supporting each other through the challenges we all face at various points in our role, and this is supported by a good social structure such as closed groups on social media, 'cake Friday', nights out to mark the end of rotations to name but a few.

You will be very welcomed to our team, and we look forward to meeting you.

Mandy Taylor

Mandy Taylor

THERAPY CENTRE MANAGER

Rebecca Martin

Rebecca Martin

THERAPY OCCUPATIONAL MANAGER &
HEAD OF OCCUPATIONAL THERAPY



COLLEAGUE BENEFITS

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

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- cervical screening service Long Covid
- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- 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:	Occupational Therapist Band 5
Directorate:	Clinical Support Services
Accountable to:	Head of Occupational Therapy
Line Managed by:	Therapy Team Lead
DBS required?	Enhanced with Child and Adult workforce

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.

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.
16. To be an active member of the out of hours on call respiratory service following appropriate induction and competency review.
17. To work contracted hours across a seven-day working pattern.
18. To ensure data is captured within relevant systems

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.

COMMUNICATIONS 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.



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, EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • As required for entry into University for professional training • Degree or equivalent in Occupational Therapy • Registered with Health and Care Professions Council (HCPC) 	<ul style="list-style-type: none"> • Broad range of student placements or postgraduate experience • Evidence of continuing professional development maintained in a Portfolio including evidence based practice

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Good written and verbal communication 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, including emotional or aggressive patients and carers • Ability to use own initiative appropriately • Good listening skills • Relevant IT skills 	

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to meet the travel requirements of the post • Ability to work at all Trust sites 	<ul style="list-style-type: none"> • Evidence of experience within the NHS at undergraduate or graduate level

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.

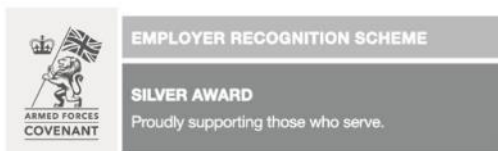
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

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

The Princess Royal Hospital

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Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

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Getting to The Princess Royal Hospital