**JOB DESCRIPTION**

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| **Details of the job** | |
| Post title: | Clinical lead Occupational Therapy |
| Salary grade: | Band 7 |
| Hours: | 37 |
| Location: | North Northants |
| Reports to: | Team Manager |
| Service area: | Therapy North |

**Overall purpose of the post**

1. To provide on behalf of Provider Services in accordance with Commissioners requirements, a highly skilled and specialised Occupational Therapy assessment of community based patients with a wide ranging diverse presentations and multiple/complex physical, psychological conditions.
2. To hold sole responsibility for own caseload working without direct supervision.
3. To undertake all aspects of clinical duties as an autonomous practitioner.
4. To act as the lead fieldwork educator co-coordinating students, providing supervision and supporting other staff within the team.
5. Undertake evidence-based audit and research projects to further own and teams clinical practice making recommendations to manager for changes in practice by the team.
6. To lead the implementation of specific changes to practice or contribute to service protocols.
7. To be aware of Commissioner’s guidelines and contribute to achievement of their requirements and targets.

**Principal responsibilities**

**1. To assess the patient, plan, implement and evaluate appropriate individualised care programmes:**

* Demonstrate a highly skilled knowledge, understanding and ability of how to apply theory to practice; being professionally and legally accountable for own work; to ensure a high standard of clinical care for the patients under your care management and support other staff to do likewise.
* Show a highly specialised knowledge of evidence based practice and best practice within the specialty.
* Assess patient understanding of assessment / treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment.
* To accept clinical responsibility for a designated caseload of patients and to organise this effectively and efficiently with regard to clinical priorities and use of time.
* Work within PCT and professional (COT) clinical guidelines and have a working knowledge of national and local standards monitoring own quality of practice.
* Understand how beliefs, emotions, other conditions, changing social environments can affect models of intervention.
* Use a range of verbal and non-verbal communication tools to communicate effectively with patients to progress treatment programmes. This will include patients who have difficulties understanding and communicating e.g. patients with dysphasia, depression, deafness or blindness.
* Assess, interpret information and identify problems, in partnership with the patient, carers, multi-disciplinary team and/or other agencies both internal and external to the PCT.
* Maintain an expert knowledge of moving and handling legislation and its applications to assist and inform service users and their carers in relation to ergonomic and dynamic activities.
* Effectively communicate, negotiate and explain in a non-judgmental way to patients, carers, multi-disciplinary team and/or other agencies e.g. GPs, consultants, social care.
* Set agreed realistic goals/actions/outcomes.
* To be responsible for maintaining accurate and comprehensive patient treatment records in line with COT and PCT standards and be responsible for monitoring those staff in lower grades delegated to your care meet these standards.
* To supervise and support staff in delegated team providing specialist and highly specialist advice to colleagues working within own team and other clinical areas.
* To provide spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals to promote understanding of the aims of Occupational Therapy, and to ensure a consistent approach to patient care.
* Monitor own treatment effectiveness through clinical supervision, training, reflective practice etc.
* Have a detailed knowledge of wider community agencies related to specialty.
* To manage clinical risk within own caseload and team.

**2. To effectively manage self, workload and others:**

* To be responsible for a designated area of work as agreed with the Team Facilitator and to plan and organise efficiently and effectively with regard to Occupational Therapy management and use of time.
* To decide priorities for own work area, balancing other Occupational Therapy related and professional demands and ensures that these remain in accordance with those of the section as a whole.
* Be responsible for appropriate delegation to, and support within the team. To ensure as team leader that designated staff implement policy and service development changes.
* To be responsible for ensuring effective selection and use of all treatment resources available.
* To be responsible for equipment used in carrying out Occupational Therapy duties and to adhere to dept policy including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice.
* To train, supervise and performance manage junior staff within the team. This will include the use of formal appraisal processes.
* Accept personal responsibility for the actions and quality of own work and those staff whose responsibility is delegated to you.
* Feedback positively and appropriately to line manager and other staff.
* To deputise for the Team Facilitator in terms of operational issues.
* Promote and project a professional profile of Occupational Therapy at all times especially when representing the service in Multidisciplinary team settings.

**3. To communicate with patients, carers, other health professions, customers**

**and multi-agencies:**

* To communicate effectively with patients and carers to maximise rehabilitation potential and to ensure understanding of condition.
* To work collaboratively with medical, nursing and therapy colleagues to ensure delivery of a co-ordinated multidisciplinary service. This may include case conferences, ward rounds and discharge planning.
* Demonstrate advanced communication and presentation skills, both informally and formally. This may include presenting topics at team meetings, peer supervision or undertaking training sessions.
* Recognise potential areas of conflict or difficulties, and know channels to refer to, resolve when appropriate and report to line manager as necessary.
* Demonstrate customer care skills.
* Keep accurate clinical records to agreed standards and monitor those staff delegated in to your responsibility.
* Utilise available information technology and communication systems within area of work.
* Be aware of Trust wide initiatives within area of work and participate as required. This might include representing the service at meetings (to ensure delivery of a co-ordinated multidisciplinary service), training or undertaking audit/research individually or as part of a team.

**4. To maintain and develop knowledge and skills to improve performance in**

**self and others:**

* To be responsible for maintaining own competency to practice through CPD by keeping abreast of any new trends and developments and incorporate as necessary into your work.
* Utilise critically evaluated research and recognised best practice in order to establish the most appropriate methods of care/evidence-based practice.
* Integrate theory and practice and challenge current practice constructively.
* To be responsible for supervising and teaching student Occupational Therapists to graduate level in Occupational Therapy skills and knowledge within core clinical areas.
* To undertake the measurement and evaluation of your work and current practices through the use of evidence based practice project, audit and outcome measures, either individually or with clinical specialist or manager. Make recommendations for change.
* Demonstrate up to date and developing specialist knowledge, skills and continual improvement by:
  + Identifying own / others strengths and weaknesses
  + Taking responsibility for own continuing professional development
  + Undertaking self-study making use of learning opportunities, individual and peer supervision
  + Participating in IPDR and KSF as the appraisee and appraiser.
  + Be an active member of the in service training programme by attendance and delivering presentations and training sessions at team meetings, tutorials, training sessions in-house and by attending external courses and practising reflective practice.

**5. To contribute to the development and maintenance of the Occupational Therapy Service, and ultimately the Trust objectives, goals and philosophy:**

* To comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating as appropriate.
* To demonstrate a sound understanding of clinical governance and risk management and apply to work situation.
* Along with the Team and Clinical Facilitators contribute to the implementation of policies and procedures and service development for the merging community Occupational Therapy services.
* Contribute to the provision of accurate and timely activity data and abide by the standards/procedures of the Department and Trust.
* To be responsible for organising and planning own caseload and co-ordination of junior staff, students and assistants on a daily basis, where delegated, to meet agreed service and patient priorities.
* Be aware of national strategy and it’s impact on service delivery.
* Deputise for the Lead Occupational Therapists in their absence, taking responsibility for operational management of the team allocating and organising the work of juniors, students and support staff, through teaching, training and supervision of practice.
* To abide by the COT “Code of Conduct”.
* To abide by HPC “Standards of Proficiency” and “Standards of Conduct”.

# PERSON SPECIFICATION

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| Post Title: | Senior Community Occupational Therapist – Advanced Specialist |
| Grade | Band 7 |
| Service Area: | Community Occupational Therapy |

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **Education and Qualifications** | Degree/Diploma in Occupational Therapy. HCPC Registration.  Evidence of ongoing Continuing Professional Development – CPD Portfolio.  This post will require satisfactory DBS clearance.  Computer skills-the ability to use all Microsoft products to a high standard. |  |
| **Experience and Knowledge** | Extensive experience of OT practice delivered within an adult/community setting.  Expertise in the specific OT discipline that you are required to work within, such as community, dementia, reablement, manual handling and any other developing area.  Experience of working with and delegating to OT Support staff.  Relevant experience of complex assessments and treatment of adults with chronic and deteriorating physical conditions.  Experience of using complex specialist equipment, minor and major adaptations or providing specialist advice.  Knowledge of building terminology and ability to read architects plans. | Experience and knowledge in other OT disciplines outside of your specific role, such as community, dementia, reablement, manual handling. |

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|  | Experience in complex moving and handling assessments with examples of safe and efficient practice.  Knowledge of the legislative framework which informs Community OT practice e.g. Care Act, Housing Legislation etc.  Car driver with a full drivers licence, access to a vehicle or suitable transport during working hours. |  |
| **Ability and Skills** | Ability to prioritise and manage your workload under pressure.  Ability to lead, supervise and performance manage, complete appraisals with staff.  Excellent written and verbal communication skills, excellent interpersonal skills and an awareness of complex and sensitive issues with consideration for equality/diversity/rights etc.  Experience of collaborative working across/between agencies to achieve outcomes for individuals and the service. E.g. discharge, rehousing etc., representation of service at meetings  Evidence of ongoing Continuing Professional Development – CPD Portfolio. |  |
| **Equal Opportunities** | Ability to demonstrate awareness / understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |