

Job Description – Occupational Therapist

Post: Occupational Therapist - Driving and Mobility Assessor

Responsible to: Centre Manager

Job Summary: Working as part of a multidisciplinary team to provide an effective and professional Occupational Therapy service to clients. Assessing needs and providing solutions and recommendations in relation to driving or travelling in a car, using and travelling with mobility aids, in accordance with the values and needs of the organisation.

To provide specialist advice and support to other members of staff and our stakeholders.

To actively develop clinical skills in occupational therapy assessments and the service.

1. Main responsibilities

- 1.1 To ensure that the professional standards and ethics as set out by the Royal College of Occupational Therapists (RCOT) and Driving and Mobility Centre's policies and procedures are adhered to at all times.
- 1.2 To be responsible for managing and documenting individual client assessments, including provision of outreach services as required and agreed.

2. Clinical

- 2.1 To carry out driving and related mobility assessments for clients, ensuring a high quality of service provision. This involves being able to independently access the range and variety of different vehicles at the centre which are used during the assessment process.
- 2.2 To conduct relevant vision, cognitive and physical assessments for the specific activity in accordance with the requirements of Driving and Mobility Centre, and our stakeholders including Driving Mobility, DVLA and Motability.

3. Administration

- 3.1 To maintain accurate, clear, and concise written clinical records in accordance with Driving and Mobility Centre, West of England's Data Protection Policy.

- 3.2. To produce professionally written reports adhering to Driving and Mobility Centre's policies and procedures.
- 3.3 To observe and apply relevant health, safety, and security procedures to ensure a safe working environment.
- 3.4 To participate in the induction and development of any new staff by sharing knowledge and skills.
- 3.5 To assist with audit and evaluation exercises as required.
- 4. Areas of Specialism and Professional Development**
- 4.1 To be aware of and ensure compliance with all relevant statutory regulations and policies and procedures of the organisation.
- 4.2 To undertake appropriate training and be responsible for your own professional development, keeping up to date with relevant professional knowledge.
- 4.3 To work with other staff at the centre in planning and delivering appropriate services that meet the needs of disabled people and in particular to assist in the development of the driving assessment service.
- 5. Service Development**
- 5.1 To contribute to the strategic business plans of Driving and Mobility Centre, including any specific Occupational Therapy initiatives.
- 5.2 To share specialist knowledge and skills pertinent to OTs with other members of staff, our partners, health professionals, families, and carers. This may include presentations and open days.
- 5.3 To attend and participate in all appropriate meetings and events as agreed with the Centre Manager.
- 6. General**
- 6.1. To ensure that your professional conduct is consistent with the declared aims and policies of the RCOT and the organisation.
- 6.2. To work with the wider staff team of Driving and Mobility Centre to attend meetings and staff training days as required.
- 6.3. To attend meetings and working parties as required.
- 6.4. To carry out such other tasks as may be mutually agreed from time to time with the Line Manager and which are commensurate with the grade of the post.

The Board reserve the right to review the specific duties of the post and to reallocate duties after reasonable consultation.

Person Specification for Occupational Therapists

Attitude: Client focussed proactive approach to providing a service.

Experience: A minimum of 3 years practical experience as a qualified Occupational Therapist.

	Essential	Desirable
Qualifications	Professional Qualification in Occupational Therapy recognised by the Health Professional Council and state registered.	
	Commitment and ability to undertake the Core modules of the Post Graduate Certificate in Driving Assessment and Outdoor Mobility professional qualification or equivalent within two years of appointment. (Course provided)	
Knowledge	Understanding of the needs of and issues for disabled and older people.	
	Health and Safety including LOLER and PUWER.	
	The Social Model of Disability.	
	Disability Equality / Equality of Opportunity.	
		Experience in administering standardised cognitive testing and interpreting results.
		Knowledge of car adaptations and equipment to assist independent mobility.
Skills	Ability to communicate and liaise effectively at all levels with staff,	

	service users, carers and other health and community based professionals.	
	Innovative and flexible approach leading to an ability to find imaginative and resourceful solutions to problems.	
	Has sound IT skills for using email and internet, word processing and office applications.	Experienced in using MS Teams, Word, Excel, Outlook and Publishing software such as PowerPoint.
	Car driver with full driving licence.	
		Ability to work independently of other occupational therapists.