



Band 6 Occupational Therapist (part-time)

Merlin MS Centre, St Austell, Cornwall

Role to deliver high quality occupational therapy assessment and intervention for people with MS and other neurological presentations.

For Role Profile and Application Form please see our website <https://www.merlinmscentre.org.uk/home/current-vacancies> or contact [debbie@merlinmscentre.org.uk](mailto:debbie@merlinmscentre.org.uk)

Closing date for applications: Monday 12<sup>th</sup> March

Interviews week commencing: Monday 19<sup>th</sup> March

## **JOB DESCRIPTION**

<b>Job Title:</b>	Occupational Therapist (Band 6)
<b>Department:</b>	Therapy Department
<b>Reports to:</b>	Neurological Physiotherapist (Band 7) With professional supervision from Lead Occupational Therapist
<b>Accountable to:</b>	Head of Therapy and Merlin MS Centre Manager.

### **Job Purpose**

To assess and deliver a high quality occupational therapy assessment and intervention for people with MS and other neurological presentations. You will be based at the Merlin MS Centre, liaising with multi-disciplinary teams, medical specialists, carers and other care professionals both internal and external. A key function of the role is to enable people to engage with and participate in everyday life, including education, leisure and recreational opportunities. You will provide advice, guidance, training and support where applicable to ensure that best occupational therapy including sensory integration is promoted for those with neurological needs. A willingness to undertake training is essential, including in sensory integration and other areas as required to achieve and obtain an appropriate level of competence in all aspects. For this role you will be required to hold a full and valid UK driver's license or equivalent. You will be comfortable using technology to record and evaluate assessment and therapy process, and including for supervision, communication with other professionals and for record keeping.

You will provide a therapy rehabilitation service to Merlin MS Centre service users, providing direct clinical care, which encompasses occupational therapy assessment, treatment and management of service users and review the treatments periodically, evaluate progress and make changes as needed.

You will deputise for the Clinical Lead Therapist and ensure continuity of service delivery, supervising clinical workload of Therapy Assistants and provide day to day management of the therapy department, supporting the Clinical Lead with service development tasks.



## **Main Responsibilities**

Key Responsibilities and accountabilities:

- To be responsible for your own work load in conjunction with the Clinical Lead ensuring patients receive a full assessment and planned programme of care, with regular reviews and adaptation as required. To appropriately use outcome measures and goal setting.
- Act independently in prioritising client needs to ensure individual clients receive intervention timeously and appropriately.
- Act independently to plan, implement, evaluate, treat and progress client care to maximise functional independence and rehabilitation potential within a specialist area, using a sound knowledge of evidence-based practice and clinical reasoning skills.
- To manage clinical risk within the Merlin MS Centre and act to effectively manage identified risks.
- To work together with other clinical specialties to provide the most effective care to patients with a range of neurological conditions.
- To be responsible for the safe and competent use of therapeutic equipment, manual handling and therapy gym equipment.
- Maintain client documentation, records and accurate statistical information to reflect care provided and meet professional standards.
- To assess and make recommendations for provision of environmental alterations and equipment to help with activities of daily living, including referral to social care and specialist equipment assessors and providers.
- To support clients with management of anxiety, stress, coming to terms with a long term neurological diagnosis, and to be aware of and appropriately manage sensitive and/or complicated information. To respect patient confidentiality always.
- To support the development, implementation and management of occupational therapy at the Merlin MS Centre.
- Work as part of a team to ensure effective communication and delivery of care.
- Liaise with other professionals, such as doctors, nurses, physiotherapists, social workers, as well as patients' families, carers and employers.
- To have and develop an understanding of health care landscape including NHS, Social Care and third sector providers
- To support the smooth running of the therapy department and assist in service development. Deputise for senior staff to maintain continuity of service delivery in their absence.
- To be aware and adhere to practice procedures and policies
- To maintain a high level of expertise and keep up to date with developments in clinical practice.
- To attend and participate in meetings and support the development of an in-service training program, providing training and advice to therapy assistants, other clinical teams (e.g. Respite team) and other non-clinical members of staff.

- Assist in the education of the team and others to promote knowledge of Occupational Therapy to enhance client care.
- Participate in and undertake the departmental Personal Development and Performance Review System to promote personal and service developments.
- Develop and update clinical knowledge in a specialised field to ensure delivery of evidence-based care. To demonstrate evidence-based practice using current literature and appropriate evaluation of practice.
- To adopt safe codes of practice always, to adhere to the rules of professional conduct and to be aware of emergency procedures
- To work with other occupational therapy providers within the centre to meet the targets set by the charity.
- Be involved, where necessary, in the promotion and marketing of the Merlin MS Centre.
- To undertake training as required and achieve and maintain an acceptable level of competence in all aspects of the job.
- At times you may be required to do other duties to assist with the smooth running of the Centre.
- May be expected to travel to different locations throughout working day and will therefore be required to transport and unload clients and equipment following manual handling guidelines.
- To have knowledge and experience of the Care Quality Commission and participate in assessments as required.

### **Professional Communication**

- To liaise with external agencies to assess for and arrange provision of appropriate equipment and adaptations to maximise independence. This includes private case managers.
- To attend and contribute to client case reviews and multi-disciplinary meetings.
- To be skilled in communicating with clients with a range of physical, cognitive, and communication difficulties.
- To develop knowledge and application of communication strategies including total communication and the use of eye gaze or I pad software to communicate with clients with a range of complex language and cognitive difficulties with support from the team.
- Ensure that feedback and appropriate information is given to clients in a client centred manner.
- Liaise with members of the MDT and work jointly, as appropriate with regard to patient care and treatment plans.
- To provide feedback and advice to care staff and other members of the multi-disciplinary team regarding the assessment and treatment of a client's physical, functional, cognitive, sensory and perceptual abilities. This includes psychosocial needs. Feedback may be offered to relatives, carers and external agencies e.g. occupational health and university support staff, as consented by the client or their advocate(s).
- Make referrals to other agencies as required/appropriate.
- To work with clients, families and the multidisciplinary team to identify client centred goals written in goal attainment scaling format, as part of their overall rehabilitation programme.
- To be trained in key worker responsibilities for up to two clients including organising regular goal setting meetings and liaising with the clients and family as consented by the client

### **Documentation**

- To maintain clinical records and write reports to a professional standard efficiently and effectively adhering to the COT guidelines for documentation and adhering to the NRS documentation policy and standards.
- Contribute to department audits, research activities and the collation of outcome measures as required.
- To develop clinical guidelines for staff, clients and carers as appropriate with regards to set up of equipment and treatment.
- To initiate and complete referrals including equipment and ongoing support or therapy following discharge from NRS.
- To contribute to service development or department assessments, guidelines and standards.

### **Professional**

- Supervision of assistant staff and/or education and supervision of students on clinical placement as agreed.
- To comply with the Royal College of Occupational Therapists' code of ethics and professional conduct.
- To comply with local Occupational Therapy Guidelines, standards and procedures
- To maintain Health Professionals Council registration.
- Contribute to in-service programmes including feedback on courses attended.
- To review and reflect on your own practice and performance through effective use of professional supervision and appraisal.
- To participate in own supervision and work towards objectives set in appraisal.

Merlin MS Centre has a commitment to developing the occupational therapy service, upskilling and supporting the development of its therapists. Clinical supervision will be provided by Specialist Physiotherapist with access to a Consultant Occupational Therapist for professional supervision and mentoring.

### **Training**

- To comply with the mandatory training requirements.
- To keep up to date with new developments within the clinical field through membership to specialist groups and professional bodies. This includes clinical guidelines and evidence-based assessment and treatment.
- Attend conferences and meetings including professional shows as required.
- Attend external and internal training courses as agreed for continual professional development and meeting appraisal objectives.

### **Confidentiality**

The post holder will be expected to maintain the complete confidentiality of all material and information to which they have access and process.

### **Equal Opportunities**

To comply with Merlin MS Centres equal opportunity policy and avoid any behaviour which discriminates against colleagues, potential employees, clients and families on the grounds of sex, marital status, race, age, belief, colour, nationality, ethnic or national origins, religion, disability,

creed, class, gender or sexual orientation.

**Core values and beliefs**

All staff are expected to work in line with Merlin MS Centres core values and beliefs as these underpin the work and ethos of the centre. These are an integral part of the job including the probationary period, performance and development reviews.

**Terms and Conditions**

Your contracted hours will be 14 hours a week worked over 2 days

Salary £9706.67 pa circa this will depend on experience

Equivalent to £26,000 - £29,000 a year based on full time hours

Initially this will be a 12-month contract

**General**

This Job Description is not exhaustive and the post holder may be required to undertake other appropriate duties and responsibilities as required.

Merlin MS Centre, Therapy Services is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All staff and volunteers must be responsible and accountable for their safeguarding practice and proactive in identifying and reporting safeguarding concerns.

**Discussed and agreed with Post Holder**

**Signed:**

**Date:**

.....  
**Employee**

**Signed:**

**Date:**

.....  
**Line Manager**

Merlin MS Centre  
Bradbury House  
Hewas Water  
Cornwall  
PL26 7JF  
01726 885530





**Merlin  
MS Centre**

A place of support, therapy  
and information for Cornwall

**PERSON SPECIFICATION**

**Job Specification:** P/T Neurological Occupational Therapist (Band 6)

<b>Key Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	<p>WFOT recognised Diploma or Degree in Occupational Therapy.</p> <p>Valid Membership of Health Care Professionals Council</p> <p>Evidence of relevant post graduate courses/ continual professional development</p> <p>Undertake a DBS Check</p> <p>Member of Royal College of Occupational Therapy /BAOT</p>	<p>Membership of neurological specialist section (SSNP).</p> <p>DBS online.</p> <p>Masters module/ qualification.</p>
Experience	<p>Post qualification NHS experience in neurology either in acute, rehabilitation or community of one year.</p> <p>Experience in working with complex physical conditions.</p> <p>Experience of supervising band 5/student/assistant/technician staff.</p> <p>Experience in complex manual handling procedures.</p> <p>Experience of referring for assessing and ordering of equipment and adaptations.</p> <p>Experience in administering standardised assessments assessment and clinical reasoning in choosing appropriate assessments including home visits.</p> <p>Experience in composing risk assessments.</p>	<p>Experience of working with acquired brain injury.</p> <p>Confident with the use of assistive equipment.</p> <p>Experience of working in a multidisciplinary team.</p> <p>Experience of using Goal Attainment Scaling.</p> <p>Experience of undertaking a clinical audit.</p> <p>Experience in developing standards and application of national guidelines to clinical practice.</p> <p>Willingness to undertake training in use of MOHO, cognitive and sensory integration standardised assessment tools.</p>
Skills, knowledge and aptitude	<p>Excellent written and verbal communication skills including use of Microsoft word, PowerPoint, Excel and Outlook.</p> <p>Can use own initiative to prioritise caseload and use clinical reasoning to</p>	<p>Knowledge and skills in using different treatment techniques including NDT/Bobath, sensory integration, Constraint-induced movement therapy and Model of Human Occupation</p>



	<p>make sound decisions and problem solve.</p> <p>Knowledge of upper limb splinting.</p> <p>Knowledge and skills in a range of assessments and treatment techniques including sensory re-education, desensitization, neglect.</p> <p>Knowledge of national clinical guidelines in relation to stroke and head injury.</p> <p>Knowledge of infection control.</p> <p>Knowledge of clinical governance.</p> <p>Knowledge and skills using different models or frameworks.</p> <p>Knowledge and skills in using a range of outcome measures.</p> <p>Car driver or use of reasonable acceptable alternatives.</p>	
Personal Qualities	<p>Ability to demonstrate efficient and effective self-management including use of time, organisation, planning and problem solving, and managing stress of self and clients.</p> <p>Ability to use own initiative but ask for assistance where appropriate.</p> <p>Ability to work flexibly and proactively to meet the needs of a varied clinical caseload.</p> <p>Able to use self-reflection to improve clinical skills.</p> <p>To respond effectively to constructive feedback.</p> <p>Commitment to continuous professional development.</p> <p>To be empathetic and passionate in working with clients with complex physical, cognitive and psychosocial needs and their families.</p>	<p>Ability to work flexibly and proactively to meet the needs of a varied clinical caseload.</p> <p>To demonstrate good leadership skills.</p>

**Discussed and agreed with Post Holder**

**Signed:**

.....  
**Employee**

**Date:**

**Signed:**

.....  
**Line Manager**

**Date:**