

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Specialist Occupational Therapist |
| **Reports to** | Clinical Team Manager for Early Support Team |
| **Band** | 6 |
| **Department/Directorate** | Medical Services Division |

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| **JOB PURPOSE** |
| The post holder is responsible for the provision of occupational therapy assessment, treatment and management of patients as part of the 7-day Stroke Early Supported Discharge Team. A specialist service for adults which offers rehabilitation 7 days per week. Caseload will vary, but will include complex stroke to enable stroke care to be delivered at home.  This position is based at the Heavitree Hospital but covers the whole of the Royal Devon University Trust’s localities.  As a core member of the multidisciplinary team, the post holder will work collaboratively to ensure holistic, patient-centred interventions. He/she will provide a specialist teaching/training resource and full undergraduate student placements, including assessment.  The post-holder is responsible for his/her own workload on a day-to-day basis, ensuring appropriate service provision and liaising with the Clinical Lead at all times. He/she will provide cover for absence and support for regular bank holiday and weekend cover as required. Caseloads will be flexible and at times will involve the provision of service to other areas of the Stroke Pathway. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| The post holder will fulfil all tasks and work as part of a team.To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.  **Caseload Management:**  This post requires caseload management which will vary according to location and complexity. There will be a responsibility to provide advice to patients with potentially complex and specialist needs as well as carers and other disciplines  The post holder will pass on skills/knowledge to others within both formal and informal environments.  To have delegated responsibility for therapy staff, support staff and students.  **Flexible Working:**  As services evolve changes to working patterns maybe required.  To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.  **Budget**  To be responsible for the use of resources in the most efficient and effective way.  To authorise spending on equipment from Devon Independent Living Integrated Service to a value of £1,000 [2008] following authorisation training.  **On-call and week-end working responsibilities**  On-call and weekend working rotas are in addition to normal working hours. There is also a requirement to work on bank holidays. |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility: (type of work undertaken)    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** | | * Stroke ESD interdisciplinary team | * GP | | * Stroke OT’s on acute and rehabilitation unit | * Care Agencies * Voluntary Agencies | | * Patients and their carers |  | | * Lead Stroke Consultant for Stroke ESD * Clinical Therapy Lead for Neurology and Stroke at RD&E * Community Rehabilitation Teams |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * Adhere to HCPC professional standards of practice. * Be professionally accountable for all aspects of your own work, within the context of an autonomous practitioner. * Undertake specific projects as required. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * To use and develop effective communication and motivational skills with patients following stroke and carers to gain their cooperation for treatment and maximise rehabilitation potential and to ensure understanding of more complex conditions. * Ensure effective communication takes place at all times, taking a team approach to patient care and service needs. * Attend stroke multidisciplinary meetings and case conferences to ensure that there is an integrated approach that benefits patient’s overall care and discharge plans. * Be prepared to give talks/demonstrations regarding your work in the stroke care pathway to colleagues and others. * Write comprehensive reports regarding neurological patient assessment, treatment outcomes and recommendations to GPs, consultants, other health and social care colleagues and other members of the multidisciplinary team. * Liaise closely with all members of the health care team and other agencies in all matters regarding patients care, discharge and future care management. * Convene and participate in multidisciplinary and cross agency case conferences and visits as appropriate. * Communicate complex and sensitive information e.g. prognosis following stroke. * Work with patients referred with complex communication and cognitive problems e.g. following a stroke and other neurological conditions. * Obtain patient consent and work within a legal framework with patients who lack capacity to consent to treatment. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Undertake a comprehensive, holistic clinical neurological assessment of patients presenting with complex multi-factorial problems using specialist analytical skills and clinical reasoning. At times the patients will have highly complex needs. * Work in collaboration with other teams in order to support a consistent and equitable service across the Trust. * Contribute to the development of integrated locality teams. * Propose changes to improve practice in line with local and national guidelines. * Undertake risk assessment, using specialist clinical judgement and provide accurate feedback to the team as necessary e.g. in relation to lone working. * Apply specialist clinical reasoning skills after assessment to decide appropriate treatment plan and approach. * Read and interpret a range of patient medical, medication, social history and social care plans |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Plan patients care, managing an individual caseload of complex patients effectively and efficiently. * Exercise good personal time management, punctuality and consistent reliable attendance. * Co-ordinate patient appointments. * Organise and carry out therapy home assessment, to include liaison with patients, carers and transport services. * Organise own day to day activity and that of support staff and junior staff, delegating activities and providing specialist advice as appropriate. * Take part and lead group sessions. * Thinking ahead and planning delivery of services over the longer term e.g. clinics / classes over a 12-month period. * Submit regular data about activity levels as required. |
| **PATIENT/CLIENT CARE** |
| * Manage own complex caseload and treatment programmes to a high standard expected of an experienced clinician without day to day clinical supervision. Support is available through the clinical supervision programme and from more specialist or skilled staff in a particular area. * Prioritise, assess and treat patients referred, taking an evidence-based and reflective practice approach using community rehabilitation skills and specialist knowledge, including a wide range of modalities and skills in order to maximise patient/user independence. * Identify specific problems and develop goals and specialist treatment plans in partnership with the patient and others to enable treatment plans to be carried out effectively for the discharge of patients. * Evaluate patient/user progress, and modify treatment/input if required. * Provide specialist level teaching and guidance to both patients and carers as required. * Liaise and co-ordinate with other professionals to ensure that occupational therapy interventions are an integral component of the patients’ multidisciplinary care package and actively support and promote the discharge process. * Maintain accurate and timely patient records and reports using agreed standard formats. * Facilitate the discharge process as appropriate. * Be professionally accountable for all aspects of your own work, within the context of an autonomous practitioner. * The post holder is expected to comply with Trust infection control policies & conduct him/herself at all time in a manner as to minimise the risk of health care associated infections. |
| **POLICY/SERVICE DEVELOPMENT** |
| * Keep abreast of professional and related NHS/Social Services developments in liaison with Professional/ Service Lead colleagues. * Identify opportunities to improve the service, taking account of resources available, discussing your ideas with colleagues and Therapy Lead/ Manager. * Participate in the operational planning and implementation of policy and service development within the team, leading on delegated priorities. * Be aware of and follow the Health and Safety at Work Act and local/national guidelines, reporting any incidents using the correct procedures (DATIX). * Report any accidents/ untoward incidents/ near misses to self, patients or carers to the manager in accordance with Trust policy. * Be aware of and follow Trust policies and procedures and Health and Care Professions Council codes of professional practice. * Provide training to develop specialist skills in junior occupational therapy staff. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * Assess for, prescribe and order equipment following fair access to care and retail model criteria * Be responsible for safe and competent use of all equipment and patient appliances and ensure junior/clinical support workers obtain competency prior to use. * Ensure equipment has appropriate checks made. Report any equipment defects, taking action to ensure any such equipment is withdrawn from service. * Demonstrate and instruct on the use of equipment to ensure safety. * Understand and apply the eligibility criteria for services. * Support the team leader and therapy manager in the efficient and effective use of resources. |
| **HUMAN RESOURCES** |
| * Supervise junior staff, students and other members of staff where necessary. * Participate in clinical supervision as supervisor and supervisee. * Participate in staff appraisal as appraiser and appraisee, identifying own and others areas for development in line with Knowledge and Skills Framework Competencies. * Participate in and where necessary lead and teach at training sessions for staff and other agencies. * Be prepared to share areas of knowledge and experience both formally and informally. * Ensure that Health and Care Professions Council registration is maintained through continuing professional development activity and is evidenced to line manager. * Assist in the recruitment of relevant grades of staff as appropriate. * Work with the Manager/s to ensure clinical cover across the cluster/s is maintained especially at times of service pressure. |
| **INFORMATION RESOURCES** |
| * Contribute to the collection of statistical data, in order to monitor and develop team activity, using electronic and paper methods. * Contribute to methods to most effectively manage caseload pressures. * Maintain accurate and timely patient records using agreed standard formats. |
| **RESEARCH AND DEVELOPMENT** |
| * Maintain an up to date knowledge of all areas of clinical practice using a variety of CPD methods and to maintain a CPD portfolio. * Participate in clinical governance activities e.g. audit, research, service reviews, taking a lead if delegated to do so. |
| **PHYSICAL SKILLS** |
| * Assess, prescribe and demonstrate the safe use of equipment, including wheelchairs in a variety of settings including the patient’s home. * Basic computer skills to maintain patient records, record activity, e mail and order equipment etc. * Therapeutic handling of patients (e.g. positioning, stair practice) demonstrating dexterity, co-ordination and palpatory skills often with the need for prolonged physical effort. This will include patients with complex and highly specialist needs*.* |
| **PHYSICAL EFFORT** |
| * Manually handle equipment (wheelchairs, health care equipment) and furniture frequently, following ergonomic risk assessment as per statutory training and service risk assessment. * Treatment may necessitate working in restricted positions or limited space. * Driving to meet the requirements of the post. * Manual therapeutic handling of patients e.g. during stroke therapy. * Daily moving and handling of patients in relation to assessment, treatment and rehabilitation * Work in the community where appropriate equipment is often not available. (e.g. moving and handling equipment). |
| **MENTAL EFFORT** |
| * Manage competing demands of providing services on a daily basis. * Read, decipher and interpret patient information. * Work in an unpredictable work pattern. * Frequent mental effort in assessment and treatment programmes. * Identify strategies to motivate patients to comply with their treatment plan. |
| **EMOTIONAL EFFORT** |
| * Work with patients who may have a poor/life limiting prognosis. * Work with patients in the aftermath of bad news. * Work with patients with mental health problems and occasional challenging behaviour. * At times talk to relatives following a death. |
| **WORKING CONDITIONS** |
| * Work in a variety of settings according to patient needs including patients own home which can often involve hot/cold temperatures, cluttered, noisy and unhygienic environments. * Work remotely as required e.g. using Microsoft Teams * Work with patients with a wide range of conditions including contact with 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. |
| **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. |

PERSON SPECIFICATION

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| **Job Title** | Specialist Occupational Therapist |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Degree or Graduate Diploma in Occupational Therapy  HCPC registration  Additional post-graduate training relevant to the post eg moving & handling, clinical skills training. | E  E  E |  |
| **KNOWLEDGE/SKILLS**  Evidence of continuing professional development  Knowledge of relevant NSFs, appropriate national guidance and other relevant initiatives  Evidence of participating in Clinical Audit  Multi-disciplinary team working across health, social and voluntary sectors  Proven ability of complex case management  Excellent communication skills  Core IT skills | E  E  E  E  E  E | D |
| **EXPERIENCE**  Appropriate clinical experience and competence in relevant clinical setting  Evidence of supervisory experience | E  E |  |
| **PERSONAL ATTRIBUTES**  Able to work as a team member  Good time management  Good organisational skills  Self-awareness of own levels of competence | E  E  E  E |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required. | 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 | N |  |  |  |  |
| Contact with patients | Y |  |  |  | x |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y |  |  |  | X |
| Laboratory specimens | N |  |  |  |  |
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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) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | Y |  | X |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | X |
| Heavy manual handling (>10kg) | Y |  |  | X |  |
| Driving | Y |  |  |  | X |
| Food handling | Y |  | X |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  | X |
| Mental Effort | Y |  |  |  | X |
| Emotional Effort | Y |  |  |  | X |
| Working in isolation | Y |  |  | X |  |
| Challenging behaviour | Y |  |  | X |  |