

JOB DESCRIPTION

JOB DETAILS	
Job Title	Occupational Therapy Practice Educator
Reports to	Head of Occupational Therapy
Band	Band 6
Department/Directorate	Occupational Therapy/Clinical Support & Specialist Services

JOB PURPOSE
<p>The post holder will provide clinical support and supervision to a variety of student and staff groups including undergraduates, apprentices, post graduate studies, and the training of the wider Occupational therapy teams across all specialities.</p> <p>They will be responsible for supporting the Head of Occupational therapy in developing and promoting an effective learning environment.</p> <p>Supporting the link Occupational therapists in managing the student placement, identifying learning needs and facilitating opportunities to meet these.</p> <p>They are responsible for the student/learners' experience in the department and ensuring that all members of the Occupational therapy teams are educated on student/learners' placement requirements</p> <p>The post holder will act as a liaison between staff and the students/learners and between the department and education providers and promote Occupational Therapy at external education events as required.</p> <p>The post holder will develop and facilitate education sessions internally supporting continued professional development of all staff.</p> <p>The post holder will also be expected to play a proactive role in quality and service improvement and, assist in the auditing of standards of essential learning delivery within Occupational therapy.</p> <p>The post holder will be expected to work at least one day per week clinically supporting across the Occupational therapy teams and maintain competence to meet the need of the service.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • Provide formal teaching sessions to facilitate learning that results in continued practitioner development. • Act as a role model, always working in accordance with the HCPC, the British Association of Occupational Therapists, and Trust policies and guidelines. • Lead on the identification and development of training programmes to meet identified development needs in Occupational therapy, facilitating the delivery and evaluation. • Coordinate and liaise with Clinical lead Occupational therapists, to ensure that students have gained the competencies, skills and knowledge in local policies, procedures and technology to fulfil their development. • Complete student 'meet and greets' prior to clinical placements and completing induction training. • Ensuring patients receive the best possible quality of care that is appropriate and optimal during their time in the Trust promoting an honest, gentle, professional and compassionate manner at all times. • Leading by example, working with other senior clinical staff in influencing the future of student's development and educational requirements of the Occupational therapy workforce • Provide supervisory expertise to students in the acute hospital environment underpinned by theoretical knowledge and practical experience within the department. • Plan and facilitate training in the clinical area.

- Develop coaching skills to support professional development in Occupational therapy.
- Facilitate other clinical staff in delivering teaching based on emerging needs and training needs analysis.
- Contribute to developing clinical competencies for all staff in partnership with Clinical leads Occupational therapists to ensure staff members have completed relevant competencies to enable safe practice.
- On a daily basis, lead by role modelling in practice, proactively working alongside department teams to undertake training and assessing practical aspects of essential learning such as manual handling and resuscitation. This includes facilitating a culture of continuing professional development and practice development
- Be responsible for organising own day-to-day workload by identifying and targeting areas to work from Learn plus compliance data
- Support staff effectively with the development review process by ensuring essential learning needs are met
- Support teams across Occupational therapy in completing induction for new starters
- The organisation of Students, Apprentices and Trainee Assistant Practitioners and facilitating a positive and educational placement experience
- Acting in a supporting role to the Management Team, to provide support, education and supervision to all learners in the department.
- Acting as an interface between the clinical and academic educators, ensuring that practice education is in line with module design and learning outcomes.
- Facilitate, and contribute to, the training of undergraduate students which includes daily supervision, tutorials in the speciality, undertaking student appraisals. Providing constructive feedback and promoting reflective thinking and working.
- Facilitating Student assessments to ensure that they are completed in the required timeframe.
- Signing off competency and assessment criteria based on the standards produced by the University (in line with the HCPC Standards of Proficiency)
- Providing information to students about the learning experience offered and to clarify/manage their expectations
- Provide pastoral support for the students/learners and direct them to wellbeing services provided by the University and Trust as appropriate.
- Facilitating level-appropriate, inclusive and empowering learning environments and opportunities
- Evaluating the practice learning environment including formal and informal learning events and liaising with the Lead Practice Educator to coordinate and implement change.
- Be able to conduct a range of OT interventions within a clinical speciality upon a range of patient types both as an autonomous practitioner and as part of a multidisciplinary team in a manner that meets professional, departmental standards.
- Manage and motivate their team and be available as a source of advice and professional leadership for junior colleagues and be able to cope with multiple demands during the day.
- Provide consultative advice to other practitioners and clinicians
- Evidence the ability to critically appraise and suggest/make changes to demonstrate best evidence-based practice.
- Utilise supporting evidence to help develop practice and protocols within the specified area(s) to ensure continuous development of the service.
- Take part in weekend working to support new juniors who are new to role.
- Ensuring dignity, respect and confidentiality are upheld adopting the Trust values at all times.
- Promote the Occupational therapy profession at events outside of the Occupational therapy department and Trust.
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KEY WORKING RELATIONSHIPS

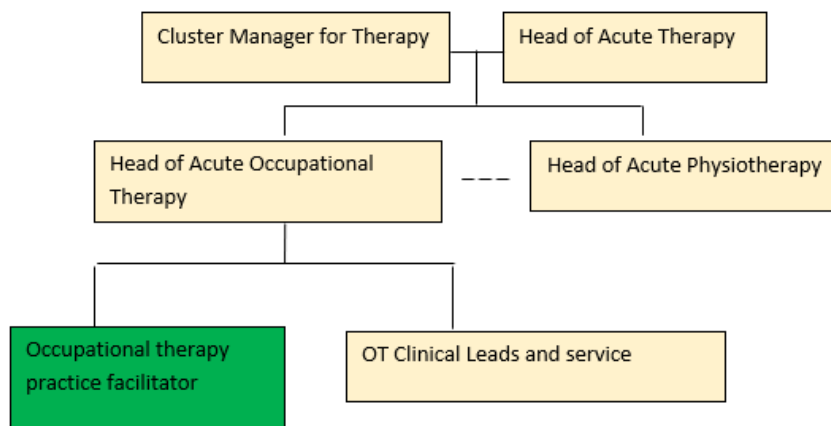
The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.

In addition, the post holder will deal with the wider healthcare community, external organisations and the public.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Head of Acute Therapy Services & Cluster Manager. • Head of Acute Physiotherapy & Occupational Therapy. • Medical Consultants and Consultant Therapist for Stroke. • Clinical Lead Team of Physiotherapists and Occupational Therapists. • Specialist Services Division. • All members of the MDT and Trust wide discharge teams. 	<ul style="list-style-type: none"> • Adult & community services. • External agencies.

ORGANISATIONAL CHART



FREEDOM TO ACT

- Has freedom to act within broad occupational policies as set by the Trust and locally within the Occupational therapy department.
- Be responsible for own workload and ensuring all standards are maintained.
- Will be accountable to the Head of Occupational therapy.
- Work as an effective role model in terms of delivery of high standards of practice
- Adhere to governance processes within the department and undertake audit and review as required.
- Ensure compliance with HCPC code of conduct and the British Association of Occupational Therapists.
- Undertake training as required to maintain competency/comply with Trust policies

COMMUNICATION/RELATIONSHIP SKILLS

- Provides and receives complex and sometimes sensitive information to and from patients, carers, colleagues, students and learners within the department; this might be sensitive patient information or results of imaging, or may be confidential information disclosed as part of clinical supervision.
- Possess good interpersonal skills as they will have daily contact with patients and the public & working relationships with a wide variety of staff and learners, including all Occupational therapy and physiotherapy personnel, Medical Staff, Nurses, Healthcare Professionals, Managers & Support Staff.
- Be aware of different communication and management styles demonstrating the ability to adapt accordingly and overcoming barriers to understanding, while maintaining staff and patient confidentiality.
- This role requires excellent communication skills including verbal, written and use of IT

- Maintain effective communication channels with the individual key relationships identified within the sphere of responsibility
- Ensure processes are in place to facilitate effective communication across all disciplines, that meet individual needs
- Communicate in a skilled and effective manner with students, colleagues, service users and stakeholders to support the facilitation of the programme of learning
- Provide timely constructive criticism to undergraduate students verbally and in written work book reports and also to junior staff if appropriate.
- Collaboration with Education Providers, Lead Practice Educator and Occupational therapy Teams

ANALYTICAL/JUDGEMENTAL SKILLS

- Provide leadership and demonstrate a high quality of clinical care and practice.
- Monitoring standards and ensuring that they match national and local requirements
- To undertake a wide range of Occupational therapy interventions and have the ability to modify these techniques when appropriate.
- Analyse and interpret complex situations and information to be able to determine the appropriate treatment plans and patient's best interests as well as be able to demonstrate this to less experienced Occupational therapists and learners
- Identify and participate in relevant topics for audit within the department and contribute to the development and implementation of changes identified
- To undertake a high standard of occupational therapy assessment, diagnosis and treatment, this may include complex cases, as an autonomous practitioner across the acute wards.
- Undertake performance reviews of junior staff, co-ordinate initiatives and deal with problems decisively but empathetically
- Monitor student performance and coordinate and report any underperformance to the university, participating in fitness to practice investigations, compliance and complaints with the university when needed.
- Demonstrate personal integrity and take accountability for actions of self and others.
- Should possess developed judgement, problem solving and clinical/professional reasoning skills based on scientific, technical and patient care related knowledge

PLANNING/ORGANISATIONAL SKILLS

- To be able to plan and prioritise the workload, organisation and day to day management of the 'Learners' in the Occupational therapy department.
- Be willing to embrace change and propose changes for own work environment
- Attend meetings as required and feedback information to other staff
- Must be able to plan and organise daily work when working alone, out of hours or organising a multi-disciplinary team in the main department as required.
- Must be able to work autonomously and as part of a multidisciplinary team.
- Provide information and teaching across all disciplines, as required, to promote a greater understanding of the role of an Occupational therapist.

PATIENT/CLIENT CARE

- Recognise and respond sensitively and appropriately to individual patients needs
- Maintain high standards of patient care especially with regard to patient privacy, dignity and confidentiality
- 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.
- Ensure compliance with local infection control measures and ensure a safe and healthy environment for patients, visitors and staff.
- Ensure that work areas are kept clean, tidy and stocked with appropriate equipment, lead protection and items necessary for the comfort of the patient.

- The post holder must observe patient confidentiality at all times and work in accordance with ethical and legal policies.

POLICY/SERVICE DEVELOPMENT

- Be able to work safely and effectively within a range of areas of clinical practice and their own specialist area, where they will be responsible for the interpretation of the clinician's requirements to determine the appropriate Occupational therapy intervention
- Be willing to embrace change and propose changes for own work environment
- Contribute to the development and improvement of new and existing patient pathways
- The post holder will work with the Head of Occupational therapy to review and develop protocols as required and introduce new applications and developments to extend the scope of the service using audit and evidence-based practice in line with national guidelines.

FINANCIAL/PHYSICAL RESOURCES

- To ensure the efficient and effective use of all resources used within the course of one's own duties, maintaining an awareness of the financial impact of inappropriate use
- 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

- Responsible for the training and assessment of staff and students in the practical elements of essential learning in Occupational therapy this will include being able to devise own programme of delivery with associated learning aids as well as being able to deliver programmes of learning from health education institutions. For students and apprentices this will also include all three years groups delivering programmes on a daily and weekly basis.
- Be responsible for supervision of students, assistant practitioners, support staff, newly qualified and practitioner Occupational therapists, ensuring they have evidenced clinical competencies and/or clinical appraisals/assessments
- Be actively involved in the practical, theoretical and clinical instruction, training and clinical assessment of assistant practitioners, practitioners, apprentices and student radiographers to promote high standards of Occupational therapy
- Provide supervision of learners and junior staff and will be able to give Occupational therapy advice/guidance to a wide range of healthcare professionals and patients.
- The post holder will be committed to regular participation in the education, training and assessment of qualified Occupational therapists, support workers and students within their specialist area of practice
- Act as a mentor for newly qualified / training staff in preceptorship period when in general and specialised areas.
- Be aware of, and actively support the Health and Wellbeing of your team

INFORMATION RESOURCES

- All staff who have access to or transfer data are responsible for that data and must respect confidentiality and comply with the requirement of the Data Protection Act in line with Trust policies.
- The post holder is responsible for maintaining data accuracy and quality and must comply with the Trust's policies, procedures and accountability arrangements to ensure probity in the recording of Trust activities.
- Ensure that all documentation complies with the mandatory requirements of HCPC and that patient records on the Electronic patient records are accurate and complete.
- The post holder will be expected to introduce new applications to junior staff that may require additional training and act as a point of reference and guidance for them. Occupational therapists are required to deliver feedback to their peer group from any courses, audits or other learning activities they undertake.

RESEARCH AND DEVELOPMENT

- The Occupational therapy department recognises the importance of clinical audit as a measurement and development tool and all Occupational therapy staff are encouraged to contribute to audit processes within their speciality.
- To support the delivery of research and development in relation to Occupational therapy.
- To contribute to the Occupational therapy team and department audit activity and peer review to ensure best practice.

PHYSICAL SKILLS

- Be able to help to assist patients and other clinical staff in manual handling using a range of manual handling aids and hoists as required.
- Undertake Wheelchair assessment, prescription and training if appropriate and signatory for equipment.

PHYSICAL EFFORT

- This post involves frequent manoeuvring of patient wheelchairs and beds within the ward environment, regular use of hoists and other mechanical manual handling and lifting aids to ensure that patients are positioned correctly
- Ensure the use of safe and recognised moving and handling techniques when required to Frequent sitting or standing in difficult positions throughout shift.

MENTAL EFFORT

- Work in an unpredictable pattern when required, including working out of hours shifts (e.g. weekends and bank holidays)
- Read and decipher patient information.
- Manage and co-ordinate multiple team's information in order to facilitate learning programmes
- All healthcare professionals must be able to exercise professional self-regulation and provide supervision for newly qualified staff and students in training.
- The post holder will be required to maintain an up to date CPD portfolio in accordance with HCPC regulations.
- A working knowledge of the Trust protocols and policies and Mandatory Training must be maintained and regularly refreshed through attendance at staff training sessions or successful completion of e-learning modules
- The post holder may be subjected to working in a pressurised and stressful environment with unpredictable workloads and patient demands.

EMOTIONAL EFFORT

- Frequent distressing or emotional situations supporting patients and families with end of life discharge planning.

WORKING CONDITIONS

- There is a requirement to work with VDU equipment.
- The post-holder will occasionally be exposed to bodily fluids, unpleasant odours, foul linen when working across the ward areas and may on occasion be exposed to infectious diseases and parasitic infections.
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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
- Expected to comply with Trust Infection Control Policies and conduct yourself 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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Occupational Therapy Practice Educator
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
<ul style="list-style-type: none"> • BSc in Occupational therapy or Equivalent Professional Qualification • HCPC registered • Evidence of Post graduate diploma level qualification or equivalent experience • Hold a Teaching and Assessing Qualification and or be working towards the Practice Educators Accreditation Scheme (PEAS, CSOR). • Evidence of extensive ongoing Professional Development 	E E E E	D
KNOWLEDGE/SKILLS		
<ul style="list-style-type: none"> • Demonstrates an ability to undertake the tasks of Practice educator efficiently and effectively. • Basic counselling and listening skills • Professional and clinical leadership skills. • Understanding of higher education procedures to be able to support all learners • Excellent verbal and written communication skills with an ability to communicate complex information • Problem solving skills • IT literate • Ability to lead by example and to motivate and empower others • Appraisal and feedback skills • Knowledge/understanding of confidentiality issues • Knowledge of clinical practice and developments in AHP policy and practice • Understanding of the principles of safeguarding children and vulnerable adult protection • Knowledge of AHP education and development 	E E E E E E E E	D D D D D
EXPERIENCE		
<ul style="list-style-type: none"> • Post qualification experience as a registered professional • Significant experience of working in an Occupational therapy department and of the needs and requirements of students, apprentices and post graduate study. • Teaching and presenting to others • Experience of working cohesively with clinical and education teams • Experience of establishing effective working relationships • Experience of team leadership 	E E E E E	D
PERSONAL ATTRIBUTES		
<ul style="list-style-type: none"> • Commitment to Equal opportunities • Commitment to self-development • Committed to promoting equality and diversity in the workplace and in the delivery of patient care. • Strong sense of honesty and integrity. • Innovative and Proactive • Enthusiastic • Able to work as a team member. • Good communication skills to ensure value-based learning can be achieved 	E E E E E E E E	

OTHER REQUIREMENTS		
<ul style="list-style-type: none"> 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	D

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y	✓			
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	Y	✓			
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y	✓			
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y		✓		
Animals	N				
Cytotoxic drugs	N				
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/s ²)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				✓
Heavy manual handling (>10kg)	Y		✓		
Driving	N				
Food handling	N				
Night working	N			✓	
Electrical work	N				
Physical Effort	Y			✓	
Mental Effort	Y				✓
Emotional Effort	Y				✓
Working in isolation	Y		✓		
Challenging behaviour	Y		✓		