

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Clinical Lead Occupational Therapist – Medicine |
| **Reports to** | Head of Occupational Therapy |
| **Band** | 7 |
| **Department/Directorate** | Specialist Services |

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| **JOB PURPOSE** |
| The post holder is responsible for the operational, clinical leadership and management of the in-patient therapy services, with a focus on the occupational therapists working across Medicine. The post holder will hold a mixed clinical caseload and be flexible across teams on the acute medical wards. The post is based on the Royal Devon and Exeter NHS Foundation Trust, Wonford site. The post holder will also provide advice to other teams in the Trust about medical patients in outlying and escalation areas.  The post holder will provide highly specialist assessment and interventions for a complex caseload demonstrating advanced clinical reasoning skills including cognitive and capacity assessment, seating, functional activities, wheelchairs and have specific knowledge of acute medical and general neurological conditions. The caseload will comprise of a variety of patients admitted with acute medical problems across cardiology, short stay medical ward, infection control ward and respiratory medicine. They will take a lead in multi-disciplinary activities. They will have highly developed specialist knowledge and be able to communicate complex presentations and information relating to patients, relative and carers working to ensure the service perform according to Trust and service standards. This role will include supporting complex patient presentations and assist in facilitating timely discharges to be achieved by the service.  The post holder will work closely with the team leads to support team organisation and prioritisation processes. They will deputise for the Head of Occupational Therapy alongside other clinical leads; provide advice in relation to occupational therapy matters; and facilitate the resolution of workload/staffing issues. They will provide information to the Division on key issues of safety, effectiveness, and the patient and staff experience; and will be responsible for the collation and evaluation of relevant performance data.  The post holder will lead the training and development of less experienced staff, undergraduates and other professionals as required. This includes ensuring that all staff have appropriate knowledge and skills through a process of supervision, objective setting and training. They will participate in Divisional and Speciality based service development activities.  The post holder will be willing to work flexibly across seven days as required including weekends and bank holidays. **K** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * The post holder will be responsible for the operational management, leadership and clinical expertise for the in-patient occupational therapy service for acute medical patients across the acute hospital. * They will be flexible to support the occupational therapy team to provide timely and appropriate rehabilitation and discharge for acute and chronic long-term conditions. * To work closely with all Clinical Team leads to ensure the smooth running of the therapy service in the absence of the Head of PT & OT. * To be responsible for service performance and standards; implementing audit and other review processes as appropriate/necessary to help ensure an efficient and effective service and feedback of TARN data. * Undertake full participation in wider Trust strategies and policies. * Determine the most effective deployment of staff resources and negotiate/delegate specific duties within the specialist therapy teams. * To ensure the rotas for weekend and bank holiday working are maintained. * Demonstrate a sound understanding of Clinical Governance and Risk Management and apply to work situation. * Caseloads will be flexible and the post holder must be able to consider how to support the provision of service to other areas of the Trust, especially during escalation. * To provide cover at weekends and Bank Holidayson a rota as necessary |
| **KEY WORKING RELATIONSHIPS** |
| **Areas of Responsibility:**  Clinical and operational leadership of the Occupational Therapy team working across the Medicine Occupational Therapy service.    The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  In addition, the post holder will deal with the wider healthcare community, external organisations and the public.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  |  |  | | --- | --- | --- | --- | | **Internal to the Trust** | | **External to the Trust** | | | * Head of Acute Therapy Services & Cluster Manager * Head of Acute Physiotherapy & Head of Occupational Therapy * Medical Consultants * Clinical Lead Team of Physiotherapists and Occupational Therapists * Specialist Services Division * All members of the MDT and Trust wide discharge teams | | * Adult & community services * External agencies | | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * They will be responsible for the management and supervision of the occupational therapists across the specialist therapy teams and will ensure appropriate service provision on a daily basis, liaising with the Clinical Leads at all times. * They will provide advice, direction and support to other wards as necessary. * To undertake a high standard of occupational therapy assessment, diagnosis and treatment, including highly complex cases, as an autonomous practitioner. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * To hold responsibility for effective inter- and intra- professional communication and liaison with patients, relatives and through the MDT. * Maintain a high standard of expertise and to share this knowledge with both senior and junior colleagues and other disciplines as appropriate. * To provide highly specialist advice to other teams both internal and external to the Trust. * Be responsible for reports and correspondence that concern patients in a professional and timely manner. * Maintain timely, accurate and accessible clinical records for self and the team respecting confidential patient data and compliance with requirements of MyCare and Data Protection. * To provide highly specialised advice to clinicians outside of the Trust for continued patient rehabilitation/management to ensure effective discharge. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * To be responsible for the collection and collation of activity and statistical data and evaluate as required. * To instigate/implement policy and practice changes where necessary within own area of clinical responsibility. * Keep the Head of PT & Head of OT informed of all matters that could have relation to the effectiveness and efficiency of the service. * Be responsible for the safe use of equipment and to report any necessary repairs that need to be undertaken in accordance with Health and Safety policies and procedures. Ensure the safe use of equipment by others through teaching, training and supervision of practice. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Provide information and teaching across all disciplines, as required, in relation to all presentations across medicine, and acute medical management of patients in outlying and escalation areas. * Maintain a close liaison with other disciplines and develop good working relationships thereby encouraging appropriate referrals to Therapy across the Trust. * Keep the Head of Service informed of all matters that could have relation to the effectiveness and efficiency of the service. * Determine the most effective deployment of staff resources and negotiate/delegate specific duties within the specialist therapy Teams. * To ensure the rotas for weekend and bank holiday working are maintained. |
| **PATIENT/CLIENT CARE** |
| * Undertake a direct, discrete highly complex clinical caseload within the speciality areas as designated by the Head of PT & OT Service and provide advice and support to the acute team. To organise this effectively with regard to clinical priorities. * To provide highly specialised assessment and demonstrate advanced clinical reasoning in acute medical assessment including cognition and capacity, posture and seating, particularly in relation discharge planning for medical patients. * To instigate specialised therapeutic treatment plans in response to a complex caseload. * Assess for and organise, in conjunction with appropriate community services, the provision of assistive equipment and home adaptations to facilitate safe discharges if appropriate. |
| **POLICY/SERVICE DEVELOPMENT** |
| * To work to professional standards as set by the Trust, the HCPC and the Royal College of Occupational Therapists. * To ensure that all Trust Policies & Procedures and Statutory Acts & Regulations are known and implemented/adhered to as necessary/appropriate. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * To be aware of budget for equipment prescription appropriate to banding. * Assist with the economical ordering and usage of resources within the department such as efficient use of Millbrook equipment. |
| **HUMAN RESOURCES** |
| * To take primary responsibility for implementation of Individual Performance Review and appraisal with all grades of across the specialist therapy teams. * To lead the development of Team training from the outcome of the personal development plans ensuring competencies and standards are adhered to. * To ensure that comprehensive induction programmes are completed with new staff. * To ensure all staff have relevant preceptorship or objectives set during placement. * To maintain own clinical professional development by keeping abreast of developments and changes in patterns of care to ensure appropriate and high standards of service across the teams. * Ensure that own personal development is kept up to date and is in keeping with the strategic direction of the Trust. |
| **INFORMATION RESOURCES** |
| * Maintain timely, accurate and accessible clinical records respecting confidential patient data and compliance with requirements of Data Protection. * To ensure outcome measure and performance statistics are delivered accurately and in a timely way. |
| **RESEARCH AND DEVELOPMENT** |
| * To support the delivery of research and development. * To lead the specialist therapy team and department audit activity and peer review to ensure best practice. |
| **PHYSICAL SKILLS** |
| * Undertake Wheelchair assessment, prescription and be signatory for equipment, validating request by less experienced staff. * To be computer literate and able to use electronic systems. * Ensure access to road worthy vehicle with appropriate car insurance, and valid driving licence if required. |
| **PHYSICAL EFFORT** |
| * Frequent sitting or standing in difficult positions throughout shift. |
| **MENTAL EFFORT** |
| * Frequent concentration during assessment and treatment and analysis of outcomes of intervention. * Planned caseload. |
| **EMOTIONAL EFFORT** |
| * Frequent distressing or emotional situations. |
| **WORKING CONDITIONS** |
| * Frequent exposure to body fluids. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.  Contribute to and work within a safe working environment.  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **APPLICABLE TO MANAGERS ONLY** |
| Leading the team effectively and supporting their wellbeing by:   * Championing health and wellbeing. * Encouraging and support staff engagement in delivery of the service. * Encouraging staff to comment on development and delivery of the service. * Ensuring during 1:1’s / supervision with employees you always check how they are. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Clinical Lead Occupational Therapist – Medicine |
| **Band** | 7 |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Diploma or degree Occupational Therapy.  Member of RCOT.  Registered as fit to practice by HCPC.  MSc or relevant post grad qualification/ Evidence of Post Graduate clinical training/development. | **E**  **E**  **E** | **D** |
| **KNOWLEDGE/SKILLS**  Demonstrates an ability to undertake the tasks of Clinical Lead efficiently and effectively.  Demonstrates an ability to prioritise and co-ordinate the workload of the general medical team.  Evidences a broad in-depth range of clinical knowledge in neurology and medical specialities, and highly specialist skills relevant to the clinical workload.  Demonstrates evidence of teaching skills to a range of professionals.  Has completed a Fieldwork Educators course (OT).  Has completed a Wheelchair Accreditation course (OT).  Is able to demonstrate excellent time management skills.  Demonstrates excellent organisational/delegation/prioritisation skills.  Student supervision / mentors’ course. | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** | **D** |
| **EXPERIENCE**  Able to evidence senior team leadership experience.  Demonstrates working at senior / specialist level within the Acute NHS.  Evidence of specialist clinical assessment knowledge and skills within medicine  Evidence of specialist skills relevant capacity/ cognitive assessment  Evidence of advanced clinical reasoning skills.  Evidence of supervising junior staff and students.  Evidence of communication skills with bed management team and hospital discharge facilitators.  Evidence of understanding of community services.  Evidences managing complex clinical caseload in an acute in-patient setting | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** | **D** |
| **PERSONAL ATTRIBUTES**  Demonstrates an ability to work on own initiative and as part of a team.  Demonstrates an ability to motivate staff by being a positive role model.  Able to assume additional managerial responsibility and prioritise this accordingly.  Demonstrates a willingness to work flexible shift patterns and weekends as and when required. | **E**  **E**  **E**  **E** |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Enthusiastic towards post.  Holds driving licence.  Ability to work weekends. | **E**  **E**  **E**  **E** |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y/N | Y |  |  |  |
| Contact with patients | Y/N |  |  |  | Y |
| Exposure Prone Procedures | Y/N | N |  |  |  |
| Blood/body fluids | Y/N |  |  |  | Y |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y/N | N |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y/N | N |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y/N |  |  |  | Y |
| Animals | Y/N | Y |  |  |  |
| Cytotoxic drugs | Y/N | N |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/N | N |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/N | N |  |  |  |
| Dusty environment (>4mg/m3) | Y/N | N |  |  |  |
| Noise (over 80dBA) | Y/N | N |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N | N |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y/N |  |  | Y |  |
| Heavy manual handling (>10kg) | Y/N |  | Y |  |  |
| Driving | Y/N |  | Y |  |  |
| Food handling | Y/N |  | Y |  |  |
| Night working | Y/N | N |  |  |  |
| Electrical work | Y/N | N |  |  |  |
| Physical Effort | Y/N |  |  | Y |  |
| Mental Effort | Y/N |  |  |  | Y |
| Emotional Effort | Y/N |  |  |  | Y |
| Working in isolation | Y/N |  | Y |  |  |
| Challenging behaviour | Y/N |  | Y |  |  |