

**Specialist Occupational Therapist-Team Lead
JOB DESCRIPTION**

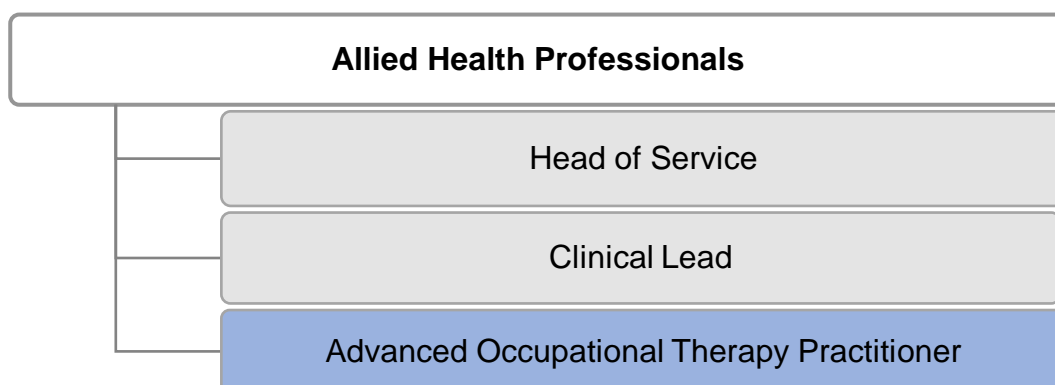
Job Title:	Specialist Occupational Therapist-Team Lead
AfC Band:	7
Directorate/Service:	NCA - Adult Social Care - Allied Health Professionals
Accountable To:	Clinical Lead
Responsible To:	Head of Service
Base Location:	City Approach
On-Call Requirement:	No
AfC Job Code:	Add Job Code

Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

Structure Chart



Job Summary

To take a clinical lead role in supporting people with Learning Disabilities to experience improved health, wellbeing, skills, and integration into their community.

To undertake advanced assessment and treatment of people within a significant clinical caseload, and support and supervise the assessment and treatment functions of junior staff.

To actively contribute to the development and delivery of the Multi-Disciplinary Health Professional Team's response to the current and emerging needs of people with Learning Disabilities in Salford.

- Provide clinical leadership within the Health Professional Team and support other team members as appropriate.
- Independently manage a significant clinical workload and be an expert in the holistic assessment of the needs of people with learning disabilities.
- Develop, implement, and evaluate evidence based treatment programmes.
- Monitor and improve standards of support by contributing to the review and redevelopment of service plans, efficient use of resources, clinical audit, and research.
- Work as part of the integrated multi-disciplinary team across health and social care to ensure high quality support and positive outcomes.
- Be professionally and legally accountable for all aspects of your work, including maintaining patient and own records
- Liaise and communicate with the person, family/carers, multi-disciplinary team, social services and external agencies.

Key Role and Responsibilities

Professional Duties

- Support the capacity of the Health Professional Team to meet demand through timely allocation of referrals, efficient and effective assessment and support planning, and timely discharge.
- Autonomously manage a complex clinical workload.
- Undertake comprehensive specialist assessments of people's needs, including those with a complex presentations and chronic long term conditions.
- Perform activity analysis and identify risks, recommending interventions and equipment which will reduce risk and increase independence.
- Assess the suitability of the person's home and social environment to meet their functional needs and those of relevant others.
- Organise clinical and non clinical workload efficiently and effectively with regard to clinical priorities.
- Ensure the highest standard of clinical care for the people you work with and support more junior staff to do the same.

- Use developed skills to inform / advise support staff and family carers to facilitate ongoing treatment after your active involvement has ended.
- Promptly discharge people from your active workload when referral issues have been effectively addressed.
- Utilise Occupational Therapy approaches relevant to people with Learning Disabilities including psychosocial, cognitive-behavioural, visual-perceptual, compensatory and adaptive techniques and advanced interventions within individual and group treatment plans to develop/improve and maintain function.
- Support mainstream Occupational Therapy services to develop their capacity to address the needs of people with Learning Disabilities when specialist Occupational Therapy involvement is not considered necessary.
- Provide specialist advice, support and education to people and relevant others to promote health and well being in terms of physical, psychological and functional skills.
- Provide specialist professional advice in meetings concerning the protection of people being abused or at risk of being abused.
- Contribute to complex diagnosis through specialist assessment and clinical reasoning.
- Produce reports using highly specialist knowledge regarding people's needs, including for statutory purposes.
- Adapt your own practice to meet individual circumstances, including with due regard for cultural, linguistic and sociological and physiological factors.
- Include people in the planning and prioritisation of their assessments and support plans wherever possible.
- Adhere to professional standards for advice and clinical interventions.

Communications and Relationships

- Communicate complex and sensitive information to people and relevant others, using the highest level of interpersonal and communication skills to ensure understanding.
- Provide clinical leadership within an appropriate specialist area.
- Communicate complex information relating to condition and treatment to other health and social care professionals and external agencies.
- Maintain comprehensive and accurate assessment and treatment records in line with legal and departmental requirements.
- Communicate assessment and treatment results to the people they concern, colleagues, and other agencies in the form of appropriately designed and adjusted formats.
- Evaluate, adopt or adapt communication methods as appropriate to educational social background or identified barriers, including language disorders and cognitive problems.
- Provide advice, education, and instruction to people, relatives, carers, and other professionals to promote understanding of the therapy aims to ensure a consistent approach to ongoing support.
- Require and ensure all information received and disseminated, whether verbal or written concerning all employees, prospective employees, or people with a Learning

Disability is treated in the strictest confidence and according to the rules of Information Governance and security.

- Deal with initial complaints sensitively, avoiding escalation where possible.
- Provide Occupational Therapy input to meetings, e.g. Review, CPA, Tribunals etc.
- Form and maintain excellent working relationships with personnel from partnership organisations and agencies.
- Resolve day to day organisational issues with partners.

Analytical and Judgmental Skills

- Use relevant IT system(s) to accurately record activity/data as appropriate for the job role within established timeframes.
- Gather information from a range of professionals and carers.
- Assess specialist clinical conditions which may be complex or compounded in nature.
- Negotiate with carers, people and others around individual case management.
- Develop and adapt education and training (formal and informal) to the needs of course participants and reflect upon and evaluate training provided.
- Recognise potential breakdown and conflict when it occurs and advise and support to resolve.
- Make differential diagnoses and clinical decisions on the basis of evidence from assessment seeking advice as appropriate.
- Develop clear support plans based on best practice.
- Demonstrate the ability to reflect on practice with peers/management supervisor/clinical supervisor and identify your own strengths and development needs.
- Use specialist knowledge to inform sound clinical judgements/decision making for case management and to adapt practice to individual circumstances.

Policy and Service Development

- Take a lead on the development of team goals within Single Year Operating Workplans or practice projects.
- Be aware of and adhere to relevant legislation, service and team plans, and Northern Care Alliance policies and procedures.
- Use specialist knowledge to inform service/policy developments as appropriate.
- Contribute to inter agency/multi-disciplinary team building.
- Assume delegated tasks as required by the Clinical Lead including participation in working groups or policy development groups.
- Attend staff and other relevant meetings to participate in service development.
- Implement policy and contribute to policy changes in own clinical area.
- Propose, devise, and develop additional clinical initiatives that improve the Occupational Therapy service offer and outcomes for people with a Learning Disability in consultation with the Health Professional Team's Clinical Lead.
- Take a lead role in the development and local implementation of Single Year Operating Workplans

Financial Responsibility

- Monitor and maintain stock, advising on resources to carry out the job.
- Prescribe, transport, advise on and fitting of small pieces of equipment used within the community.
- Adhere to organisational policy including competence to use equipment, and to ensure recommended use of equipment by others through teaching and training.
- Monitor equipment and the suitability of the clinical environment in own service area and request new equipment as appropriate.
- Ensure the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned to people with Learning Disabilities.
- Organize orders for equipment for key areas of specialist work.

Planning and organising

- Delegate work to make best use of the team and the abilities of all its members, with regard to workload management and use of time.
- Assist in the recruitment of new team members.
- Take a lead in coordinating Multi-Disciplinary Team and Multi-Agency Meetings when necessary.
- Efficiently manage and prioritise a highly specialized workload with regard to clinical priorities and available time, seeking advice from senior colleagues when necessary.
- Manage and prioritise own workload and time.
- Co-ordinate activities with other professionals in Health, Education, Social Services or Voluntary Sector.
- Plan and implement training utilising specialist knowledge and skills.
- Refer people with Learning Disabilities and/or their carers to other services as appropriate.
- Resolve day to day organisational issues with partner organisations.
- Plan and convene single and multi-agency meetings around individual support packages.

Leadership and Management

- Take a lead role in the overall development, improvement and evaluation of the service.
- Be aware of national and local performance and quality assurance issues.
- Have an awareness and involvement in the implementation of strategic initiatives.
- Maintain own, and lead others in ensuring continuing professional development, evidenced during My Time Conversations.
- Provide specialist support and advice to other members of the team in order to improve their skills to benefit people with a Learning Disability.
- Induct, supervise, and performance manage other Occupational Therapists and Occupational Therapy students (including the use of formal appraisal and clinical supervision documentation).
- Support the development of skills and knowledge of other new team members, during induction.

- Support the development of skills and knowledge of colleagues during periods of change in work practice.

PERSON SPECIFICATION

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Dip COT or BSC in Occupational Therapy. • Evidence of relevant post graduate training. 	<ul style="list-style-type: none"> • Evidence of successful completion of specialist short courses. • Student Training accreditation • Clinical supervisor training. • Interview/recruitment training.
Professional Registration	<ul style="list-style-type: none"> • Registered with Health and Care Professions Council. 	<ul style="list-style-type: none"> • Member of the Royal College of Occupational Therapists.
Knowledge, Training & Experience	<ul style="list-style-type: none"> • Significant post- registration experience in a community setting • Wide theoretical knowledge base • Experience of working as part of an integrated Multi-Disciplinary Team • Evidence of supervising other staff and students • Experience of supporting less experienced staff. 	<ul style="list-style-type: none"> • Minimum of 4 years post registration experience. • Experience of working in Adult Learning Disabilities settings in the community • Knowledge of national policies and procedures relative to learning disabilities. • Evidence of CPD relevant to specialist area of Learning Disabilities • Specialist knowledge in clinical field of Learning

	<ul style="list-style-type: none"> • Experience of devising and delivering training. • Knowledge of RCOT Professional and Clinical guidelines and National and Local Clinical guidance/legislation. • Knowledge and experience of using up to date assessment tools relevant to the client group. • Knowledge of national policies and procedures relative to Occupational Therapy • Knowledge of the principles of clinical governance and audit. • Awareness of standards of record keeping. 	<p>Disabilities underpinned by current evidence based practice.</p> <ul style="list-style-type: none"> • Knowledge of a range of appropriate therapeutic interventions (relevant to the client group). • Knowledge of the roles of other professionals (relevant to the client group). • An understanding of the issues affecting adults with learning disabilities in the community. • Experience of developing business cases for change and contributing to the development of service Single Year Operating Plans.
Skills & Abilities	<ul style="list-style-type: none"> • Leadership and supervision skills. • Ability to motivate others, engage with team members and deliver the change agenda. • Presentation and teaching skills. • Ability to work flexibly. • Good organisational and time management skills. • Highly developed communication skills. • Excellent interpersonal skills including observation, listening, and empathy skills. • Excellent time management skills and the ability to work under pressure. • Negotiation and Problem solving skills. • Good analytical and reflection skills. • Good planning and organisational skills and caseload management. 	<ul style="list-style-type: none"> • Ability to develop business cases for change and contribute to the development of service Single Year Operating Plans. • Knowledge of statistical interpretation.

	<ul style="list-style-type: none"> • Ability to be a good team member and to be proactive in supporting senior staff and managers. • To demonstrate an awareness and understanding of supporting equality and valuing diversity in your role. 	
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Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
CARE We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
APPRECIATE We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
INSPIRE We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

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Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

Infection Prevention

<p>Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.</p>

Safeguarding
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
Health and Safety
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
Confidentiality and Data Protection
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
Equality and Diversity
<p>All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.</p> <p>Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:</p> <ul style="list-style-type: none"> • eliminating discrimination, harassment and victimisation • advancing equality of opportunity between people who share a protected characteristic and those who don't • fostering good relations between people who share a relevant protected characteristic and those who don't • understanding the impact of policies, services and practice on people with different protected characteristics
Code of Conduct
Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do

not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Leadership and Development

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

Flexibility

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This job description is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.