

JOB DESCRIPTION & PERSON SPECIFICATION



QEF
achieving
goals for life
qef.org.uk

JOB DESCRIPTION

Job Title	Occupational Therapist – Band 5
Hours	37.5 hours per week hours per week (37.5 hours per week FTE)
Department	QEF Mobility Services
Location	Based at the Worthing Satellite
Level	
Reports to	Senior Occupational Therapist
Responsible for	

QEF & ITS FAMILY OF CHARITIES

QEF is a Surrey based charity committed to providing life-transforming services that enable people with disabilities to increase their independence and achieve their goals in life.

We work with over 4,000 disabled children and adults every year with physical or learning disabilities or acquired brain injuries. Whether it's gaining new skills to live independently, rehabilitation after a brain injury or stroke, or improving independence through increased mobility and accessible holidays; QEF helps disabled people to fulfil their potential in life.

QEF is structured into three main services - Independent Living Services, Mobility Services and Neuro Rehabilitation Services. These are augmented by QEF Retail Trading and a family of smaller charities - MERU which provides innovative product solutions and Sutton Shopmobility and VASD which offer access to and loans of mobility equipment.

ROLE CONTEXT

Endorsed by the Department for Transport, QEF Mobility Services are one of the UK's top 3 providers and, complete over 1,000 mobility assessments each year. They also provide advice and training with adaptations and solutions to ensure maximum mobility.

Driving Ability Assessments objectively measure the capability to drive safely; suitable for those returning to driving, older people at licence renewal or those requiring clarification if there is any concern.

JOB PURPOSE

To develop skills and provide an assessment service for people with reduced mobility caused by disability, illness or age using occupation as the main medium of assessment and applying client focused principles.

The range of assessments includes:-

- Driving Ability - objectively measuring the capability to drive safely.
- Car Adaptation – advising on controls, seating and vehicle access.
- Driving from a wheelchair and wheelchair accessible vehicles.

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- Hi-tech solutions for those requiring specialised controls.
- Vocational assessments for taxi drivers, bus drivers and lorry drivers.
- Transfer and Seating needs for adults or children, trial of equipment and advice on seating and posture including child car seat assessment.
- Powered and manual wheelchair and scooter assessments.

ROLE RESPONSIBILITIES

Clinical practice

- To develop specialist assessment skills.
- Demonstrate a good knowledge of medical conditions and disability and their application to driving skills, including the clinical reasoning of use of equipment, technology and adaptations to maximise independence through mobility.
- Provide post assessment support to clients as necessary.

Professional Communication

- Liaise with external agencies to assess for and arrange provision of appropriate equipment and adaptations to maximise independence.
- Be skilled in communicating with clients with a range of physical, cognitive, and communication difficulties.
- Work with the assessment team to incorporate evidence based practice into professional activities.
- Respond to telephone enquiries that cannot be handled by non-clinical staff. Assist in keeping the information service updated and provide relevant staff with information to respond to calls.
- Assist the Administration staff with clinical decisions regarding appointment bookings.

Documentation

- Maintain clinical records and write reports to a professional standard efficiently and effectively adhering to the service and professional guidelines for documentation and adhering to QEF and Driving Mobility documentation policy and standards.
- Contribute to department audits and research activities.
- Contribute to service development or department assessments, guidelines and standards.

Professional Ethics

- Comply with the College of Occupational Therapists' code of ethics and professional conduct.
- Comply with local Occupational Therapy Guidelines, standards and procedures
- Maintain Health Professionals Council registration.
- Respect values, cultural and religious diversity of individuals and ensure the provision of a service sensitive to their needs.

Professional Development

- Complete mandatory training.
- Maintain a continuing professional development (CPD) portfolio to meet HCPC standards.
- Develop new skills through a variety of CPD experiences, including formal training, work based learning and attendance at conferences.
- Keep up to date with current best evidence and implement developments within own specialist field of occupational therapy.
- Review and reflect on your own practice and performance through effective use of professional supervision and personal development review (PDR).
- Undertake Chester Course.

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Training

- Contribute to in-service programmes including feedback on courses attended.
- Assist in the preparation and delivery of internal/external training courses for professionals and others, and participate in the delivery of in-service training for staff.

Leadership, supervision & appraisal

- To take part in QEF appraisal process

Physical, mental & environmental working conditions

- Move materials and equipment for occupational therapy activities, which will require moderate physical effort.
- Work with service users who may be at times distressed or demonstrating challenging/aggressive behaviour.

Management

- Exercise good personal time management, punctuality and consistent reliable attendance.
- Be responsible for the efficient, effective and safe management of resources relevant to the area.

Health & safety

- To take an active part in ensuring the Health and Safety of yourself and others.
- To ensure all H&S training up to date.
- To complete incident reports as required.

Risk assessment

- Have a good knowledge and application of risk assessment and the use of wheelchair accessible vehicles.
- Understand the range of risks potentially faced by the service user both generic and occupationally focussed.

BEING PART OF QEF MEANS

- Actively participating in learning, development and feedback opportunities and cycles as required by QEF's policies and procedures.
- Acting in accordance with relevant legislative and regulatory requirements as may apply from time to time.
- Supporting and encouraging the involvement of volunteers.
- Promoting QEF's Equal Opportunities policy and avoiding any behaviour that either directly or indirectly discriminates against others on the grounds of any protected characteristic.
- Taking Health and Safety duties seriously to ensure your safety and that of your colleagues and our residents and clients.
- Being an active team player and attending team meetings and briefings to which you are invited.
- Being an ambassador of QEF's Values and Behaviours in your approach to your role and to our staff, clients, and residents.

VALUES AND BEHAVIOURS



OTHER DUTIES

- You are expected to perform various tasks as necessitated by your changing role within QEF and the charity's overall business objectives as reasonably requested by your designated manager or the CEO.
- QEF is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all personnel to share this commitment. All personnel must be responsible and accountable for their safeguarding practice and proactive in identifying and reporting safeguarding concerns.
- You must read and ensure you understand the current versions of QEF's policies and procedures and undertake to act in accordance with them at all times.
- You may be required to work at other locations in accordance with the responsibilities and duties of your role.
- The above is not an exhaustive list of duties and may be subject to change.

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QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIREABLE
Diploma or Degree in Occupational Therapy	√	
Membership of Health Professionals council	√	
Evidence of relevant post graduate courses/ continual professional development	√	
Membership of BAOT/COT	√	
Driver with full driving licence	√	
Masters module/ qualification		√
Trained in MoCA & Rookwood		√

KNOWLEDGE AND SKILLS		
Excellent written and verbal communication skills including use of Microsoft Word, PowerPoint, Excel and Outlook	√	
Can use own initiative to prioritise caseload and use clinical reasoning to make sound decisions and problem solve	√	
Knowledge and skills using different models or frameworks		√
Knowledge of neurological national clinical guidelines		√
Knowledge of infection control		√
Knowledge of clinical governance	√	
Have an empathetic approach with the ability to remain objective	√	

EXPERIENCE		
Post qualification experience of working with physical disability and neurological rehabilitation	√	
Experience in working with complex physical conditions	√	
Experience of supervising band 5 student/assistant/ technician staff	√	
Experience of assessing for and ordering/prescribing/fitting equipment and adaptations	√	
Experience in administering standardised assessments and clinical reasoning in choosing appropriate assessments including home visits	√	
Experience with manual handling	√	
Experience in complex manual handling procedures	√	
Experience in composing risk assessments	√	
Confident with the use of assistive equipment	√	
Experience of working in a multidisciplinary team	√	
Experience of undertaking a clinical audit		√
Experience in developing standards and application of national guidelines to clinical practice		√
PERSONAL ATTRIBUTES		

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Ability to demonstrate efficient, effective self-management including use of time, organisation, planning and problem solving, and managing stress of self and clients	√	
Ability to use own initiative but ask for assistance where appropriate	√	
Ability to work flexibly and proactively to meet the needs of a varied clinical caseload	√	
Able to use self-reflection to improve clinical skills	√	
To respond effectively to constructive feedback	√	
Commitment to continuous professional development	√	
To be empathetic and passionate in working with clients with complex physical, cognitive and psychosocial needs and their families	√	
To conduct oneself in accordance with QEF's Values and Behaviours: Everyone Matters, Everyone works together, Everyone makes a difference.	√	