

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Clinical Lead Occupational Therapist</b>
<b>Band</b>	7
<b>Care Group</b>	Women's, Children's, Cancer and Support Services Care Group (WCCSS)
<b>Directorate:</b>	Therapy Services
<b>Department:</b>	Older Persons Therapy Services
<b>Location:</b>	Poole Hospital
<b>Accountable to:</b>	Therapy Lead Older Persons Inpatient Services
<b>Accountable for:</b>	Older Persons Therapy Team
<b>Main Purpose</b>	<ul style="list-style-type: none"> <li>• To demonstrate inspiring and compassionate leadership to the Older People's Therapy Service and ensure our therapy team achieves excellence.</li> <li>• To deliver and role model excellent Occupational Therapy clinical practice expertise within the care of older people and frailty to achieve high quality outcomes for our patients.</li> <li>• To be accountable for the quality of service provided, the line management of staff and service improvement projects within Older People's Therapy.</li> <li>• To ensure continuous quality improvement and service evaluation in order to guarantee delivery of a service we can be proud of and to promote the service locally and nationally.</li> <li>• To ensure the team embodies the trust values and strives to achieve the organisational objectives.</li> </ul>

### General Duties

- Demonstrate both clinical leadership and line management to the therapy team working across the Frailty pathway across UHD.
- To be accountable for the safe, effective and efficient Older People's Therapy Service.
- Work in a collaborative leadership model within the therapy leadership team across UHD to optimise service delivery and develop a positive workforce culture where patient care and care for our staff remains our priority.
- Lead on aspects of the service transformation of the Older People's Therapy Team as the clinical services review plans are refined and implemented.

## Communication and Working Relationship Skills

- To lead with compassion, ensuring staff feel listened to, supported to achieve excellence and inspired to work to the best of their ability.
- To role model advanced communication skills and techniques demonstrating an ability to adapt style to situations and individuals to achieve the best outcomes.
- Provide expert advice, high quality clinical supervision and coaching to therapists and support staff to support a culture of continuous professional development within the service.
- To demonstrate an understanding of the wider system and maintain effective relationships with colleagues and partners to collaborate, innovate and build effective relationships to enhance our service and the patient pathway.
- To have and effectively communicate a mission and vision for the service that staff can understand and work to.
- To ensure the patient voice is consistently and persistently sought to ensure the service we deliver meets the needs and expectations of the patients we serve and their families.
- To manage challenging situations with confidence and composure and ensure incidents and issues are dealt with swiftly and appropriately.
- Ensure staff feel supported to speak up regarding their concerns and that action is taken to address them accordingly.
- To maintain a positive culture and morale within the team including through times of service pressure and difficult working conditions.
- Maintain a flexible and open approach to service development allowing whole team contribution and supporting compromise where required.

## Analytical and Judgemental Skills

- Ensure the patient's point of view and best interest remains at the very center of decision making.
- Demonstrate expertise in risk assessment and clinical analysis and ability to follow a logical and robust process to assess options and make decisions.
- Proactively identify risks, gaps in services and processes and contribute to improvement strategies in conjunction with fellow clinical leads and service manager.
- Ensure multidisciplinary collaboration and awareness of indications when required to bring in expertise from outside the ward team.
- Ensure sufficient information is gathered to enable effective analysis and judgment and where necessary, seek to gather further information before a conclusion is reached.

## Planning and Organisational Skills

- Maintain own competence and personal and professional development, proactively identifying learning needs and the strategies and support required to meet them.
- Work to a clear job plan ensuring competing elements of the role are effectively prioritised and work is appropriately delegated and monitored for timeliness and quality.
- Monitor quality and compliance of clinical supervision and appraisal ensuring all staff meet the requirements set out.
- Ensure staff compliance for completion of mandatory training remains above 95% and ensure staff have access to regular and high-quality in-service training relevant to the clinical area.
- Ensure the team objectives are achieved through delivery of our strategic plan using operational meetings and action tracker to track progress with project work.
- Support the workforce plan ensuring the service promotes and supports rotational opportunities, student placements and posts for newly qualified staff and fosters a culture of continuous learning and professional development.
- Deploy the workforce strategically in order to maximise impact ensuring awareness always of issues relating to pressure and flow within the Older People's Therapy Team, wider therapy services and organisation.
- Demonstrate effective use of the Quality Improvement methodology, as recommended by NHSI to underpin all service improvement projects.

### **Responsibility for Patient/Client Care, Treatment and Therapy**

- To work at a highly developed specialist level with responsibility for a clinical caseload ensuring that patients receive appropriate treatment to a high professional standard according to professional code of ethics. To be professionally and legally accountable for all aspects of own work.
- To undertake a comprehensive, holistic assessment of patients, including those with diverse or extremely complex presentations/multi-pathologies, using highly developed specialist clinical reasoning skills and administering physical, psychological and cognitive assessment techniques. To use findings to provide an accurate foundation for the therapeutic management of their condition.
- To undertake a single assessment framework to identify the needs of older people from a multidisciplinary perspective including medical, nursing and physiotherapy advanced extended skills. Liaise with the multidisciplinary team to carry out necessary interventions beyond core profession of occupational therapy.
- Use of advanced extended scope of practice to support the assessment and treatment programme for older people with multiple long-term conditions who present on the older people's wards.
- Ability to identify a rapidly deteriorating patient and follow an ABCDE approach to assist in stabilising a patient safely.
- Provide a high level of knowledge and expertise in the delivery of Occupational Therapy / MDT

intervention for the management of long-term conditions in older people e.g. COPD, Falls, Parkinson's Disease, Dementia and Stroke which can be managed in community settings to avoid admission.

- Demonstrate advanced knowledge of the home first approach including intermediate care, social care and utilising multiple agencies in the community to achieve safe and timely discharge for older people admitted to the Trust.
- Develop therapy "extended scope of practice" within older person's rehabilitation using therapy led discharge protocols.
- To carry out mental capacity assessments and identify those patients who may require a DOLs assessment highlighting specific cognitive and behavioural issues impacting on function, safety and independence.
- To recommend a course of action and specific treatment pathway for each patient selecting from a wide range of options that will vary according to the patients' medical history, presenting symptoms, functional ability, and patient choice. To advise others in the multidisciplinary team of options available to meet patients need.
- To work closely with other M.D.T. Health Care Professionals and agencies, offering joint assessment where appropriate including Intermediate Care, CHC Team, Social Services and voluntary organisations.
- To provide a goal orientated treatment plan based on assessment findings.
- To monitor and evaluate patient progress or deterioration and adjust treatment programmes and/or management accordingly.
- To assess patient understanding of treatment proposals, gain valid informed consent to treatment and to work within a legal framework with patients who lack the capacity to give informed consent.
- To communicate effectively with patients, many who have a very poor understanding of their conditions and an unrealistic expectation of therapy. Many patients will have poor insight into their problems, have significant short-term memory loss and may have speech vision and hearing difficulties. They are often very distressed by their condition and it is necessary to spend a significant amount of time negotiating realistic goals with both the patients and the relatives or carers. This requires empathy and reassurance but also honest answers to questions.
- To provide a high level of negotiation skills with patients, carers and/or staff in setting realistic and appropriate goals, where expectations may be raised and/or there may be a hostile or highly emotive atmosphere.
- To communicate complex and highly sensitive information regarding rehabilitation and management plans to avoid or facilitate early discharge from hospital to patients and carers.
- To represent the therapy service and/or individual patients at the multi-professional team meetings, to ensure the delivery of a co-ordinated multi-professional intervention and fully integrated therapy treatment plans. To communicate effectively with multi-professional teams including consultants, GP's, outside agencies and carers with regards to patient care as appropriate. To provide a clear therapy perspective at such meeting with regards to patient care, patient progress and discharge planning.
- To screen newly referred patients to assess whether the patient has potential to benefit from early supported discharge, fast track rehabilitation, slow stream rehabilitation or whose admission could be avoided.

- To be able to identify when a patient has a problem that would benefit from assessment and possibly treatment by a specialist therapist. If necessary, to conduct a joint assessment with that therapist and assist in modifying specific techniques as necessary for the individual patient.
- To provide clinical support for therapists and nurses through expert advice and clinical supervision.
- To ensure accurate and comprehensive assessment and treatment records are maintained on patients receiving therapy and to be responsible for correspondence and reports relating to own patient caseload.
- To provide spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals to promote understanding of the aims of therapy and to ensure a consistent approach to patient care.
- To be responsible for work delegated to therapists, students, Therapy support workers, and ensure that this delegation is at an appropriate level.
- To provide highly specialist advice to other therapists and Healthcare Professionals, both inside and outside the Trust on the management of patients who could benefit from early supported discharge and or fast track / slow stream rehabilitation on other wards or living in the community.
- To assess for and prescribe equipment to assist mobility and independence ensuring safe and competent patient use of aids and appliances. To authorise equipment provision this has an indirect cost to the department and integrated equipment store budget.
- To manage clinical risk within own patient caseload.

#### **Responsibility for Policy / Service Development**

- Ensure trust policies and procedures are adhered to.
- Ensure therapy service and local team policy and standard operating procedures exist and are regularly reviewed to support staff deliver high quality and consistency and roles and responsibilities are transparent.
- Provide regular service evaluation and development of the service in line with national guidelines and policy drivers.
- To ensure clinical governance standards are reviewed and maintained; highlighting risks to the Service Manager.
- Oversee the undertaking of audits and reviews to monitor compliance with organisational policy and procedures.
- Oversee and lead on quality improvement projects and ensure staff of all levels in the team are engaged in generating and testing change ideas.

#### **Responsibility for Finance, Equipment and Other Resources**

- Use and deploy resources and staff to achieve optimum value for money without detriment to patient care.
- To assist the Service Manager with budget management for the Team
- To achieve income-related targets where applicable

### **Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management**

- In conjunction with clinical lead colleagues to have overall responsibility for the operational supervision and appraisal of all grades of staff within team and students on clinical placement.
- To lead in line with our trust values and be responsible for the management of poor performance escalating concerns to professional leads where necessary and service manager.
- To support the Therapy Services Manager in the development of the training needs analysis for the team.
- Develop and maintain internal training programs, utilizing our local clinical experts as required to ensure new and existing staff have access to the training necessary to achieve competence.
- To ensure all staff receive regular appraisal to actively reflect on performance and identify areas for development in line with our trust policy and practice.
- To support the Service Manager with recruitment, placing vacancy review requests, shortlisting and interviewing.
- To implement the sickness management process within the team, recording sickness absence, conducting return to work interviews and highlighting to the Service Manager those staff who need supporting by the formal absence management process and may require support from HR or occupational health.
- Monitor compliance within the team of mandatory training and support staff to identify any non-mandatory training needs and opportunities to meet these.
- Investigate complaints, monitor and take remedial action where necessary.
- To be responsible for coordinating the induction of new staff and students to the team.

### **Responsibility for Information Resources and Administrative Duties**

- Provide day to day line management of the team administrator and accountability for adherence to information governance policy and procedures.
- Ensure the data collected on activity is sufficient and effective to demonstrate performance and effectiveness of the services.
- Coordinate measurement of the team's effectiveness through monitoring of our data and

evaluation including patient satisfaction

- Be able to explain and account for service performance and produce data and reports as required with support from the team administrator.

### **Responsibility for Research and Development**

- Have awareness of research and development relevant to the clinical area and ensure learning is cascaded to others within therapy services.
- Identify where research may be needed to develop services and link with research fellows for support.
- Seek opportunities to present work being done at a national level and join networking groups to participate in national or regional improvement projects.

### **Freedom to Act**

- To be an autonomous practitioner following professional protocols, identifying service standards and contributing to the development of trust-wide Care Pathways.
- Prioritisation of workload with changing priorities will require the post holder to be adaptable to the changing environment in order to deliver excellent services.
- Flexibility will be required to meet the expectations of the role outcomes.
- To be aware of the Trust's Health and Safety procedures, COSHH and Fire Regulations, and to take appropriate action in the event of an incident or accident.

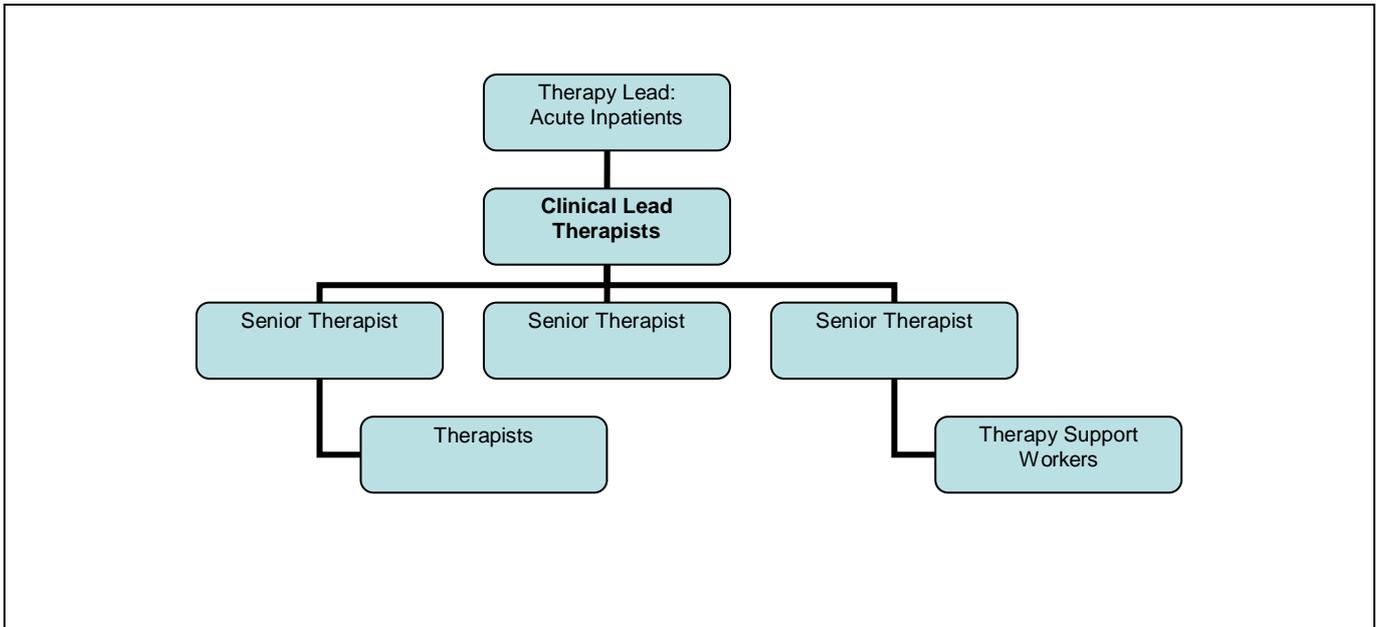
### **Mental, Physical, and Emotional Effort**

- To undertake tasks where there may be frequent interruptions including responding to a duty bleep whilst supporting a clinical caseload or managing urgent workforce issues at short notice alongside competing priorities.
- To frequently undertake both periods of prolonged sitting at a computer and clinical moving and handling tasks that will require physical resilience.
- To sensitively manage difficult conversations that may be emotionally challenging with patients' relatives and staff such as end of life care, chronic sickness and bereavement and supporting patients and potentially staff with life changing decisions.

### **Any Other Specific Tasks Required**

- Ability to drive and travel as part of work to attend meetings training and support clinical outreach work.
- Demonstrate sufficient literacy with information technology to support efficient work and productivity.

### **Organisational Structure of Department**



## **Transforming our Hospital Services in Dorset**

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £201 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation change activity taking place following the merger of two hospital trusts to form University Hospitals Dorset NHS Foundation Trust last October.

## **Partnership with Bournemouth University**

We are proud to be affiliated with Bournemouth University, and working closely in partnership with them, this provides us with the opportunity for establishing joint posts, shared learning and training, sharing facilities, and joint project work.

## **CONDITIONS OF SERVICE**

As laid down by the University Hospitals Dorset NHS Foundation Trust.

### **Smoking**

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

## **Data Protection**

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

## **Equality and Diversity**

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

## **Health and Safety at Work**

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSWR) 1999, and in other relevant regulations and guidance notes.

### ***All Staff***

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
  - shall report all hazards and defects to their line manager/ supervisor
  - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety e.g. wedge fire doors open, remove first aid equipment, break locks off systems

### ***All Managers/ Heads of Department and Clinical Leaders***

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

## **Safeguarding**

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

## **Infection prevention and control**

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

**Managers, Heads of departments and Clinical Leaders** are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

### **Carbon sustainability**

The Trust is committed to continual improvement in minimising the impact of its activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21 (based on a 2013 baseline).

### **DBS/Disclosure and Barring Service (CRB)**

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

**This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.**

### **Job Description Agreement**

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

### **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.