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| **JOB DESCRIPTION** |  |
| **Job Title:** | **Specialist Occupational Therapist / Physiotherapist – ME/CFS** |
| **Band:** | **Band 6** |
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| **Responsible and Accountable to:** | **ME/CFS Clinical Team Lead** |
| **Section/Department/Directorate:** | **ME/CFS Service, Community Specialist Services – Planned Care** |

**Job Purpose:**

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| * In conjunction with the ME/CFS multidisciplinary team, provide a high-quality service to patients with ME / Chronic fatigue Syndrome (CFS) and Post COVID Fatigue, based on nationally recommended guidelines for treatment, in order to promote management of, and recovery from ME / CFS (NICE, 2021) and Long COVID (2021).
* The geographical area served by the team includes Exeter, East, Mid and North Devon. The post-holder will be responsible for developing and delivering a highly specialised therapy service to patients with ME / Chronic Fatigue Syndrome and Post COVID fatigue, working autonomously and being accountable for their own professional actions.
* Provide comprehensive patient assessments, providing intervention to a caseload of patients, delivering group programmes, and consultation, liaison, training to the team and other health professionals.
* All ensuring that therapy input is integrated into the patients’ overall care plan.
* Work as an autonomous practitioner working without direct supervision and lone working.
* Provide supervision, training and support to junior staff and students, as required.
* Work with managers to develop the service in line with patient need and trust wide developments, and to help provide an equitable service across the Trust.

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| **Context:** |
| The Specialist Therapistwill be based in the community and/or hospital and/or clinic setting and/or working from home.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.

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| **Key Working Relationships:**The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

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| To work collaboratively with:  | **Frequent**  | **As Required**  |
| Administrative Staff | √  |  |
| Operational Manager, Clinical Team Lead | √ |  |
| Community equipment store |  | √ |
| Complex Care Teams |  | √ |
| Consultants  | √  |  |
| GPs and other practice staff | √ |  |
| Head of Physiotherapy and Occupational Therapy Services | √ |  |
| RDUH staff at all levels | √ |  |
| Nursing Staff / specialist nurses | √ |  |
| Other specialist services | √ |  |
| Patients, relatives and carers | √ |  |
| Social Services | √ |  |
| Voluntary agencies |  | √ |

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| **Organisational Chart (Operational structure):** |
| Operational Manager – Specialist Services Planned Care - Community Clinical Team Lead Occupational Therapist / Physiotherapist**Band 6 Specialist Occupational Therapist / Physiotherapists (x4)** Band 3 ME / CFS Team Administrator |
| **Key Result Areas / Principal Duties and Responsibilities** |
| **Communication and Relationship Skills:*** Work in partnership with the ME / CFS multi-disciplinary team to provide advice and deliver a holistic patient centred approach to care. To be a point of reference with regards to complex patient cases within your defined specialised area of clinical expertise for the multidisciplinary team. This is achieved through advanced communication skills, joint working and an advanced understanding of the other members of the multidisciplinary team.
* Use a range of advanced verbal and non-verbal communication tools to communicate effectively with patients, supporters and families, and work collaboratively to assess and establish an appropriate treatment plan.  This will include potentially difficult or stressful situations, or where there may be barriers to understanding or motivation e.g. hearing, sight or speech impairments, anxiety, distress, cultural or language barriers.
* To communicate complex and sensitive diagnostic and prognostic information to patients, their families / carers, colleagues and the multidisciplinary team in relation to patient care.
* To keep up-to-date and accurate clinical records on patient caseload, observations and treatments within the Codes of Practice and professional guidelines for Occupational Therapy / Physiotherapy, and where appropriate inform others of the patient’s clinical status, aims of treatment and ongoing management plan.
* To maintain the highest possible clinical and professional standards, abide by national guidelines and standards relevant to clinical caseload and to consider current evidenced based practice.
* To create an environment that promotes effective communication to patients, carers, colleagues and the multidisciplinary team by establishing effective communication networks and demonstrating skills in empathy, reassurance and the ability to motivate others.
* To make professional links with Occupational Therapists, Physiotherapists, Psychologists and other staff in other ME / CFS services.
* To use and develop effective communication and motivational skills with patients 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 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 presentations regarding your work to colleagues and others.
* Write comprehensive reports regarding 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.
* Obtain patient consent and work within a legal framework with patients who lack capacity to consent to treatment.
* Where necessary to advise and make recommendations to employers regarding reasonable adjustments in the workplace.

**Analytical and Judgement Skills:*** To use highly specialist skills, including a biopsychosocial model, to undertake a major role in the advanced assessment and treatment of patients within the ME / Chronic Fatigue Syndrome and Post COVID fatigue Service, who may have diverse presentations and complex physical and psychological conditions.
* Undertake a comprehensive, holistic clinical 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.
* To be responsible for the development, implementation, and delivery of Occupational Therapy / Physiotherapy as a specialist clinician, including assessment, treatment planning and carrying out treatment of own client caseload.
* To carry out skilled Occupational Therapy / Physiotherapy intervention, drawing upon wide-ranging evidence-based practice, problem solving skills and professional knowledge gained through specific training and practical experience.
* Work in collaboration with other teams in order to support a consistent and equitable service across the Trust.
* 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 and Organisational Skills:*** To organise duties effectively and efficiently with regard to clinical priorities and use of time.
* To be responsible for assessment and management of clinical risk within own caseload.
* To undertake telephone interventions / video conferences / clinic appointments with patients.
* To work from home providing telephone, video calls to patients, MS Teams calls with other team members and admin tasks.
* To identify additional or unmet patient needs that require referral onto other agencies, and identify appropriate referral pathways to clinical specialists / experts as required and to collaborate with these agencies to meet needs.
* To work with Specialist Therapists within the team to develop, implement and evaluate the ME / CFS group programmes.
* Plan patient 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 own day to day activity and that of support staff and junior staff, delegating activities and providing specialist advice as appropriate.
* Take part in and lead group sessions
* Thinking ahead and planning delivery of services over the longer term e.g. clinics / classes over a 12-month period.

**Physical Skills:** * Basic computer skills to maintain patient records, record activity, e mail and run online teams groups.

**Responsibility for Patient 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 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 progress, and modify treatment / input if required.
* Provide specialist level teaching and guidance to both patients and carers as required.
* 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.

**Responsibility for Policy and 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.
* 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 supporters 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.

**Responsibility for 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.

**Responsibility for 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.
* To access and input confidential patient information through integrated databases in accordance with the agreed local policies.

**Responsibility for Research and Development:*** To conduct and / or actively participate in the in-service training, specialist interest group meetings, individual training sessions, external courses and peer review, demonstrating a willingness to learn.
* 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.

**Decision Making:*** 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.

**Physical Effort:*** Treatment may necessitate working in restricted positions or limited space.
* Driving to meet the requirements of the post.

**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 who may have a poor quality of life due to their condition.
* Work with patients in the aftermath of bad news.
* Work with patients with mental health problems and occasional challenging behaviour.

**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.
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**Other Responsibilities:**

* To take part in regular performance appraisal.
* To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.
* 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.
* The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.
* 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:

* Honesty, Openness & Integrity
* Fairness,
* Inclusion & Collaboration
* Respect & Dignity

 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 partnership 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 RDUH 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.



**PERSON SPECIFICATION**

**POST: Specialist Occupational Therapist/Physiotherapist**

**BAND: 6**

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| **REQUIREMENTS** | **At Recruitment** | **At PDR** |
| **QUALIFICATIONS/SPECIAL TRAINING:*** Degree or Graduate Diploma in therapy
* HCPC registration
* Additional post-graduate training relevant to the post e.g. moving & handling, clinical skills training.
 | EE |  |
| **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
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| **EXPERIENCE:**Appropriate clinical experience and competence in relevant clinical setting (e.g. ME/CFS, CBT approach, BSF skills)* Evidence of supervisory experience
 | DD |  |
| **PERSONAL REQUIREMENTS:*** Able to work as a team member
* Good time management
* Good organisational skills
* Self-awareness of own levels of competence
 | EEEE |  |
| **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
 | EE |  |

\*Essential/Desirable

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| **HAZARDS: -** Updated 31st May 2013 |
| Laboratory Specimens  |  | Clinical contact with Patients | X | Dealing with violence & aggression of patients/relatives | X |
| Blood / Body Fluids | X | Dusty Environment | X | VDU Use (occasional) | X |
| Radiation / Lasers |  | Challenging Behaviour | X | Manual Handling | X |
| Solvents |  | Driving | X | Noise / Vibration |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in isolation | X |
| Cytotoxic Drugs |  | Electrical work |  | Night Working |  |