

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Occupational Therapy Team Lead |
| **Reports to** | Clinical Lead OT - Renal and cancer services |
| **Band** | 6 |
| **Department/Directorate** | Specialist Services |

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| **JOB PURPOSE** |
| The post-holder is responsible for providing leadership and clinical expertise to patients based on the Renal and cancer services wards. The post holder will be required to provide cover across a range of the medical wards including renal and oncology areas. Caseloads will vary but require expert assessment, treatment and advice and will include complex discharge planning for patients with both acute and chronic long-term conditions. In addition, they will provide advice, direction and support to other wards as necessary within the medical directorate.  The post-holder will be responsible for teaching and leadership within this general medical and Oncology team working alongside the physiotherapy Team Leads and Clinical Lead and will support and deputise in their absence. The post-holder will be responsible for the management and supervision of the occupational therapists across medicine and will ensure appropriate service provision on a daily basis, liaising with the Clinical Leads at all times.  The post-holder is responsible for their own workload within the designated clinical area on a day-to-day basis; and will be required to work regularly at weekends and bank holidays. Caseloads will be flexible and at times will involve the provision of service to other areas of the Trust.  **K** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * The post-holder will be responsible for teaching and leadership within this medical team working alongside the physiotherapy Team Leads and Clinical Lead and will support and deputise in their absence. * They will be flexible to support their occupational therapy and physiotherapy colleagues in ensuring safe and timely discharge. * To actively assist in the smooth running of the whole occupational therapy service throughout the RD&E. * The post-holder is responsible for their own workload within the designated clinical area on a day-to-day basis. * Caseloads will be flexible and at times will involve the provision of service to other areas of the Trust. * To manage and supervise the occupational therapy team and students on placement. * To provide cover at weekends and Bank Holidays on a rota as necessary, which may be as overtime. * To participate in seven day working as required. |
| **KEY WORKING RELATIONSHIPS** |
| **Areas of Responsibility:**  Specialist provision of Occupational Therapy working across the General Medicine & Oncology 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 OT & Head of Physiotherapy. * Occupational and Physiotherapy teams. * Consultants, Medical Staff, ward managers and nursing staff. * Trust Hospital discharge facilitator, Intermediate and community services. | * GPs and other community practitioners. * Social services staff. | |
| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * They will ensure appropriate service provision on a daily basis, liaising with the Clinical Leads at all times. * They will be responsible for the management and supervision of the occupational therapists across medicine in the absence of Clinical Leads. * They will provide advice, direction and support to other wards as necessary within the medical directorate. * To undertake a high standard of occupational therapy assessment, diagnosis and treatment, this may include highly complex cases, as an autonomous practitioner. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * To maintain a close liaison with other members of the multidisciplinary team through effective communication regarding patient treatment aims, progress and discharge planning (providing written reports and referrals as appropriate). * To provide appropriate and timely information to all relevant members of the healthcare team regarding patients’ occupational therapy requirements and changes in progress. * To 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. * To communicate effectively with patients and carers to maximise rehabilitation potential, ensure understanding of their condition and a safe and efficient discharge. * To provide specialised advice to clinicians outside of the Trust for continued patient rehabilitation/management to ensure effective discharge. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * To undertake a high standard of occupational therapy assessment, diagnosis and treatment, this may include highly complex cases, as an autonomous practitioner. * To develop, implement and evaluate specialised therapeutic treatment plans on a case-by-case basis for both acute and long-term conditions. * To be responsible for the safe use and provision of equipment and to report any necessary repairs which need to be undertaken. * To 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. * To be responsible for reassessing patient status as treatment progresses and alter treatment programmes as appropriate using clinical reasoning. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * To organise own workload providing expert assessment and treatment as required, ensuring treatment and requests for treatment are prioritised and dealt with promptly and efficiently. * To be responsible for setting realistic and attainable treatment goals for patients undertaking regular re-evaluation using appropriate outcome measures. * The post-holder is responsible for his/her own workload within the designated clinical area on a day-to-day basis. |
| **PATIENT/CLIENT CARE** |
| * To be responsible for reassessing patient status as treatment progresses and alter treatment programmes as appropriate using clinical reasoning. * To ensure patient and staff safety during treatment and be able to take appropriate decisions with regards to risk for discharge. * To provide advice and training to multidisciplinary team members, patients and carers as required. * To contribute to and work within a safe working environment. * To develop, implement and evaluate specialised therapeutic treatment plans on a case-by-case basis for both acute and long-term conditions. * To be responsible for setting realistic and attainable treatment goals for patients undertaking regular re-evaluation using appropriate outcome measures. |
| **POLICY/SERVICE DEVELOPMENT** |
| * To keep updated of changes in care guidelines, protocols and evidence-base so as to inform practice. * To work to professional standards as set by the Trust, the HCPC and the British Association of Occupational Therapists. * To ensure that all Trust Policies & Procedures and Statutory Acts & Regulations are known and implemented/adhered to as necessary/appropriate. * Maintain personal safety by following lone working policy and respect property and equipment within the working environment in accordance with trust and team guidelines. * To participate in team and department audit activity and peer review to ensure best practice. * To take responsibility for own on-going clinical professional development (including attendance at post-registration courses - internal and external). * To attend and contribute to regular team in-service training sessions to ensure continued professional development. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * To be aware of budget for equipment prescription appropriate to banding. |
| **HUMAN RESOURCES** |
| * To be responsible for the supervision of and appropriate delegation of caseload to junior Occupational therapy staff and non-registered staff. * To be jointly responsible for the on-going professional and clinical development of the occupational therapy team, teaching formal in-service and 'on the job' training sessions as appropriate. * To carry out personal performance reviews for departmental staff. * To ensure up-to-date and timely reviews of personal professional development plans and objectives. * To assist in the recruitment of departmental staff (selection and interview) as necessary. * To be jointly responsible for induction of new staff to the team. * To provide advice and training to multidisciplinary team members, patients and carers as required. * To actively assist in the smooth running of the whole occupational therapy service throughout the RDUH University hospital. * To keep Clinical Leads, Team Leads and the Head of Therapy Services informed of any matters that could have relation to the effectiveness and efficiency of the service. * To be responsible for the supervision of Undergraduate Students (occupational therapy, medical, etc). |
| **INFORMATION RESOURCES** |
| * To undertake the keeping of accurate records of patient treatments and statistical data as required. * To submit regular data about activity levels as required. * To participate in team and department audit activity and peer review to ensure best practice. |
| **RESEARCH AND DEVELOPMENT** |
| * To undertake any additional duties commensurate with this grade as required by the Occupational therapy service. * To participate in team and department audit activity and peer review to ensure best practice. * To take responsibility for own on-going clinical professional development (including attendance at post-registration courses - internal and external). |
| **PHYSICAL SKILLS** |
| * To be computer literate and able to use electronic systems, including documentation via EPIC. * Ensure access to road worthy vehicle with appropriate car insurance, and valid driving licence if required. * Demonstrate awareness and ability to drive within the geographical area in a safe and appropriate manner. |
| **PHYSICAL EFFORT** |
| * Frequent sitting or standing in difficult positions throughout shift. |
| **MENTAL EFFORT** |
| * Frequent concentration during assessment and treatment and analysis of outcomes of interventions * 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. |
| **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** | Occupational Therapy Team Lead |
| **Band** | 6 |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Recognised Occupational Therapy training.  B.Sc. / B.Sc. (Hons) / MSc Occupational Therapy/equivalent.  HCPC Registered.  Relevant post graduate courses or equivalent experience.  Clinical supervision training. | **E**  **E**  **E**  **E** | **D** |
| **KNOWLEDGE/SKILLS**  Completed Fieldwork Education course.  Have completed wheelchair assessor course.  Organisational skills: prioritisation, time mgt.  Evidence of Interpersonal skills, verbal & written communication.  Evidence of complex clinical reasoning skills and goal setting.  Evidence of use of outcome measures.  Evidence of team leadership & team working skills.  Knowledge & experience in management of medical conditions.  Skills in assessment, treatment and discharge planning for acute and long-term medical conditions.  Evidence of clinical and teaching skills.  Understanding of acute and general medicine. | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** | **D** |
| **EXPERIENCE**  Post graduate NHS experience in core areas including acute and general medicine.  Evidence of supervision of students/junior staff.  Evidence of staff appraisal & performance review.  Evidence of standard setting and audit.  Evidence of multi-agency working and complex discharge planning.  Evidence of working between Primary & Secondary Care.  Evidence of previous clinical innovative approaches.  Evidence of previous involvement in audit/research. | **E**  **E**  **E**  **E**  **E** | **D**  **D**  **D** |
| **PERSONAL ATTRIBUTES**  Evidence of ability to work as Team member.  Motivated towards development of others.  Ability to problem solve and show initiative. | **E**  **E** | **D** |
| **OTHER REQUIREMENTS**  Enthusiastic towards post.  Evidence of flexible approach.  Ability to work flexibly over 7 days including bank holidays and weekends.  Car driver.  Computer literate. | **E**  **E**  **E**  **E** | **D** |

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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 | N |  |  |  |
| Animals | Y/N | N |  |  |  |
| Cytotoxic drugs | Y/N | N |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/N | Y |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/N | Y |  |  |  |
| Dusty environment (>4mg/m3) | Y/N | Y |  |  |  |
| Noise (over 80dBA) | Y/N | Y |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N | Y |  |  |  |
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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 |  |  |