

## Job Description

**JOB TITLE:** Team Leader Occupational Therapy

**DIVISION:** Clinical Support

**GRADE:** Band 7

**REPORTS TO:** Therapy Service Manager

**ACCOUNTABLE TO:** Therapy Service Manager

About NUH



1. **Patients** - We will ensure our patients receive consistently high quality, safe care with outstanding outcomes and experience
2. **People** - We will build on our position as an employer of choice; with an engaged, developed and empowered team that puts patient care at the heart of everything it does
3. **Places** - We will invest in our estate, equipment and digital infrastructure to support the delivery of high quality patient care
4. **Performance** - We will consistently achieve our performance standards and make the best use of resources to contribute to an affordable healthcare system
5. **Partners** - We will support the improvement of the health of the communities we serve through strong system leadership and innovative partnerships to deliver integrated models of care
6. **Potential** - We will deliver world-class research and education and transform health through innovation

**Our values are: Caring and helpful; Safe and Vigilant for our patients and colleagues; Being Clinically Excellent and driving innovation to meet the needs of our patients; Using our Resources wisely whilst; Providing Quality products, services and experiences for staff and patients**

## **JOB SUMMARY**

To lead the Occupational Therapy team in developing, planning, co-ordinating, delivering and evaluating the service provided to patients on an operational (day-today) basis.

To jointly lead the planning and development of the multidisciplinary team.

## **KEY JOB RESPONSIBILITIES**

1. To lead the team in the operational management of the therapy service and contribute to the strategic development of the service.
2. To take responsibility for highly developed clinical reasoning in the advanced assessment and treatment of patients who may have a complex presentation and to determine clinical diagnosis and therapy management.
3. To monitor the performance of all staff within the team.
4. To ensure high standards of clinical care within the team, through the training and development of staff.
5. To evaluate the effectiveness of the service provided and ensure improvements are implemented (in liaison with the Therapy Services Manager).
6. To be responsible for identifying training needs of yourself and your team in line with Trust and Departmental objectives. To ensure that staff are aware of the need to maintain ongoing competence of all staff undertaking out of hours work where applicable. To provide training and support to cover out of hours work within your area.

## **PRINCIPLE DUTIES**

### **CLINICAL**

1. To take clinical responsibility for a caseload of patients and to organise this effectively and efficiently with regard to clinical priorities.
2. To undertake the comprehensive and holistic assessment of patients including those with a very complex presentation using investigative, listening and clinical reasoning skills to formulate a clinical diagnosis, individualised management and treatment plans.
3. To undertake the measurement and evaluation of own and others current

practices through the use of evidence based practice projects, audit, outcome measures and benchmarking.

4. To be professionally and legally responsible and accountable for all aspects of own work including maintenance of medical devices.
5. To ensure a high standard of clinical care for all patients.
6. To provide specialist advice and support to more junior staff and the multidisciplinary team
7. To participate in out of hours rota system
8. To maintain up to date specialist knowledge in the management of patients.
9. To maintain accurate and contemporaneous patient records in line with national and local standards.
10. To communicate effectively with patients and carers to maximise rehabilitation potential and to ensure understanding of condition. To use communication skills of persuasion, motivation, explanations to encourage the patients to undertake their treatment programme.
11. To use communication tools (verbal and non verbal) to gain valid consent with patients where there are barriers to effective communication e.g. loss of hearing, altered perception, expressive and receptive dysphasia, pain and fears.
12. Leads in the development of guidelines and policies to support evidence based practice and to have a good working knowledge of national and local standards. To work within Trust clinical guidelines and Professional guidelines. To monitor own and others quality of practice as appropriate

## **PROFESSIONAL**

1. To participate in staff development programme as an appraisee and be responsible for complying with an agreed annual Personal Development Review, to meet set competencies and Trust objectives.
2. To take responsibility and oversee the supervision, education and performance (including sickness management) of all therapy staff in the team.
3. To regularly lead and participate in activities designed to improve service delivery and policy changes within the team.
4. To work with the Therapy Service Managers, other band 7s within therapies, clinical specialists and Divisional Team in developing the strategic and

operational management of the Therapy service.

5. To ensure that risk assessments are undertaken (to minimise risks) in relation to patients care and that action plans are implemented. To review risks annually
6. To communicate complex patient-related information effectively, to facilitate collaborative working with the multi-disciplinary team colleagues across health and social care sectors. To ensure delivery of a coordinated service.
7. To represent the Trust internally and externally regarding Therapy services
8. To take responsibility and oversee the supervision, education and performance of therapy students, to ensure the standard of practice and teaching meets the standards set, to the appropriate qualification.
9. To be responsible for maintaining own competencies to practice through CPD activities and maintain a portfolio which reflects personal development and enables maintenance of HCPC registration.
10. Ensure standards of best practice are maintained.
11. Comply with Trust and professional mandatory training requirements

## **MANAGEMENT**

1. To take responsibility for the performance management of therapy staff and to support therapy staff in your area in maintaining and developing their own competence through the use of Personal Development Plans.
2. To take responsibility for and ensure that suitable staff training and development programmes are planned and provided in liaison with other senior clinicians, therapy Service Managers to meet the needs of yourself and others
3. To lead the recruitment, selection and retention of staff in conjunction with the Therapy Service Manager. To be an appointing officer.
4. Develop and implement a suitable induction programme for new staff and evaluate it on a regular basis
5. To initiate new ideas & methods and encourage other staff to do the same in support of modernisation and development of the service in conjunction with the Therapy Service Managers, Consultants and Divisional Leads.
6. To ensure Health and Safety of patients and colleagues at all times in line with current Health and Safety legislation. To report and investigate incidents, untoward events and near misses through the incident reporting process.

7. To deputise for the Therapy Service Manager
8. Encourage and enable staff involvement in the management of resources.  
Works with therapy service managers to provide a quality service, meeting the needs of the patients within financial and time constraints.
9. To ensure accurate timely and relevant data collection is undertaken by the team and acted on appropriately
10. To undertake any duties which may be reasonably required

## **GENERAL DUTIES**

In addition to the key job responsibilities detailed in this job description all employees at Nottingham University Hospitals NHS Trust are expected to comply with the general duties detailed below:

### **Infection Control**

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

### ***For senior/clinical managers the following statement must also be included***

*The post holder is accountable for minimising the risks of infections and for the implementation of the Code of Practice for the Prevention and Control of Healthcare Associated Infections as outlined in the Health Act 2006. This includes receiving assurance of risk and embedding evidence based practice into daily routines of all staff.*

### **Safeguarding children, young people and vulnerable adults**

Nottingham University Hospitals is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

### **Information Governance**

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements.

### **Health and Safety**

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.

To immediately report to their manager any shortcomings in health and safety procedures and practice.

To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.

To use protective clothing and equipment where provided.

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

### **Governance**

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

### **Health and Wellbeing**

Employees are expected to take all reasonable steps to look after both their physical health and mental health. To support employees to achieve this NUH offers a wide range of health and wellbeing activities and interventions. The full programme can be viewed at on the staff intranet.

Line managers are expected to encourage and support staff to look after their health and wellbeing, including the release of staff to attend health and wellbeing activities and interventions.

### **General Policies Procedures and Practices**

To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

## **WORKING CONDITIONS**

1. Occasional/frequent exposure to unpleasant conditions e.g. heat (hydrotherapy), management of expectoration of sputum, incontinence and other bodily fluids, infection, unpleasant odours and aggressive behaviour of patients, relatives and carers.

### **Physical Effort**

Daily workload may include moderate to heavy effort, which can be of short duration

or sustained.

To facilitate maximum rehabilitation treatment handling of patients may sometimes involve awkward positions.

Daily movement of equipment and loads.

#### Mental Effort

1. Daily multi-tasking in order to meet deadlines and deal with unpredictable work patterns.

#### Emotional Effort

1. Occasional/frequent exposure to patients with emotional and psychological problems, providing support and evaluating where referral on to another professional is required.

### **JOB REVISION**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

### **Service Review**

A strategic review of all Trust services is taking place, as a result of which some services, or parts of some services, may transfer from one campus to the other. This will be decided in accordance with the most appropriate way to provide the best healthcare for patients in the future and all staff will be fully consulted on about the impact of any such decisions.

**Job description reviewed by: Katharine Bartholomew**

**Date: May 18**