



Role profile

Role title	Rotational Occupational Therapist
Corporate directorate	Adult Social Care
Service	Community Independence Team
Grade	Band 5 (Agenda for Change banding system applies)
Reports to (role title)	Team Manager
Version	1.6
JE code	

Approving manager	Suzanne Wixey
Date	Sept 2021

If you would like this information in another format please contact:

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Role purpose

To be responsible and accountable for the provision of Occupational Therapy within Adult Care Social Care and NHS (ACS). The provision of this service is a statutory function within AC,HW.

Adult Social Care - To be responsible for a delegated caseload of individuals in the community. To undertake assessments, follow up visits and reviews within an individual's home environment in order to enable them to maintain independence.

NHS - To be responsible for the day-to-day organization of work and for implementing the OT process including assessment, planning, and treatment for those patients in order to provide the highest standards and where appropriate to facilitate timely safe discharge.

Dimensions

Annual financial accountability

Delegated authority to spend on CELS budget with Team Lead Sign off.

Management accountability

Nature of management

- To provide formal and informal supervision to G grade members of the team and Technical Officers

Number of staff managed

- Indirect 4-6 (in absence of more senior staff offer supervision guidance and support to Grade G staff in Area Team)

Accountabilities

Cornwall Council is a dynamic organisation, and the particular duties and accountabilities may vary from time to time without changing the general character of the role or the level of responsibility entailed. Individual objectives will be agreed via the PDS appraisal process

People Management

- Through the performance development process, provide ongoing coaching and development opportunities for individuals you supervise.
- To contribute to people management as a member of the multi-disciplinary team
- To contribute to the collection of data relating to the, quality of the service.

Service delivery

- To assess individuals' skills and abilities and intervene to facilitate safety and independence
- To assess eligibility and need under the Care Act 2014 and Housing Grants Construction and Regeneration Act 1996.
- To provide interventions in the form of altered techniques, education, prescription of daily living equipment, minor and major housing adaptation
- Be able to provide consultation and advice on alternative means of managing disability
- Work as part of a team to ensure efficient and effective functioning of the service and optimising performance

- Ensure that the service area's service standards are maintained
- Maintain a contemporaneous working knowledge of all technologies and processes in order to make clinical decisions
- Actively support the Adult Care & Support culture and work with all the functions within Adult Care & Support to ensure delivery of overall business targets
- Contribute to the delivery of targets against specific Service Level Agreements relevant to the specific business function
- Assist in the achievement of overall objectives within Adult Care & Support

Personal Development

- To develop knowledge, skills and competencies in each rotation
- To work in accordance with the code of Ethics and Professional Conduct for OTs as set by COT, and with the professional standards for the service.
- To ensure own clinical knowledge/skills are regularly updated to maintain high standards of individual care.
- Take responsibility for own CPD and appraisal, identifying objectives during supervision

Budget management

- Work within the service area's budget to agreed targets (including relevant income related targets if applicable) and standards to ensure the delivery of services within allocated resources.

Policy and planning

- Ensure compliance with, and best practice against, relevant legislation, regulation, and government and Council policies in order to secure organisational performance improvement and increased customer satisfaction
- To participate in appropriate clinical audits, data collection and to comply with professional standards and clinical governance
- Ensure that policy and action is implemented so that safeguarding responsibilities are embedded within the service and equality of opportunity and the benefits of diversity are realised in Service delivery and employment.

Advice and guidance

- Provide support and information to people requiring information about Occupational Therapy and environmental adaptations
- Support the Council policy on sustainability and environmental issues associated with the function and particularly those associated with climate change, and manage these to reduce adverse impacts
- To monitor and prioritise referrals received by the Occupational Therapy team
- To be a point of contact for advice and provide information by responding to specific enquiries relating to occupational therapy services, to individuals, carers, organisations and other professionals
- To be responsive to the appropriate allocation of referrals and requests for service, via Mosaic system. This will involve specialist assessments and interventions provided by the Occupational Therapist and to direct other workers to undertake required tasks
- To undertake assessments and ensure the provision of specialised equipment, minor and major adaptations, by working within a clear professional framework of

accountability and responsibility.

Business improvement

- Identify opportunities for improving internal processes.

Partnerships and collaboration

- Maintain working relationships with partner organisations, both internal and external, to ensure maximum integration of provision and the development of high-quality services.

Corporate accountabilities

Code of conduct

The post holder is required to comply with all relevant Code of Conducts for the role, including Cornwall Council's Code of Conduct. All staff are required to support Cornwall Council's commitment to developing and delivering excellent customer service by treating customers, their carers, families, friends, visitors and staff with professionalism, dignity and respect. All staff are expected to behave in a professional manner and not to bring the Council into disrepute.

Information security and governance

Manage information in line with the Council's policies, procedures and guidance on subjects such as Data Protection, Freedom of Information, confidentiality, information security and sharing, the information lifecycle and data quality, to ensure compliance and efficient and effective information governance

Safeguarding

Maintain awareness of Council policies and practices regarding the safeguarding of children, young people and/ or adults who may be at risk. Report concerns/ allegations in accordance with corporate guidance and procedures

Equality & Diversity

Work to eliminate unlawful discrimination, harassment and victimisation and report incidents as they occur. Treat everyone with dignity and respect and ensure individual's needs are met. Challenge inappropriate behaviour and language constructively, advising on alternatives so the opportunity for change can be considered

Personal Development

All employees are required to undertake statutory and essential training as directed by the Council. This will be monitored through the supervision and appraisal process which is in place for all staff. to participate in.

Key objectives

- Maintain or exceed agreed performance standards and targets with regard to Occupational Therapy
- Work to Lean principles in service delivery thus providing improved individual service and enhanced performance and efficiency
- To be available to handle customer enquiries when they call
- To work with individuals with complex needs and to be accountable for the direct delivery of the service. This will include physical and learning disabilities, mental health problems or terminal illness, and to maintain and continually develop specialist knowledge and awareness
- To meet the assessed needs of individuals through consideration of environmental

design, ergonomic principles and technical feasibility of major adaptations

- To enable individuals to achieve their agreed outcomes
- To be responsible for own caseload and assist with caseloads of other team members when appropriate. Anticipated completed cases in excess of 180 case closures per whole time equivalent per annum.

Competencies and other requirements

We use the following criteria below to assess your suitability for the role; please refer to the recruitment & selection column to establish at which stage the criteria are assessed. Requirements assessed at the 'Application' stage represent the minimum essential requirement for shortlisting purposes

Behaviours	Recruitment and selection
<p>Working together You understand and focus on individual needs and work well with colleagues and partners</p> <ul style="list-style-type: none"> • You understand and are attentive to the needs of your customers • You listen to the views of others and seek them out • You support and show consideration for others • You work well with colleagues and partners and acknowledge the different ideas, perspectives and backgrounds of others • You are committed to the protection and safeguarding of children, young people and vulnerable adults • You share information and expertise with others • You are honest, you respect, and you build relationships of trust • You share your achievements and acknowledge the achievements of others 	
<p>Personal responsibility You take responsibility for your work, your environment and your development</p> <ul style="list-style-type: none"> • You are trustworthy and reliable • You pay attention to your own health, safety and wellbeing and that of others • You acknowledge errors, report them as appropriate and play your part in addressing them • You appropriately challenge unhelpful behaviour • You seek feedback and review your own contribution • You are open to change and improvement • You take responsibility for your development • You are enthusiastic about and take pride in your work • Respond to the demands of a 6-month rotation across a variety of settings 	
<p>Resourceful You apply expertise, solve problems and make improvements to deliver good customer outcomes</p> <ul style="list-style-type: none"> • You plan and organise your work and manage your time effectively • You gather relevant information, analyse it and make timely 	

<p>informed decisions in the course of your work</p> <ul style="list-style-type: none"> • You are flexible and adaptable • You respond constructively to change • You demonstrate financial awareness relevant to the job you do • You use your initiative and are creative in problem solving • You deliver results and manage customer expectations 	
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Knowledge, skills & experience	Recruitment and selection
Diploma/Degree in Occupational Therapy	Application Form Interview
Health & Care Professions Council registration	Application Form
Up to date Continuing Professional Development Portfolio	Interview
Experience of working within an Occupational Therapy setting, through work based experience or during the course of training	Application Form Interview
Ability to work under pressure, able to work in challenging settings. Ability to work independently. Ability to be flexible and adapt to changing situations. Knowledge of key principles of specialist areas of work such as ergonomics, moving and handling or building solutions.	Application Form Interview
Computer literacy	Application Form
Demonstrable knowledge of current developments in health and social care	Interview Assessment
Able to demonstrate good time management and organisational skills whilst working within organisational processes and procedures	Application Form Interview
Understanding and application of anti-discriminatory practice	Interview Assessment
Willingness to assist in student learning	Application Form Interview
Ability to apply learning in a variety of clinical settings	Application Form Interview
Knowledge and understanding in practice of strength based approach	Application Form Interview assessment
Sound knowledge of OT models, assessments and interventions and their application in a variety of clinical settings	Application Form Interview assessment
Ability to complete Clinical Risk Assessment	Application Form Interview assessment

Other requirements	Recruitment and selection
Demonstrates evidence of Cornwall Council's values	Application form Interview

The normal duties of the role may involve travel on a regular or occasional basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable the role holder will be required to provide a suitable vehicle	
This position is subject to a criminal records disclosure check	YES
This is a politically restricted position	NO