

JOB DESCRIPTION ADD ON

JOB TITLE: OT TRAUMA ORTHOPEADIC AND SURGICAL TEAM LEAD

PAY BAND: Band 7

DEPARTMENT: Occupational Therapy Frimley Park Hospital

RESPONSIBLE TO: Occupational Therapy Manager

DIMENSIONS OF JOB:

The Trust is working towards unified Job Descriptions (JD) for matching bands and positions. Some posts like this post require a more specific exploration/description so please note this ADD ON JD is in addition to the standard 7 JD provided.

DIMENSIONS OF JOB:

To be the Team leader of the whole trauma, orthopaedics and surgical OT Team for the Frimley Hospital site while working alongside the clinical specialist Band 7 in surgery.

To be working closely with the specialist team at Wexham Park to improve clinical expertise and pathways across site for all relevant patients mainly being those with spinal injuries and or amputees.

To develop Trust wide processes to optimise patients pathways and experiences.

PURPOSE OF JOB:

- To develop close relations with colleagues within the trust and partners within the community to ensure the optimal transition from hospital into the community of spinal, orthopaedic and surgical patients.
- Develop role with optimal communication streams regarding flow of OT referrals and service requirements to optimise effective performance by the OT department. This while working closely with the peer post holder on the other trust site.

Be flexible at times of increased capacity to the service.

In support of the department during the absence of other team leads, cover may be requested for other team which include:-

Acute assessment (A&E), Stroke, Orthopaedics , Acute Medical & Elderly Care, Surgery and Palliative care

Hours of work are determined by service need, which includes rostered 7 day working.

PURPOSE OF JOB:

- Responsibilities are skilled team leadership, in Team Leaders absence and daily management of a specified team. This includes OT's, OT technicians and OT assistants.
- Allocation of workload, deployment, appraisal and clinical supervision of qualified and unqualified staff.
- Clinical management of own complex caseload of patients and relevant paperwork, seeing patients both in hospital and in their home environments..
- Contribute to the continued development of the Occupational Therapy (OT) service in discussion with the OT Manager.
- Maintenance of efficiency and safety in the OT Department.
- To provide a high-quality expert OT service within a specialised area of Trauma, Orthopaedics including spinal injuries and amputees.
- Contributes to the provision, co-ordination and development of OT services for their specific section, as well as managing their team on a daily basis.
- To use evidenced based practice in order to clinically reason/reflect and analyse best patient care and support others in doing so.

KEY TASKS & RESPONSIBILITIES:

Clinical

- A high level of knowledge & skills of trauma and orthopaedic including spinal injuries

Management

- Take responsibility for and supervise junior members of the team, clinically in prioritising caseload, professionally in standards, and managerially.
- Undertake appraisal with members of staff.
- Responsible for co-ordinating and compiling the team business report.
- Attend the directorate meetings to enable review of the service in light of future Trust developments.
- Contributes to both team and department policies and procedures, to ensure continued development of the OT services.
- Work with the OT Principal in developing the strategic and operational management of the OT service.
- Maintain the high standards of the department by contributing towards individual and team objectives within the department quality.
- Responsible for the smooth running of the team to ensure effective service delivery.
- Assist in maintenance of inventory and management of stock and equipment
- Maintain the high standards of the department by contributing towards individual and team objectives
- Responsible for being a clinical governance lead for the department.
- Participate in clinical governance and quality improvement projects as allocated by the OT Principal.
- Undertake clinical audit and quality assurance initiatives towards continued development and maintenance of clinical standards in accordance with the Trust's policy

- Responsible for the day-to-day management of the staff allocated to the team, comprising of qualified and non-qualified personnel, i.e. co-ordination of annual leave, appraisal, clinical supervision.
- Assists in the recruitment of staff.
- Managing staff issues, team dynamics and effective running of the team.
- Co-operate with other department staff in maintenance of inventory and efficient management of department stocks and equipment.

Education

- Take responsibility for staff completing appraisals with their appraisees and review outcomes.
- Review and reflect on your own practice and performance through regular participation in professional supervision and appraisal. Responsible for the induction training of new staff on the team.
- Take responsibility for training and supervising new junior staff both qualified and unqualified and students in the OT process.
- Responsible for the team's development by ensuring in-service training takes place.
- Assess and train Apprenticeship students.
- Train other disciplines on the OT role and the OT process.
- Provide careers training to outside agencies re the OT role.
- Actively involved in the department's in-service training programme and responsible for keeping up-to-date with grade specific treatments techniques.
- Participate in the in-service training programme, giving feedback from any courses attended.
- Be involved in peer group meetings and identify grade specific training needs.
- Attend external courses, as appropriate, and be committed to following a supportive training programme.
- Take responsibility for the update of mandatory training according to the Trust's policy.

Research/Audit/Quality

- To ensure own team completes daily required data collection
- To regularly participate in and lead on appropriate work-related research/evaluation projects
- To be aware of current research relevant to the speciality
- In line with the Trust commitment to Clinical Governance, to lead and participate in and initiate clinical audit and the evaluation of clinical effectiveness
- To ensure that all research, audit and quality initiatives are communicated fully with the therapy Medical team and shared with other colleagues when appropriate