

## Role Profile

<b>Job Title:</b>	Occupational Therapist	<b>Grade:</b> 8/9/10	<b>Spinal column point range:</b> 26 - 34
<b>Department:</b>	Occupational Therapy Team	<b>Post no.:</b>	P019208
<b>Directorate:</b>	Social Services, Adults Disabilities	<b>Location:</b>	Perceval House

<b>Role reports to:</b>	Registered Reablement Manager
<b>Direct Reports:</b>	None
<b>Indirect Reports:</b>	<b>Reablement Home Carers</b> <b>Home Care Assistants</b> <b>Apprentice</b>
<p><i>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.</i></p>	

## JOB DESCRIPTION

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the possible requirement to obtain a Disclosure and Barring Service (DBS) check. **(Delete if not applicable)**

### PURPOSE OF ROLE:

- To work in partnership with health, housing and other statutory and voluntary agencies in order to provide high quality and cost effective services across all customer groups and their carers. The OT team provides a specialist service to people of all ages (including children) with physical/mental/ learning disabilities causing substantial functional problems, to promote independence and wellbeing and prevention of deterioration in the community.
- To carry a caseload and work with customers, carers and other professionals to undertake timely individualised assessments, produce care plans, review and monitor customers in the context of local guidance, policies, resources and government legislation and work with and/or direct service users to other appropriate services

***Occupational therapists are employed within one of three levels – scales 8, 9 or 10.***

Qualification for a particular grade depends on:

Level of relevant previous experience to the post

Level of professional competence  
 Level and complexity of decision-making

### KEY ACCOUNTABILITIES:

- To manage a case load including customers with high priority or urgent needs requiring specialist assessments

Scale 8: A caseload of customers with basic level of OT needs with close support and supervision from SOT.

Scale 9: A caseload of customers with more complex OT issues where there are a number of factors to consider, with less direction and support from SOT.

Scale 10: A caseload of customers with complex needs and high levels of risk with minimal direction / supervision from SOT.

- To carry out OT Specialist assessment in customer's home to determine risk and eligibility for services. To develop and implement quality care plans creatively using available resources that cost effectively meet the needs of customers within an overall budget

Scale 8: Assessments of customers and carers where there are straightforward issues with close support and direction from a senior/team manager.

Scale 9; Assessment of customers and carers where there are a number of factors to consider and with less direction of the senior/team manager.

Scale 10: Assessment of customers and carers where there are more complex issues and high levels of risk and with minimum direction from the senior/team manager.

- To assess for and recommend, within guidance, equipment and minor and major adaptations in customers homes. To make recommendations, prepare sketches and complete online orders, within agreed authorisation level. To check satisfactory installation and ensure that customers /carers are trained in safe and correct use of equipment and adaptations.

Scale 8: Provide assessment and provision of equipment, minor & major adaptations where the need is straight forward and can be met with standard stock provision and some specialist provision with close support and direction from a senior/team manager.

Scale 9: Provide assessment and provision of equipment, minor & major adaptations where the need is more complex and the needs cannot be met with standard stock provision and there is increased need for some specialist provision with less support and direction from a senior/team manager.

Scale 10: Provide assessment and provision of equipment, minor & major adaptations where the need is very complex and the need cannot be met with standard stock provision and there is a need to research specialist provision with minimum support and direction from a senior/team manager.

- To be responsible for designing cost effective and innovative schemes to adapt customer's homes. To complete scale drawings and specifications for major adaptations to customer's properties.

Scale 8: To complete basic specifications for major adaptations.

Scale 9: To complete detailed specification and scale drawings with close support and direction.

Scale 10: To complete detailed specification and scale drawings with minimal supervision

- To maintain awareness of current equipment for independent living and undertake sourcing specialist equipment and research if necessary.  
Scale 8/9/10
- To prescribe wheelchairs and accessories within current guidance and following relevant NHS prescription course.  
Scale 8/9/10
- To support and informally counsel customers, carers and families in accepting major changes to their environment e.g. adaptations and large items of equipment.  
Scale 8/9/10
- To carry out re-housing assessments as identified and compile re-housing reports and recommendations.

Scale 8: Assessments of customers where there are re-housing issues with close support and direction from a senior/team manager.

Scale 9: Assessment of customers where there are a number of re-housing factors to consider and with less direction of the senior/team manager.

Scale 10: Assessment of customers where there are more complex re-housing issues and high levels of risk and with minimum direction from the senior/team manager.

- To undertake moving handling risk assessments. To be able to demonstrate / teach safer handling techniques to customers and informal carers and relevant professionals, in accordance with relevant legislation and risk management strategies. To advise on adaptive and compensatory techniques involving carers and family when appropriate.

Scale 8: Risk assessments of customers and carers where there are straightforward issues with close support and direction from a senior/team manager

Scale 9: Risk assessment of customers and carers where there are a number of factors to consider and with less direction of the senior/team manager.

Scale 10: Risk assessment of customers where there are more complex issues, high levels of risk and with minimum direction from the senior/team manager.

- To monitor recommendations and review care plans within departmental guidelines and where necessary undertake a reassessment of the person's needs.  
Scale 8/9/10
- At all times to place the customers at the centre of their own care planning process, to work at all times in partnership with them to ensure the best possible service provision tailored to individual need.  
Scale 8/9/10
- To work with and support carers to enable them to continue their caring role and where necessary undertake carers assessment as required by relevant legislation.  
Scale 8/9/10
- In conjunction with Senior OT/Team manager identify and report unmet need and service shortfall in the construction of individual care plans and make recommendations on the development of future services.  
Scale 8/9/10
- Through innovative use of equipment/ techniques reducing level of care package or the need to increase care package or maintain customers in the community. To promote independence and facilitate discharges from hospitals.  
Scale 8/9/10
- To be a specialist resource and provide advice and information to staff in the social services department, to colleagues in the health service, to voluntary agencies, housing department and other agencies such as contractors, care agencies customer's relatives providing knowledge of relevant legislation, protocols and on age related mental/physical frailty and physical disability issues.  
Scale 8/9/10
- Attend and participate in multi-disciplinary case conferences and review, as appropriate, identifying the individual needs of users recommending appropriate occupational therapy intervention, and ensuring that customers and carers are supported in making a full contribution to the meeting.  
Scale 8/9/10
- To identify and initiate referrals of safeguarding children and vulnerable adults to the relevant care management team, implementing the Ealing Council Children

and Adults at Risk policies and procedures. To work on a multi agency basis where abuse has occurred, including participating in multi agency strategy meetings to decide action required to investigate such cases and participate in case conferences to agree and participate in drawing up protection plans.

Ealing Council is committed to safeguarding children and vulnerable adults and expects all staff to share this commitment.

Ealing follows safe recruitment practices to protect children and vulnerable adult. The post holder will be subject to an Enhanced Criminal records Bureau check.

Scale 8/9/10

- After appropriate training by university to become a practice placement educator to take responsibility for the management, supervision, and assessment of OT students as part of the University teaching team. (After 1-year post-graduate experience). To direct, supervise and organise students whilst on placement. To check and agree student's work and provide formal grading which contributes to their final degree classification and their fitness to practice.  
Scale 8/9/10
- To maintain clear and concise records and statistics. To adhere to procedures and statutory duties in line with national and local policy, practice and professional standards. At times to complete complex written reports within tight deadlines  
Scale 8/9/10
- To contribute to and participate in the planning and review of departmental policies.  
Scale 8/9/10
- To act as a representative of the OT Team or service at meetings or at working parties.  
Scale 8/9/10
- To keep abreast of developments within the OT profession and within the provision of social care according to the Health and Care Professions Council (HCPC), the College of Occupational Therapists Code of Ethics and Professional conduct. To advise and support unqualified staff.  
Scale 8/9/10
- To identify own training and development needs and attend internal and external courses to support continuing professional development and share knowledge gained within team meetings.  
Scale 8/9/10
- To work at all times with regard to the Council's Equality and Diversity Policy and Health and Safety Policies.  
Scale 8/9/10

- To make full use of information technology systems e.g. Community Equipment Service On-line ordering, Framework i, e-mail, Power Point, Excel, intranet / Internet and to undertake further training were necessary.  
Scale 8/9/10
- To act under instructions/as directed by the team manager/ SOT, including prioritising referrals, allocations, and closure of cases, management of referral throughput and dealing with complaints and enquires.

***Scale 9: Answer questions from OTA staff relating to enquires. Closure of unassigned cases where there is nil assessment or when action has been completed following an enquiry. Provide closure statistics at the end of the month.***

Scale 10: Reprioritisation of referrals. Assistance with responding and resolving complaints within the council's complaints procedure as requested by the team manager. To be involved in contracting out of OT assessments including determining cases for screening and completing outcomes database.

#### **KEY PERFORMANCE INDICATORS:**

Includes standards in relation to:

- Contacting customers
- Completing assessments
- Documenting assessments, reviews, O T intervention
- Ordering equipment and adaptations

#### **KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):**

- INTERNAL:  
Independent Living Team  
Records Management  
Ealing Homes  
Repairs and Adaptation Service  
Regeneration and Housing  
Day and Residential services  
Customer Care Unit  
Legal Section
- EXTERNAL:  
NHS OTs  
Registered Social Landlords/Housing Associations  
Integrated Community Equipment Service provider  
Service Providers  
Voluntary Organisations including Ealing Centre for Independent Living, Age UK, Alzheimers Concern  
Accredited Retailers

**AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):**

Authorisation of equipment/adaptation up to £500

## Person Specification

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the possible requirement to obtain a Disclosure and Barring Service (DBS) check.

**ESSENTIAL EXPERIENCE:**

1. Ability to carry out assessments of customers and carers in line with eligibility criteria and recommend appropriate services.
2. Ability to implement eligibility guidance and procedures in relation to the
  - i) provision of equipment
  - ii) provision of adaptations
  - iii) provision of alternative housing
3. Ability to demonstrate that equipment recommended is appropriate taking into account the risks the customers undergoes when carrying out activities of daily living.
4. Ability to assess the risks of moving/handling of customers and their carers in line with the current legislation and to train service users and carers in the correct moving and handling techniques and use of related equipment.
5. Ability to recommend adaptations that are necessary and appropriate taking into account the customer's short and long term needs.
6. Ability to provide occupational therapy advice and information to colleagues and other sections/departments and outside agencies and represent the occupational therapy service in relevant meetings and working parties.
7. Ability to assess the suitability of alternative accommodation in conjunction with relevant housing authority.
8. Ability to assess for the provision of wheelchairs and accessories in line with the guidance
9. Ability and awareness to identify risk factors in relation to safeguarding of children and adults at risk.

10. Ability to communicate clearly, verbally and in writing with the customers, carers, other professions and outside agencies.
11. Ability to understand and adhere to the principles of Equalities and Diversity and integrate this into practice in terms of both staff and end employment issues and of service delivery.
12. Ability to use IT systems.

**Additional responsibilities for scale 9.**

13. Ability to answer questions from occupational therapy assistants relating to occupational therapy enquiries.
14. Ability to close unassigned cases if nil assessment and to provide closure statistics.
15. Ability to advise and support unqualified staff.

**Additional responsibilities for scale 10.**

16. Ability to reprioritise referrals.
17. Ability to provide assistance with responding to and resolving complaints within the council's complaints procedure as requested by the team manager.
18. Ability to be involved in contracting out of OT assessments including determining cases for screening and completing outcomes database.

**ESSENTIAL QUALIFICATION(S), EXPERIENCE AND REGISTRATION  
(e.g. HCPC)**

- 1) \* BSc OT, or equivalent. Registered as an occupational therapist with the Health and Care Professions Council (HCPC).
- 2) Scales 9/10 occupational therapist – several years post qualifying experience, part of which is working in social services.



## Values & Behaviours

Improving Lives for Residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> <li>Is passionate about making Ealing a better place</li> <li>Can see and appreciate things from a resident point of view</li> <li>Understands what people want and need</li> <li>Encourages change to tackle underlying causes or issues</li> </ul>	<ul style="list-style-type: none"> <li>Does what they say they'll do on time</li> <li>Is open and honest</li> <li>Treats all people fairly</li> </ul>	<ul style="list-style-type: none"> <li>Ambitious and confident in leading partnerships</li> <li>Offers to share knowledge and ideas</li> <li>Challenges constructively and respectfully listens to feedback</li> <li>Overcomes barriers to develop our outcomes for residents</li> </ul>	<ul style="list-style-type: none"> <li>Tries out ways to do things better, faster and for less cost</li> <li>Brings in ideas from outside to improve performance</li> <li>Takes calculated risks to improve outcomes</li> <li>Learns from mistakes and failures</li> </ul>	<ul style="list-style-type: none"> <li>Encourages all stakeholders to participate in decision making</li> <li>Makes things happen</li> <li>Acts on feedback to improve performance</li> <li>Works to high standards</li> </ul>