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**ROYAL DEVON & EXETER NHS FOUNDATION TRUST**

**JOB DESCRIPTION**

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.

**1. JOB DETAILS**

**Job Title:** Specialist Occupational Therapist

**Band:**  6

**Responsible To:**  Clinical Team Manager for ESD

**Accountable To:**  Matron for ESD

**Section/Department/Directorate:** Medical Services Division

**2. 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 Trust’s main site, the Royal Devon and Exeter Hospital. Stroke ESD covers the whole of the RDE 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.

**3. KEY WORKING RELATIONSHIPS**

* Stroke ESD interdisciplinary team
* Stroke OT’s on acute and rehabilitation unit
* Patients and their carers
* Lead Stroke Consultant for Stroke ESD
* GP’s
* Clinical Therapy Lead for Neurology and Stroke at RD&E
* Community Rehabilitation Teams
* Other statutory and voluntary agencies

Band 6

Specialist Physiotherapist

Band 6

Specialist OT

**4. DIMENSIONS**

Band 6

Specialist SLT

Member of an interdisciplinary team, with responsibility for carrying out specialist stroke assessment and treatment of stroke patients in their own homes.

Band 4

Assistant Practitioner for therapy

The post involves the supervision of qualified and non-registered staff and undergraduates.

**5. ORGANISATIONAL CHART**

Band 6

Specialist Nurse

Therapy Lead and Clinical Matron

Stroke Early Supported Discharge

Clinical Team Manager

Band 6 Specialist Physios

**6. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES**

**Communication and Relationship Skills**

* Communicate complex condition-related information to patients, carers, relatives and members of the multidisciplinary team/other agencies in a way that is accessible and easily understood. This will include the use of facilitative strategies for people with communication and/or cognitive disorders and other barriers to understanding.
* Maintain close collaboration with other members of the multidisciplinary team through joint working and effective communication regarding treatment aims, progress and discharge planning (providing written reports and referrals as appropriate).
* Provide appropriate and timely information to all relevant members of the healthcare team regarding patients’ rehabilitative requirements and changes in progress.
* Provide line management and delegate to Band 4 Rehabilitation Practitioners.

**Clinical Skills**

Organise own workload providing specialist stroke assessment and treatment as

Required, ensuring treatment is prioritised within an inter professional format

* Undertake a high standard of Occupational Therapy assessment, differential diagnosis and treatment as an autonomous practitioner. This may include highly complex cases.
* Demonstrate sound clinical skills in the management of therapeutic treatment plans on a case by case basis. This includes the use of remote therapy.
* Reassess patient status as treatment progresses and alter treatment plans as appropriate using clinical reasoning.
* Develop, implement and evaluate specialised therapeutic treatment plans, drawing on a range of treatment approaches, comparing different options and tailored to meet individual need. This includes analysis of complex and potentially conflicting evidence.
* Undertake the keeping of accurate records of patients’ treatments and statistical data as required.

**Responsibility for Patient and Client Care**

* Complete a full and appropriate assessment for patients as required, ensuring advice and decision making are evidenced-based.
* Reassess patient status as treatment progresses and alter treatment programmes if necessary using clinical reasoning.
* Negotiate appropriate treatment goals with patients, undertaking regular re-evaluation and using appropriate outcome measures.
* Ensure that families/carers and other professionals/staff are aware of the patient’s goals and ensure the promotion of person-centred practice.
* Facilitate the empowerment of patients in the therapeutic process.
* Communicate effectively with patients and carers to maximise rehabilitation potential, ensure understanding of their condition and a safe and efficient discharge.
* 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.
* Ensure patient and staff safety during treatment and be able to take appropriate decisions with regards to risk.

**Analytical and Judgement Skills**

* Identify those patients who may need alternative support and liaise effectively with the multidisciplinary team.
* Guide and work in conjunction with the multidisciplinary team demonstrating clear clinical reasoning.
* Demonstrate competent problem solving skills and the ability to use innovative ideas to enhance and improve service delivery.

**Planning and Organisational Skills**

* Liaise with the multidisciplinary team to ensure timely assessment and intervention and clear communication to patients and their families.
* Provide appropriate and timely information to all relevant members of the healthcare team regarding patients’ occupational therapy requirements and changes in progress.
* Identify patient priorities and choices and plan intervention to accurately incorporate these wishes.
* Work autonomously at a high level, making decisions, providing advice and support to patients, carers and other healthcare professionals.
* Submit regular data about activity levels as required.

**Responsibility for Policy and Service Development**

* Contribute to the development of care guidelines, protocols and evidence-base in order to inform practice.
* Participate in team and department audit activity and peer review to ensure best practice.
* Provide training to develop specialist skills in junior occupational therapy staff.

**Responsibility for Financial and Physical Resources**

* Be aware of the efficient use of resources within the service and advise on appropriate resource requirements.
* Be responsible for the safe use of equipment and report any repairs which need to be undertaken.

**Responsibility for Human Resources**

* Supervise and delegate caseload to qualified and non-registered staff as appropriate.

**Freedom to Act**

* Take responsibility for and prioritise own workload and decision making to ensure that overall objectives are met, with the patient being the main focus.
* Use own judgement to negotiate, problem solve and make decisions in the absence of line manager.

**Mental Effort**

* Work independently as well as within the team.
* Use initiative when planning delivery of services, interpreting policy and practice guidance to ensure that the service meets the requirements of Trust policies and commissioning guidelines.
* Maintain effective communication with colleagues.

**Emotional Effort**

* Act professionally at all times and in line with Trust and the College of Occupational Therapist standards for practice.
* Provide psychological and emotional support for patients, families and colleagues.

**Training and Development**

* Take responsibility for own on-going clinical professional development (including attendance at post-registration courses - internal and external).
* Take part in regular performance appraisal.
* Undertake any training required in order to maintain competency including mandatory training, e.g. Fire, Manual Handling, Infection Control.
* Ensure up-to-date and timely reviews of personal development plans and objectives.
* Attend and contribute to regular team in-service training sessions to ensure continued professional development.
* Contribute to the on-going professional and clinical development of the occupational therapy team, providing formal in-service and 'on the job' training sessions as appropriate.
* Assist in the recruitment of departmental staff (selection and interview) as necessary.
* Contribute to the induction of new staff to the team.
* Contribute to the development of junior therapists’ clinical competencies and autonomy as necessary.
* Provide undergraduate student placements, including assessment.
* Provide advice and training to multidisciplinary team members, patients and carers as required.

**Other Responsibilities**

* Contribute to and work within a safe working environment.
* Comply with Trust Infection Control Policies and ensure conduct at all times minimises the risk of healthcare associated infection.
* Ensure that all Trust Policies & Procedures and Statutory Acts & Regulations are known and implemented/adhered to as necessary/appropriate.
* Provide cover at weekends as necessary.
* Actively assist in the smooth running of the whole occupational therapy service throughout the RD&E NHS Foundation Trust.
* Keep Clinical Leads and the Head of Therapy informed of any matters that could be relevant to the effectiveness and efficiency of the service.
* Undertake any additional duties commensurate with this grade as required by the Occupational Therapy service.

**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 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 01884 836 024
* email [stopsmoking.devonpct@nhs.net](mailto:stopsmoking.devonpct@nhs.net).

**PERSON SPECIFICATION**

**POST: Specialist Occupational Therapist for Stroke ESD**

**BAND: 6**

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| **REQUIREMENTS** | **At**  **Recruitment** | **At Full Outline** |
| **QUALIFICATIONS / SPECIAL TRAINING**  HPC Registered Occupational Therapist  BSc OT/Diploma in OT/MSc OT  Clinical supervision training.  Evidence of neurological post-graduate training/development | E  E  D  E | E  E  E  E |
| **KNOWLEDGE / SKILLS**  Evidence of team working/leadership skills  Knowledge of stroke conditions/treatment  Evidence of skills in stroke rehabilitation  Evidence of teaching skills  Understand principles of evidence based practice and patient centred care  Well-developed planning, organisational and prioritisation skills.  Specialist, up-to-date knowledge and skills across a broad range of assessment and treatment approaches  Understanding of relevant Department of Health strategies, NICE guidance and Quality Standards.  Knowledge and use of evidence based practice and outcome measurement.  Understanding of the principles of clinical governance and audit.  Able to employ specialist counselling skills and provide psychological/emotional support for patients, carers and relatives with complex needs.  Able to recognize the limits of own knowledge and skills and seek support/guidance as necessary. | E  E  E  E  E  E  E  E  E  D  E | E  E  E  E  E  E  E  E  E  E  E |
| **EXPERIENCE**  Broad range of Band 5 experience including stroke care  Sufficient senior post grad experience in relevant field in NHS  Experience of multi-disciplinary team working and understanding of interdisciplinary team work  Evidence of supervision and development of other staff/students  Evidence of sustained proactive CPD and PDR | E  E  E  E | E  E  E  E |
| **PERSONAL ATTRIBUTES**  Interest in clinical area  Good organisational/delegation/prioritisation skills  Able to recognise conflict between patients and their carers/relatives and facilitate resolution.  Evidence of previous innovative approaches  Evidence of communication/interpersonal skills | E  E  E  D  E | E  E  E  E  E |
| **OTHER REQUIREMENTS**  Able to maintain intense concentration on, and active engagement with, all aspects of client management for prolonged periods – often in busy environments and with frequent interruptions.  Able to be flexible to the demands of the post, including unpredictable work patterns/caseloads, deadlines, limited planning/organisation time, the need to multitask and make immediate complex decisions  Able to work within infection control and health and safety guidelines in order to deal appropriately with exposure to infectious conditions and mouth contents encountered on a frequent basis.  Able to meet the travelling needs of the post.  Able to work flexibly over 7 days if required.  Computer literate. | E  E  E  E  E  E | E  E  E  E  E  E |

\* Essential/Desirable

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| **HAZARDS IDENTIFIED (*tick as appropriate)*:** | | | | | |
| Laboratory specimens  Proteinaceous Dusts |  | Clinical contact with  patients | ✓ | Performing Exposure  Prone Invasive Procedures |  |
| Blood / Body Fluids | ✓ | Dusty environment |  | VDU use | ✓ |
| Radiation | ✓ | Challenging Behaviour | ✓ | Manual handling | ✓ |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food handling | ✓ | Working in isolation |  |

**Name:………………………………….Signed:………………………………Date:……………….**