JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: **Basic Grade Occupational Therapist**

Responsible to : Senior I Occupational Therapist

Accountable to: Head OT

Department(s): Occupational Therapy

Directorate: Clinical Services

Operating Division: Operations

Last Update (insert date): October 2026

2. JOB PURPOSE

To provide Occupational Therapy (OT) input to service users with complex Health and Social Care needs, using evidence based principles and best practice to assess, plan, implement and evaluate interventions with supervision from the Senior I/II OT within the area assigned.

To lead and case manage a defined caseload within the context of a MDT setting under the guidance of a senior OT

To work with regular formal supervision and informal supervision when required, responsible for provision of assessment, treatment and intervention of service users referred to the OT service.

To assist in the planning, development and evaluation of the OT service within the department.

To work as part of the OT team providing assessment and treatment to service users across all areas according to individual service remits, giving advice and training to parents/carers, teachers and other professionals both within the GHA and external organisations.

To educate staff, service users, carers and other professionals with regard to Occupational Therapy and the assessment and treatment processes.

3. DIMENSIONS

To work as a member of the GHA Occupational Therapy Team.

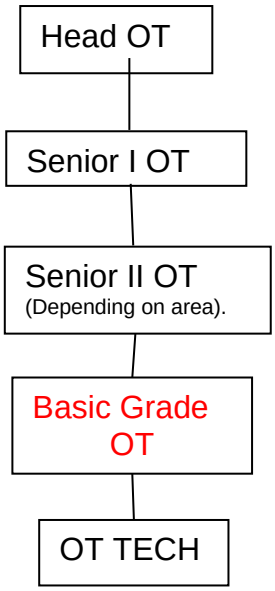
To be responsible for the delivery of OT input within the area of service users assigned by the Head OT under the supervision of the Senior OT Staff. To be responsible for the delivery of the OT assessment and follow OT process for all eligible service users of all ages and disabilities.

To seek support and advice in formal supervision and ask for informal supervision as and when required.

To liaise with other MDT agencies (internal i.e. Care Agency and External i.e. Cancer Relief) as identified following individual assessment with support from the Senior I OT.

To participate in in-service training within the OT team.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The OT service sits within the allied health professions division of the operations directorate.
Responsibilities of Occupational Therapy Dept include:

- To provide a high quality, effective and equitable occupational therapy service to the local population across acute and community settings.
- To work together with other clinical specialties and external agencies/organisations to provide the most effective care to patients with a diverse range of clinical conditions.
- Development, implementation and management of Clinical Governance Strategies.

6. KEY RESULT AREAS

6.1 Clinical

- To undertake assessment of clients including those with a complex presentations, using investigative and analytical skills and to formulate individualized treatment plans using clinical reasoning. Utilizing a wide range of treatment skills and options to formulate a programme with appropriate level of supervision from the Senior OT.
- To communicate effectively with clients/relatives/carers/colleagues and outside agencies to agree treatment goals and maximize rehabilitation potential using verbal and non-verbal skills to communicate and manage barriers to communication e.g. dysphasia, cognitive or sensory difficulties, pain and fear. Consideration is given to the clients' views and wishes, medical history, prognosis, communication skills, social skills, cognitive ability, behavior, safety issues, environmental and psychosocial factors and where appropriate; the viewpoints, abilities and other issues of carers – these multiple factors are often conflicting.
- To manage own time and caseload, following time table set out by Senior I OT making changes to this time table based on clinical need and with approval from the Senior OT.
- To plan and implement individual and/or group interventions, including education sessions in collaboration with the client, using OT approaches to achieve therapeutic goals e.g. specialist seating,

activity analysis techniques, SI techniques, fatigue management, alternative communication methods, mobility techniques and group work.

- To demonstrate and apply a level of understanding of the effect of disability, to be able to educate clients/carers on issues relating to their diagnosis/prognosis and promote the understanding of its functional implications and any lifestyle changes and/home adaptations required.
- To provide information in an appropriate accessible format to the client and families/carers on various services available from both statutory and voluntary service providers
- To work with health and social care professionals and other related statutory private and voluntary organizations, providing written reports, recommendations and referrals where appropriate to ensure that intervention is coordinated.
- To refer to and liaise with other centers and assist in implementing their advice locally.
- To set Occupational Therapy rehabilitation goals, carry out treatment interventions and to plan, organize and conduct assessment visits as a lone worker in the community, with support from the Senior OT.
- To develop effective therapeutic relationships with clients who may have complex and highly complex cognitive, perceptual and behavioral presentations demonstrating empathy and sensitivity to issues which may arise in hostile and emotive situations.
- To demonstrate knowledge of manual handling legislation and a thorough knowledge of current practice, applying this knowledge to the practice of therapeutic handling.
- To undertake risk assessments in relation to clients and carers in order to reduce risk, maintain independence and improve safety with supervision from Senior OT.
- To provide help and advice to clients and their families – assessing, teaching and demonstrating use of equipment or other techniques to optimize the client's functional ability and independence.
- To arrange for the provision / collection / delivery of standard and non -standard specialist disability equipment obtaining authorization were necessary with approval from Senior I OT. (In appropriate settings). Cleaning clinical equipment when needed.
- To fit equipment with a high degree of expertise, this may be undertaken in unpleasant situations.
- To provide informal counseling to clients and their families on issues surrounding their disability.

6.2 Managerial

- To be responsible for equipment used in carrying out occupational therapy duties and to adhere to departmental policy, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice.
- To ensure ordering and maintaining of stock through current equipment systems and keep up-to-date with new developments in equipment and practices as appropriate.
- To maintain accurate, comprehensive and up-to-date documentation, in line with legal and departmental requirements and communicate assessment and treatment results to the appropriate disciplines in the form of reports and letters e.g. pediatricians, teachers, social workers, Consultants and other AHP's.
- To submit monthly statistics to Senior OT in order to contribute to service developments in the specific clinical area, as required.
- To maintain up to date knowledge of and assist in all areas of clinical governance, health and safety and clinical risk management within the OT department.
- Assist in the development of, and implement OT service policies to promote a fair and consistent working environment.
- To communicate effectively and work collaboratively with all members of the multi-agency team.

- To carry out delegated tasks for the Senior I OT when required, to include representing the Senior OT at meetings.
- To participate in staff appraisal schemes as an appraisee on an annual basis.
- To contribute to the achievement of financial balance within the service by using resources in a responsible manner within day-to-day practice.
- To work collectively with other colleagues and service manager to provide leadership, organize workloads and meet service demands when other staff are absent.
- Participate in the development of OT Services.
- Maintain and further develop the policy, procedures and practices in relation to OT services with Senior OT.

6.3 Educational

- To keep mandatory training up to date e.g. manual handling, fire safety, life support in line with GHA policy.
- To be responsible for developing expertise and maintaining own competency on OT by taking opportunities to further both personal and professional development in line with HCPC guidelines, e.g. attending leading and contributing to continuous development activities such as peer support, stroke development groups, in-service training sessions, external courses and conducting teaching sessions.
- Develop and update clinical knowledge in a specialist field to ensure delivery of evidence based practice.
- Support OT in-service and lead in-service training to promote personal development.
- Educate nursing, medical, other multidisciplinary team members, educational staff and others, to promote knowledge of occupational therapy to enhance client care.
- Promote and participate in student education ensuring quality placements within designated area.
- To demonstrate ongoing personal development by recording learning outcomes in a portfolio.
- To participate and lead in the promotion of the professions though informal and formal events such as careers conventions, work experience and work observation placements.

7a. EQUIPMENT AND MACHINERY

- To assess/use and train in the use of a wide range of equipment for therapeutic intervention examples of which are noted below. It should be noted that many interventions may be carried out at home or in local community venues.
- To support with the procurement process for quotes and provide clinical reasoning for funding of specialist equipment applications.
- To arrange the collection and delivery of equipment to client's homes. Be able to fit a range of equipment within clients homes or other settings where required under the guidance of the Senior OT.
- To carry out and document regular stock takes of existing equipment and keep databases up to date.

Examples of Equipment:

Activities of Daily Living Equipment

- Dressing e.g. stocking aids, helping hands, button hooks.
- Feeding e.g. adapted cutlery, specialised crockery.
- Toileting e.g. raised toilet seat, toilet frames, commodes.
- Kitchen e.g. kettle tippers, trolley, jar opener.
- Transfers e.g. bed rails, mattress elevators, sliding boards, hoists, profiling beds.

- Bathing e.g. bath seats, shower boards, electronic bathing equipment, shower stool.
- Mobility e.g. walking frames, trolleys, banisters and rails, wheelchairs (manual & electric).
- Specialist wheelchairs and seating.

Treatment/Rehabilitation e.g. Plinths, stools, upper limb assessment aids.

Creative e.g. general art equipment.

IT e.g. PC, laptop, mobile telephone, Ipad.

Paeds Equipment e.g. Vestibulator, therapeutic balls, trampoline.

7b. SYSTEMS

- To maintain accurate and up-to-date client records in line with professional standards of practice (RCOT) and GHA policy/procedures.
- To record up-to-date statistical data manually &/or electronically.
- To comply with GHA purchasing systems.
- IT skills – internet, intranet, e-mail, photocopying.

8. ASSIGNMENT AND REVIEW OF WORK

- Clinical caseload will be generated by the specific service needs of each clinical area.
- Senior OT staff will delegate other non-clinical tasks as deemed appropriate.
- Work with weekly formal supervision and informal supervision as and when requested.
- Undertake annual performance review.

9. DECISIONS AND JUDGEMENTS

- Responsible for their own clients and caseload. Support with caseload management from Senior I OT in regular formal Supervision.
- Has discretion to work within a set of defined parameters, examples as follows:

Referrals
- Support with all OT referrals received and for triaging on waiting list
- Inform Senior OT of caseload in supervision so new referrals can be allocated.
- Requests Referrals from Senior OT

Clinical Care
- When is it appropriate and safe to discharge patient?
- Is it safe for this patient NOT to have treatment?
- Is treatment effective?
- What care package someone will require?
- Dealing with patients who wish to self-discharge during treatment.
- Dealing with emergency situations on arrival at home visits which may require admission.

Seek Guidance
- Responsibility for making own clinical decisions
- Making decisions re when to deal with issues or request assistance from other Senior Therapists.
- To use formal supervision to seek guidance on current caseload.

Management
- To assist the Senior OT in the planning and co-ordination of the day-to-day running of their respective Occupational Therapy Service.

- To assist in ensuring that all Occupational Therapy equipment is stored safely and maintained in safe working order.
- To participate in regular supervision sessions, and the annual developmental review process, setting

personal and service objectives, and to maintain a professional development portfolio to demonstrate life long learning and competence to practice.
- To complete additional service development activities as directed by the Head OT.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Dealing effectively with conflict, controversy and confrontation on a regular basis.
- Managing the expectations of clients and carers.
- Maintain professional boundaries within local community/cultural setting.
- Ability to adapt to the variable and unpredictable demands.
- Undertake a mentally and physically demanding job, whilst at the same time taking care to safeguard their own health and safety as well as colleagues and clients.
- Continually developing clinical knowledge in appropriate specialism.
- The inability to refer onto other back-up services (e.g. wheelchairs/specialist seating clinics, social services OT departments) results in the need for the OT in post to cover a vast array of clinical specialist services on an independent basis.
- Limited provision of OT support network e.g. administrative, delivery, store persons, results in increased physical and mental demands on OT's workload. Such issues require resolution by post holder for the service to function.

11. COMMUNICATIONS AND RELATIONSHIPS

Patients
- Provide and receive information regarding assessment, diagnosis and treatment to encourage compliance.
- Patients will have a range of difficulties and require the Occupational Therapist to utilise developed motivation and persuasion skills to facilitate rehabilitation both in an individual and group setting.
- Patients will predominantly have complex problems and the Occupational Therapist requires using interpersonal skills.
- Educate and negotiate with patients in relation to rehab goals/plans/recommendations for adaptations.
- Deal with emotive issues e.g. sudden loss of function/role, palliative care needs, and rehab progress, potential for recovery, developmental delay and physical disability.
- Use a wide range of verbal and non-verbal communication tools to communicate effectively to clients to ensure an understanding of their condition/problem, thereby supporting self-management of their condition.
- To overcome barriers to effective communication which occur on a regular basis (including cognitive/visual/hearing impairment, anxiety, pain, fear) and to devise/implement and teach strategies to overcome these barriers.

Relatives / Carers
- Provide and receive information regarding complex and sensitive issues.
- Educate and negotiate with carers in relation to patient care needs.
- Teach a range of patient management strategies. Providing written and verbal instructions as needed.

Occupational Therapy Staff (internal)
- Liaise with peer group to ensure service equity is maintained and resources optimised.
- Ensure effective communication and dissemination of information within speciality.
- Be an active member in staff meeting and in-service presentations.
- Liaise with senior staff regarding service development needs.
- To report any clinical risks directly to the Head OT

Occupational Therapy Staff (external)
- Network with appropriate Occupational Therapy colleagues and professional bodies to ensure delivery of clinically effective care (this occurs on both a local and inter-national level).

Multidisciplinary team within the specialty

- Negotiate with multidisciplinary team regarding service needs.
- Teach patient occupational therapy management strategies to optimise client care.
- Communicate complex client related information effectively to ensure collaborative working with multidisciplinary colleagues across health/social/educational sectors, demonstrating highly skilled clinical reasoning and using sound negotiating skills on a daily basis to ensure delivery of a co-ordinated service.
- To participate in discussions and decisions with regard to client programmes, negotiation of priorities and to increase awareness of role of OT.
- Increase awareness of Occupational Therapy.

Medical Staff

- Liaise and advise medical staff to increase knowledge relating to individual patients and specialist area; ensuring patient management is maximised.

Other Agencies (Local Authority, voluntary sector, etc)

- Negotiate and liaise with other agencies to optimise client care and ensure efficient service delivery.
- Make referrals to voluntary and statutory organisations via verbal or written reports.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Skills:

- Skills necessary to implement a variety of Occupational Therapy Assessment, Treatment and Rehabilitation interventions.

Physical Demands:

- Daily, repetitive, manual and therapeutic handling of patients and equipment.
- Moderate to intense physical effort for several periods each day.
- Carrying equipment to/from patient's homes, lifting and installing disability equipment, lifting equipment/wheelchairs into vehicles (in all weather conditions).
- Patient movement with use of mechanical aides, manoeuvring patients in wheelchairs, hoists, commodes, stand aids.
- Stand/walking for the substantial periods of time.
- Therapeutic manual handling during functional assessments and rehabilitation.
- Working in confined spaces, kneeling for periods of time.
- Working in uncomfortable/unpleasant physical conditions daily; un-hygienic homes, pets, crowded offices.
- Kneeling, crouching, twisting, bending and stretching daily during manual handling, assessment and treatment of clients, handling of disability equipment.

Mental Demands:

- Concentration required when assessing and treating patients.
- Sustained mental effort during assessment (1 to 2 hours) and to produce detailed and comprehensive reports.
- Ability to concentrate for long periods of time whilst simultaneously dealing with repeated and varied interruptions.
- Often have to make quick on the spot judgements, with outcome affecting safety of self, patients and others.
- Constant awareness of risk, continuously risk assessing.
- Dealing regularly with cognitively impaired patients.
- Using acquired skills to prevent situations from becoming volatile.
- Balancing clinical vs. non-clinical priorities.
- Working on a lone basis

Emotional Demands:

- Working alone in the community on a daily basis requires spontaneous and independent decision making in complex and unpredictable situations.
- Frequently imparting un-welcome news to clients/carers relating to the clients condition and outcomes of Occupational therapy. Communicating life changing events e.g. outcomes of assessments, rehab potential, how to manage with new or deteriorating disabilities/conditions, level of support required by patients.
- Frequent exposure to distressed, anxious and aggressive clients/relatives/carers and dealing with emotional situations whilst working with clients with physical, cognitive, psychological, communication and behavioural difficulties and those associated with substance abuse.
- Working with clients with life-threatening conditions and coping with the emotional aspects of death, enabling clients to die at home or an alternative.
- Provision of emotional support to other members of MDT and OT team.
- Intense emotional effort required to work with clients with challenging behaviours and long term carers.

Environmental Demands:

- Inclement weather, excessive temperatures, severe changes in temperature (air conditioning) and humidity.
- Frequent exposure to unpleasant working conditions and bodily fluids, smells, odours, sputum, faeces, fleas, cockroaches risk of head lice.
- Exposure to contaminated equipment or work areas e.g. toileting assessments, returned equipment.
- Occasional exposure to aggressive verbal/physical behaviour where there is little/no support ie lone working in clients' homes/community.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Qualifications

- BSc/Diploma in Occupational Therapy
- Registration with the Health & Care Professions Council & Gibraltar Medical Registration Board

Work Experience

- Appropriate Placement experience in Area Required.
- Evidence of appropriate level of competency / skill according to the area/s of practise.

Knowledge and Skills

- Knowledge of and ability to adhere to Health and Safety within the workplace
- Knowledge of and ability to adhere to Moving and Handling policy with reference to equipment and patients
- Computer literate – educated to basic word level, able to use e-mail and internet search skills.
- Able to write accurate notes and reports.
- Knowledge and adherence to National standards of practice
- Knowledge of relevant guidance from the RCOT.

Have the ability to gain skills in:

- The assessment skills using standardised and non-standardised assessments.
- Home adaptations most commonly bathrooms and ramps into properties.
- Assessment and provision of wheelchairs and specialist seating appropriate for an assessed patient needs.
- To write reports and programmes for families, carers and other professional.
- To assess and provide moving and handling equipment.
- Planning and running groups.
- Completing one to one treatment session in a variety of locations including but not inclusive of schools, clients homes, SBH, CHC and the Primary Care Centre

Disposition

- Self-motivated
- Responsible
- Good communicator
- Commitment to speciality of OT

- Leadership qualities
- Ability to cope with stressful and complex situations
- Flexible
- Show Initiative
- Ability to work independently.

Other
- Driving Licence

Essential
- Diploma / Degree in Occupational Therapy and will be a State Registered Occupational Therapist with the HCPC and Gibraltar Medical Registration Board.
- Experience of and evidence of commitment to multidisciplinary team working.
- Excellent Communication Skills.
- Experience in working independently with the appropriate supervision from a Senior OT.
- Clinical experience in a range of areas relevant to hospital and community on placement.
- Positive attitude to working with a wide age group of people in a diverse community.

14. JOB DESCRIPTION AGREEMENT	
A separate job description will need to be signed off by each jobholder to whom the job description applies. Job Holder's Signature:	 Date:
Head of Department Signature:	Date:

PERSON SPECIFICATION

OCCUPATIONAL THERAPIST – BASIC GRADE (ADULT - COMMUNITY/IN-PATIENTS SERVICES)

	Essential	Desirable
Education & Qualifications	Diploma / Degree in Occupational Therapy	Valid Driving Licence
	Registered Occupational Therapist with the Health and Care Professions Council (HCPC -UK) & eligible to register on the Gibraltar Medical Registration Board.	
Previous Experience	Placement or work experience in adult community or hospital physical setting. Be able to demonstrate an understanding of the foundations of Occupational Therapy, through their CPD, placements, informal and/or formal training experience.	
	Experience of multidisciplinary team working.	
Knowledge	Demonstrate an understanding of the importance of delivering a patient centred care approach.	Knowledge of Health & Safety practices.
	Knowledge of Moving & Handling skills with adults.	Up to date Moving & Handling Training (within last year)
	Knowledge of common physical and neurological health conditions.	
	Knowledge and adherence to National Standards of Practice for OT i.e. Code of Ethics RCOT & HCPC standards.	
Skills and Abilities	Speak and write clearly in English.	Demonstrate an ability to work using initiative.
	Ability to work under appropriate supervision	Spanish Language
	Excellent Communication Skills both verbal and written.	
	Good IT skills (Experienced with the use of Word / Excel / Power point).	Knowledge or experience with the use of patient Electronic Medical Records
	Ability to work flexibly and around change.	
	Ability to empathise and communicate appropriately with team colleagues, patients and their families.	
Attributes	A flexible, client focus, with an ability to work at different levels with adults of all ages.	Positive attitude towards own learning and personal development.
	Caring attitude.	Ability to deal with stressful

		situations in a calm manner.
	Positive attitude to working with a wide age group of people in a diverse, close community	
Health & Appearance	Able to manage working from the floor or at low heights in a range of different environments (clients homes / hospital wards / clinics)	
	Good physical health as role involves a lot of physical activity, working with different types of equipment, fitting equipment and walking to client's homes.	