

Occupational Therapists (OT) – EXAMPLE Recruitment Pack

Recruiting Occupational Therapist (OT)

This pack contains an example job description, person specification and job advert for a Occupational Therapist. These resources align to the requirements set out in the Network Contract DES and are intended to be helpful for PCNs as they recruit to the Additional Roles Reimbursement Scheme. They are based on the role outline included in section B of the Network Contract DES, which can be found [here](#) and incorporate wider responsibilities that OT's may undertake.

However, they are intended as helpful resources only: **they are not mandatory for use and PCNs should create their own versions of each resource to align to their individual needs.**

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EXAMPLE Job Description

Job Title: Occupational Therapist (OT)

Responsible to: To be determined by the PCN

Accountable to: To be determined by the PCN

Hours of work: To be determined by the PCN

Salary: To be determine by the PCN [*note: the role outline and reimbursement is based on indicative AfC Band 7*]

Job Scope

This post requires an OT who is highly specialised and can work at an advanced level of practice within a PCN, utilising their in-depth knowledge, clinical skills and experience at a senior level, in the management of patient's occupational therapy conditions.

The post holder will provide intervention for the presenting patient from initial clinical assessment, diagnosis, treatment, and evaluation of their care within set patient groups. They will demonstrate safe, clinical decision-making and expert care for patients within the PCN alongside a strong understanding of risk assessments. They will work collaboratively with the PCN's multi-disciplinary team (MDT) to meet the needs of patients and carers, support the delivery of policy and procedures, and provide occupational therapy leadership as required.

Key duties and responsibilities

1. assess, plan, implement, and evaluate treatment plans, with an aim to increase patients' productivity and self-care
2. work with patients through a shared-decision making approach to plan realistic, outcomes-focused goals
3. undertake both verbal and non-verbal communication methods to address the needs of patients that have communication difficulties
4. work in partnership with multi-disciplinary team colleagues, physiotherapists and social workers, alongside the patients' families, teachers, carers, and employers in treatment planning to aid rehabilitation
5. where appropriate, support the development of discharge and contingency plans with relevant professionals to arrange on-going care in residential, care home, hospital, and community settings
6. periodically review, evaluate, and change rehabilitation programmes to rebuild lost skills and restore confidence
7. as required, advise on home, school, and workplace environmental alterations, such as adjustments for wheelchair access, technological needs, and ergonomic support
8. advise patients, and their families or carers, on specialist equipment and organisations that can help with daily activities

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9. help patients with long- term physical and mental health conditions to adapt to and manage their conditions, through the teaching of coping strategies
10. develop, implement and evaluate a seamless occupational therapy support service across the PCN, working with community and secondary care where appropriate, and aimed at continuously improving standards of patient care and wider MDT working
11. manage a highly complex and specialist caseload independently, working as an independent practitioner to plan and carry out assessment and treatment, demonstrating autonomous clinical judgments where expert opinion differs due to an ambiguous or absent evidence base
12. take the lead in standard setting for occupational therapy practice in general practice as designated
13. maintain an up to date knowledge of self-management advice, specialist equipment, environmental adaptation, technology and legislative responsibilities which may support increased function and/or management (for onward referral / request to secondary care)
14. develop and design patient and carer information, including advice to support management of conditions
15. formulate and apply relevant occupational analysis to the individual, their activities, and their environment
16. provide education and specialist expertise to PCN staff, raising awareness of good practice occupational therapy techniques
17. ensure delivery of best practice in clinical practice, caseload management, education, research, and audit, to achieve corporate PCN and local population objectives

Administration and professional responsibilities

18. achieve and demonstrate agreed standards of personal and professional development, actively participate in mentoring and supervision
19. Develop and share learning with colleagues, promoting peer review and best practice within the work environment, alert other team members to issues of quality and risk
20. Participate in relevant audit processes, evaluation and implementing ongoing service change to order to meet patient need
21. Maintain accurate, contemporaneous healthcare records appropriate to the consultation, ensuring accurate completion of all necessary documentation associated with patient health care and registration with the practice

Supervision

The postholder will have access to appropriate clinical supervision and an appropriate named individual in the PCN to provide general advice and support on a day to day basis.

EXAMPLE Person Specification

Element	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • BSc in Occupational Therapy under a training programme approved by the College of OTs • Health & Care Professions Council (HCPC) registration • Can demonstrate working at advanced level of practice in line with the within the ACP framework. 	<ul style="list-style-type: none"> • Pre-reg MSc in Occupational Therapy under a training programme approved by the College of OTs • working towards advanced clinical practitioner status • mentorship or supervisory skills training • working towards advanced clinical practice status.
Knowledge	<ul style="list-style-type: none"> • experience in managing a designated caseload using theoretical and practical experience, completing assessments, planning, implementing interventions, and evaluating outcomes aligned to care plans • working knowledge of Microsoft and GP practice and prescribing data monitoring systems • ability to write comprehensive clinical notes, implement and evaluate care plans • experience of assessment and treatment delivery in long term conditions and active management 	<ul style="list-style-type: none"> • cognitive behavioural and motivational interviewing approaches / skills • ability to undertake nail surgery assessments, procedure and post-operative care • be aware of data protection (GDPR) and confidentiality issues particularly within a PCN • inter-professional and multi-agency team working • evidence of developing clinical governance requirements • extensive risk assessment experience

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<p>Analytical skills</p>	<ul style="list-style-type: none"> • Ability to evidence a sound understanding of the NHS principles and values. • ability to analyse and interpret complex/ often incomplete information, preempt and evaluate issues, and recommend and appropriate course of action to address the issues 	<ul style="list-style-type: none"> • experience of working within a primary care setting • evidence of working across organisational boundaries within health and social care • independent thinker with good judgement, problem-solving and analytical skills
<p>Communication</p>	<ul style="list-style-type: none"> • excellent interpersonal and organisational skills • Excellent interpersonal and communication skills, able to influence and persuade others articulating a balanced view and able to constructively question information. • build effective relationships with a range of stakeholders which are based on openness, honesty trust and confidence • evidence of success in efficient and effective project and programme management • evidence of inspiring and motivating teams with the ability to communicate passionately, effectively and persuasively across a diverse set of stakeholders 	<ul style="list-style-type: none"> • clear communicator with excellent writing, report writing and presentation skills capable of constructing and delivering clear ideas and concepts concisely and accurately for diverse audiences • experience of primary care setting / ED / or MIUs • experience of offering mental health support • experience of offering vocational support • significant post registration experience • ability to negotiate effectively

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Personal attributes & abilities	<ul style="list-style-type: none">• strong and inspirational leadership• ability to co-ordinate and prioritise workloads• able to multi-task as well as be self-disciplined and highly motivated• managing a complex caseload• extensive risk assessment experience• experience in staff development e.g. supervision	<ul style="list-style-type: none">• high degree of personal credibility, emotional intelligence, patience and flexibility• ability to cope with unpredictable situations• confident in facilitating and challenging others• demonstrates a flexible approach in order to ensure patient care is delivered
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EXAMPLE Job Advert

Job Title: Occupational Therapist (OT)
Working hours: 37.5 hours per week, full time
Rate of pay:
Contract:
Closing date:
Interview date:

We are looking to recruit to the post of occupational therapist, to work within our Primary Care Network multidisciplinary healthcare team.

LOCAL DEATIL TO BE ADDED BY THE PCN

The post holder will work with a diverse range of people from different cultural and social backgrounds. The ability to work confidently and effectively in a varied, and sometimes challenging environment is essential.

The successful candidate will have excellent interpersonal and communication skills, and be organised, patient and empathetic. They will have experience of working in health, social care or other support roles including direct contact with people, families or carers.

For more information and a job pack:

Call us on:
Email:
Website: