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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS**  |
| **Job Title**  | Head of Acute Occupational Therapy |
| **Reports to**  | Head of Acute Therapy |
| **Band**  | 8a |
| **Department/Directorate**  | Specialist Services |

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| **JOB PURPOSE**  |
| The role of the Head of Acute Occupational Therapy (OT) will be to support the Head of Acute Therapies in providing clinical knowledge and expertise to ensure the operational and professional day to day running of the OT service, including the direct line management of the Clinical Leads within the acute department. This post is based on the Royal Devon and Exeter Foundation Trust’s (RD&E FT) main site in Wonford, although some travel to other sites may be required.The post holder will ensure that staffing levels within the teams are appropriately managed, keeping the rotas in each of these areas covered and ensuring adequate capacity is in place to be able to ensure smooth running of the services. The post holder will also have budgetary responsibility for the OT budgets circa £1.76M.The post holder will represent the departments at Trustwide meetings and support the professional leadership and development of the services. They will be actively involved in Governance, HR, Finance and Performance of the services.The role will ensure continuity of service and work in conjunction with the Head of Acute Physiotherapy and in the absence of the Head of Acute Therapies to enable all work streams to continue. |
| **KEY WORKING RELATIONSSHOULDERS**  |  |
| * Head of Acute Therapies
* Cluster Manager
* Therapy Clinical Leads
* Heads of other Therapy Services across acute and community
* Infection Control Team
* Operations Support Unit
* Service Managers
* Ward Teams
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| **ORGANISATIONAL CHART**  |
| Head of Acute TherapyCluster Manager for TherapyHead of Acute PhysiotherapyHead of Acute Occupational TherapyOT Clinical Leads and service |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES**  |
| * To ensure effective and efficient OT services are delivered within the acute wards of the RD&E FT, Pain Management, Hand Therapy and Mardon as well as supporting OT staff at the Exeter Mobility Centre.
* Be responsible for matching skill mix to workload, setting priorities, monitoring activity and quality as well as active management of resources to achieve an equitable comprehensive service to patients, within the given financial constraints.
* To ensure that the training matrix and performance reviews for the OT staff are maintained at 100% compliance and that all relevant HR processes are managed in a timely and supportive manner.
* Be responsible for ensuring that any escalation area that is open is safely staffed and fit for purpose working collaboratively across the organisation with th operational teams, and medical and surgical divisions.
* To be responsible for recruitment and retention of staff within the service, including any workforce planning as required.
* To ensure that staff within the OT teams have the correct level of training, knowledge and skills to facilitate the standardised safe delivery of therapy.
* To deputise for the Head of Acute Therapies in their absence, or as requested.
* To be conversant in and comply with, all relevant local and national policies, procedures, directives and statutory acts; reacting appropriately to breaches or transgressions of any of these.
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| **COMMUNICATION/RELATIONS SKILLS**  |
| * To communicate with staff and key stakeholders on a range of clinical and service subjects which can include communicating highly sensitive and complex information.
* To manage everyday enquiries from patients, staff, GPs and others in matters that pertain to the OT service including complaints and concerns.
* Be able to motivate and negotiate with staff using highly developed listening and persuasive skills to implement change within the service and manage any impact on other service areas.
* Lead and attend meetings to communicate service related information to senior managers, staff and external agencies.
* Give formal presentations, talks, demonstrations on current and future services and developments.
* Chair relevant area therapy/ clinical lead meetings, taking responsibility for the agenda, dissemination of information etc.
* Convene and participate in multidisciplinary and cross agency meetings case conferences and visits to support OT colleagues as appropriate.
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| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * To use OT knowledge to analyse statistical and financial data as pertains to the OT service to ensure effective performance.
* To maintain and submit statistical and other information as required eg for PAF
* To ensure that mechanisms are in place to monitor/modify and evaluate service delivery appropriately to ensure high quality patient care.
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| **PLANNING/ORGANISATIONAL SKILLS** |
| * To plan and deliver work on a day to day basis with consideration of a range of personal, clinical and organisational demands.
* To ensure that work plan and priorities fit with the needs of the service and others involved in delivering it.
* To demonstrate flexibility and sensitivity to service requirements
* To collaborate with other members of the team in planning and delivering services
* Ensure the service is delivered in line with appropriate operational policies
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| **PHYSICAL SKILLS**  |
| * Direct contact with patients during clinical work
* To carry out effective, safe manual handling.
* To utilise a range of highly expert occupational therapy skills.
* Advanced IT skills to maintain patient records, use mail and skills to manage the OT service eg database, spreadsheets
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| **PATIENT/CLIENT CARE**  |
| * To communicate highly complex and sensitive information about the patient’s condition and diagnosis.
* Undertake a comprehensive, holistic clinical assessment of patients presenting with complex multi-factorial problems using advanced analytical skills and clinical reasoning
* To provide patients with a reasoned, rational explanation of the decisions around occupational therapy input and discharge planning.
* Adhere to and ensure team members adhere to professional and organisational standards of practice.
* Be professionally and legally accountable for all aspects of your own work, within the context of an autonomous practitioner.
* Identify and lead on evidence-based care pathways and protocols.
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| **POLICY/SERVICE DEVELOPMENT**  |
| * Keep abreast of professional and related NHS/Social Services developments in liaison with colleagues.
* Update Occupational Therapy teams in developments in the NHS, community and Social care.
* To be responsible for ensuring that occupational therapy standards of practice are understood integrated into the work of the team and ensuring compliance with Trust guidelines and protocols.
* Identify and implement service improvements, taking account of resources available.
* Lead the operational planning and implementation of policy and service development within the team, leading on priorities in the directorate.
* Ensure that staff are aware of and follow health and Safety at Work Act and national/local guidelines and are aware of correct procedures for reporting incidents.
* Report and review any accidents/ untoward incidents/ near misses to self, patients or carers, to the manager in accordance with Trust policy.
* Give advice on clinical policy making, matching local needs to the national agenda.

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| TRAINING & DEVELOPMENT |
| * To take responsibility for and be proactive in continually maintaining and improving the professional knowledge and competence of the staff through the CPD process.
* To ensure clinically competent OT staff with the correct standard of training and development to deliver appropriate patient care.
* To promote best practice to occupational therapy staff both at the RD&E and elsewhere.
* To contribute to the national working groups to develop knowledge and understanding of the acute OT role.
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| **FINANCIAL/PHYSICAL RESOURCES**  |
| * Effectively manage the acute OT budget for pay and non-pay
* Ensure best use and monitor allocated resources and contribute to the development of more effective use of resources e.g. efficiency savings etc
* Monitor skill mix within teams to ensure the most effective service, clinically and financially.
* Understand and apply the eligibility criteria for services and assess for, prescribe and order equipment and resources.
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| **HUMAN RESOURCES**  |
| * Work collaboratively with OT Clinical Leads to ensure-
* Recruitment and retention of staff
* Staff rotations developing a broad base of learning for all newly qualified and senior staff
* Support clinical educators to undertake their role
* Training and continuing professional development for all team members
* Implementation and monitoring of systems and processes within the team including rotas, absence, study leave, duties, etc
* In conjunction with the Head of Acute Therapy skill mix and plan for the appropriate workforce.
* Disciplinary and complaints procedures.
* Participate in clinical supervision as supervisor and supervisee.
* Participate in staff appraisal as appraiser and appraisee.
* 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 HCPC registration is maintained, for self and team members.
* Work with the Managers to ensure clinical cover across the area is maintained especially at times of service pressure.
* Ensure staff are aware of and follow professional, national and local standards.
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| **INFORMATION RESOURCES**  |
| * To maintain timely, accurate, adequate and accessible records according to Trust policies for documentation and record management including use of the MyCare system
* Ensure all personal information is correctly documented and stored safely.
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| **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.
* Provide support and leadership to the team members to participate in clinical governance activities e.g. audit, research, clinical reviews.
* Adhere to all professional and organisational standards of practice and policies.
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| **FREEDOM TO ACT**  |
| * Be responsible for own area of work, working autonomously to plan and organise workload to meet multiple and often conflicting deadlines
* Work in a complex and unstructured multi-disciplinary environment, be able to act with minimum guidelines and be able to set standards for other
* Work effectively under pressure, including working directly with staff who may be anxious or antagonistic, prioritise work, meet short deadlines and an unpredictable work pattern which requires regular revision of plans
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| **OTHER RESPONSIBILITIES**  |
| * To contribute to and work within a safe working environment
* The post holder is 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.
* 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
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| **APPLICABLE TO MANAGERS ONLY** |
| Evidence that supporting employee health and wellbeing is included in any documents outlining the skills and knowledge that line managers need.Proportion of line managers whose job descriptions include supporting employee health and wellbeing.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. |
| **THE TRUST- VISION AND VALUES**  |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:* Compassion
* Integrity
* Inclusion
* Empowerment

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing. We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partners or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. |
| **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.The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. |
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| **POST**  | Head of Acute Occupational therapy |
| **BAND**  | 8a |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATIONS/SPECIAL TRAINING:**Recognised Occupational Therapy trainingBSc Occupational Therapy HCPC registered Evidence of continuing professional developmentManagement qualificationMember of RCOT | **E****E****E****E** | **D****D** |
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| **KNOWLEDGE/SKILLS:**Evidence of:- Highly developed leadership skillsExcellent communication skills both written and oralStrong relationship development skills with senior management, peers and clinical colleaguesExcellent interpersonal skills including the ability to resolve conflict, facilitate and negotiate with staffExcellent analytical and numeracy skillsAbility to interpret complex clinical information for clinical decision makingAbility to communicate sensitive, complex and contentious informationConflict resolution skillsAdvanced keyboard skillsCoaching/mentoring experience/skillsDetailed knowledge of clinical governance and risk managementA good understanding of the changing NHS environment | **E****E****E****E****E****E****E****E****E****E****E** | **D** |
| **EXPERIENCE:**Extensive clinical experience in a range of specialtiesWide-ranging knowledge of patient flow, capacity and demandExperience of working across organisational boundariesWider health service sector experienceEvidence of ability to lead successful changeOperational management of staff Budgetary managementProject management, audit and service change | **E****E****E****E****E** |  **D****D****D** |
| **PERSONAL ATTRIBUTES** Behaves in an open, ethical and professional mannerAware of own strengths and limitationsAble to balance own plans and priorities with those of the service and other team membersAble to demonstrate a level of personal confidence necessary to overcome barriersVery high levels of emotional resilience so as to be able to dealt with the most sensitive and political issues e.g. in staffing, service developmentAbility to work across departmental and organisational boundariesModels Trust values  | **E****E****E****E****E****E****E** |  |
| **OTHER REQUIREMENTS:**Demonstrates ambition and clear personal career planningCar driver to travel to community sites and meetings  | **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 | Y | X |  |  |  |
| Blood/body fluids | Y | X |  |  |  |
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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 |  |  | X |  |
| Animals | N |  |  |  |  |
| 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 | N |  |  |  |  |
| 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 |  |  |