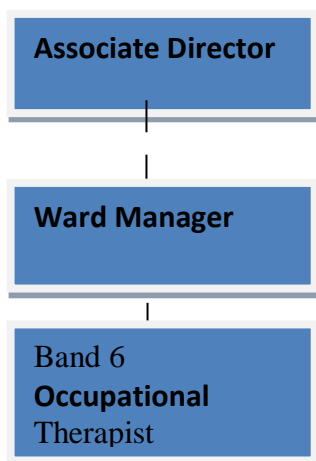


## JOB DESCRIPTION

HR Use Only	
Job Ref:	Occ. Code
CHC_SENOT6	

<b>JOB TITLE:</b>	Senior Occupational Therapist
<b>PAY BAND:</b>	Band 6
<b>DIRECTORATE:</b>	Acute and Urgent Care Directorate
<b>TEAM/SERVICE:</b>	Ward 4
<b>BASE:</b>	Harplands Hospital
<b>RESPONSIBLE TO:</b>	Ward Manager
<b>ACCOUNTABLE TO:</b>	Service Manager
<b>RESPONSIBLE FOR:</b>	Qualified and unqualified OT staff or students on placement who may be allocated by Team Manager

### Service Structure Chart



### **1.0 Job Summary:**

North Staffordshire Combined Healthcare NHS Trust aims to provide accessible, non-stigmatising local services that contribute to the assessment, intervention, treatment, rehabilitation and enablement of children with learning disabilities. To provide specialist assessment and interventions to identify and address occupational performance needs in self-care, productivity and leisure/play to support the development of life long independent living skills. The service is wholly committed to working with children and their families and carers using Person Centred Planning approaches and affording children with learning disabilities opportunities to maximize full citizenship, choice and control. The Occupational Therapist has a lead role in promoting, enhancing and maintaining the health and wellbeing of adults.

### **Key Duties/Responsibilities**

- Participate in the development of and services.
- Participate in the development and provision of the Occupational Therapy role in North Staffordshire.
- To participate in the planning, development and evaluation of occupational therapy services within a designated area / team holding responsibility for a defined caseload and projects.
- Effectively manage and prioritise a designated caseload
- Will be required to teach staff including both students and qualified and unqualified team members.
- To actively promote and maintain effective communication between multi-disciplinary/agency professionals across agencies to ensure co-ordinated and high quality care for children and their families

## **KEY DUTIES/RESPONSIBILITIES**

### **2.0 CLINICAL:**

- 2.1 Under the supervision of the Ward Manager be accountable and responsible for managing the occupational therapy waiting list for a defined clinical caseload that reflects the priorities of the local service by ensuring the assessment of therapy needs, particularly in relation to:
- Using highly developed specialist knowledge to independently undertake complex assessments and evaluate interventions with clients with diverse environmental, social, physical and mental health needs; adapting approach as needed.
  - Close working with other services aiming to reduce health inequalities and improve access to universal services.
  - Opportunities to support access to mainstream health services for adults.
  - The provision of timely intervention aimed at promoting and maintaining the health of adults. This will be achieved through individual and group therapy and where necessary the implementation of therapeutic interventions.
- 2.2 Provide assessment, training and advice on lifestyle changes and adaptations to the client's physical and social environment for the client and carers.
- 2.3 Will undertake a variety of Occupational Therapy assessments to assist in the identification of person centred support needs and intervention.
- 2.4 Plan, organise and supervise implementation of a diverse and extensive range of treatment aimed at enabling clients to achieve their maximum potential in activities of daily living.
- 2.5 Provide a wide range of therapeutic interventions ensuring evidence based practice according to the National Institute for Clinical Excellence (NICE) guidelines to achieve therapeutic goals.
- 2.6 Undertake complex assessment of client need and signpost appropriately within the CLDT and to external agencies. OT assessments and interventions which contribute to the multi professional assessment of children with a learning disability, will focus on promoting function, quality of life and the realisation of potential where there is occupational deprivation, imbalance or alienation.
- 2.7 Demonstrate the clear and effective use of outcome measures for all clients to ensure that optimum physical and mental health needs are met / maintained.
- 2.9 Establish and sustain links with primary care settings and statutory and voluntary agencies, making referrals and facilitating access to universal services for adults.
- 2.10 To work competently and effectively with all safeguarding policy and procedures regarding safeguarding adults and children, demonstrating the ability to identify and escalate concerns, make referrals and attend statutory reviews as required. To also maintain excellent links with regards to working together to safeguard children
- 2.12 Work face to face with individuals who might display physical aggression and who are in psychological distress.
- 2.13 Deliver services in a sensitive, respectful and person centred way adapting systems of communication to meet service user's cognitive ability.
- 2.14 Keep abreast of developments in current best practice, trends, issues and research in learning disabilities and related topics in line with the divisional business plan, and national occupational therapy practice within services.

- 2.15 To take responsibility for own Continuous Professional Development (CPD) and facilitate and encourage CPD for those staff for whom they are responsible.
- 2.16 Maintain up to date and accurate individual client records in line with Trust policy and the procedures.
- 2.17 To ensure that all policies, procedures and guidelines are followed, reporting any deviations to senior staff.
- 2.18 Ensure that there is efficient transfer of clients between team members and/or other services in accordance with Trust policy.
- 2.19 To set professional standards of care and to monitor measure and audit the effectiveness of services provided.
- 2.20 To undertake any other duties commensurate with the post as directed by the relevant managers and as identified as service priority.
- 2.21 To comply with the Royal College of Occupational Therapist's Code of Ethics and Professional Conduct, Health and Care Professional Standards of Proficiency for Occupational Therapists and local policies and procedures.

### **3.0 PLANNING AND ORGANISING:**

- 3.1 Plan and organise work according to identified need and in line with Team Manager direction.
- 3.2 To work as a member of the integrated multiple professional teams, participating constructively and attending clinical/departmental and team meetings and contributing positively to overall service development.
- 3.3 To develop and maintain joint working arrangements with colleagues in learning disability residential, respite, day services, social care, primary care, the acute sector and the voluntary sector facilitating the coordination and comprehensive delivery of services.
- 3.4 Meet with the Team Manager for caseload and managerial supervision to review caseload outcomes, performance and professional development. Take responsibility for organising and attending clinical supervision
- 3.5 Undertake the assessment and supervision of Occupational Therapy students on placement within the service as agreed with the Team Manager.
- 3.6 To be involved in the selection and recruitment of staff in conjunction with senior staff as appropriate.
- 3.7 To plan and participate in the induction of new staff.
- 3.8 To provide statistical returns as required by the Trust and Team Manager.

### **4.0 PARTNERSHIP WORKING:**

- 4.1 Work in partnership to promote and adopt a multi-agency approach to health care.
- 4.2 The utilisation of available resources and services within the community setting, identifying any inadequacies and taking appropriate action to enhance the quality of care available within their client group.

### **5.0 RESEARCH DEVELOPMENT AND AUDIT:**

- 5.1 Participate in audit projects and benchmarking relevant to the profession and/or service area, disseminating findings at local and national level.

- 5.2 Maintain awareness of current development in LD Occupational Therapy practise by attending lectures, seminars as identified with Team Manager.
- 5.3 Contribute to the development of clinical effectiveness and evidence based practice as they relate to people with Learning Disability.
- 5.4 When required provide support to staff within the CLDT to develop their own personal and professional practice using the agreed Appraisal system.
- 5.5 To facilitate and maintain the agreed clinical learning environment, implement a mentor/practice supervisor system for all students and to be actively involved in the teaching of all staff.
- 5.6 Contribute to personal, professional and service development by informing other services about the role of the Community Occupational Therapist and the CLDT.
- 5.7 Actively seek and act upon feedback from service user, carers and others to inform service improvements.

## **6.0 SPECIALIST/TECHNICAL REQUIREMENTS**

- 6.1 Competence in using community resources effectively
- 6.2 Demonstrate personal qualities and skills which involve taking the lead in teaching and delivering presentations to various individuals and groups across a number of settings.
- 6.3 Report writing
- 6.4 To act as a duty worker and manage assessment of clients accordingly.
- 6.5 Will act up for the Team Leader as required

**Note:** The above list of duties and responsibilities is not intended to be fully comprehensive and may be amended to take into account of changing circumstances or requirements following consultation between the post-holder and service line manager.

## **GENERIC CLAUSES**

- To maintain a broad understanding of the work of North Staffordshire Combined Healthcare NHS Trust as a whole, and actively contribute your ideas for the improvement of service provision.
- To ensure own actions contribute to the maintenance of a quality service provision.
- To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.
- To participate in the Performance and Development Review and to undertake any identified training and development related to the post.
- To undertake statutory and mandatory training as deemed appropriate by the Trust.
- To develop and maintain effective working relationships with colleagues.
- To adhere to all Trust policies and procedures.

## **Trust Values:**

As an employee and representative of the Trust, you are required to demonstrate and uphold the Trust's Values. These are:

Proud to CARE:

Compassionate

- Caring with compassion, it's about how we listen, what we say, what we do.

Approachable

- Friendly, welcoming, sharing ideas and being open

Responsible

- Taking personal and collective responsibility, being accountable for our actions

Excellent

- Striving for the best, for high-quality safe care and continually improving

## **Health & Safety:**

All staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL incidents/ accidents must be reported to your manager and in line with the general philosophy of the Trust; you must participate in accident prevention by reporting hazards and

following relevant policies and procedures including Moving and Handling guidelines and mandatory health and safety training.

**Infection Control:**

Infection Prevention and Control (IPC) is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and Procedures and make every effort to maintain high standards of infection prevention and control at all times. This includes good antimicrobial stewardship, hand decontamination, cleanliness and adhering to the Dress and Appearance policy. This will reduce the risk of Healthcare Associated Infections including MRSA and Clostridium Difficile in accordance with the Code of Practice on the prevention and control of infections and related guidance (2015).

**Risk Management:**

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

**Data Security:**

To ensure that the Trust Policies and Procedures regarding data security are adhered to, and that staff are aware of their obligations under these policies.

**Confidentiality:**

Working within the trust you may gain knowledge of confidential matters which may include manual/electronic personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

**Equality & Diversity:**

The Trust is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment or pregnancy/maternity. We fully support the right of all staff to equal opportunities and are committed to the development of a diverse workforce.

**Safeguarding:**

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and is signed up to Stoke-on-Trent Safeguarding Children Board Procedures, Staffordshire Safeguarding Children Board Procedures and the Staffordshire and Stoke-on-Trent Safeguarding Adults Partnership Procedures. All Trust staff must be familiar with, and adhere to, these procedures. It is the post-holder's responsibility to attend the Trust's mandatory Safeguarding Training, and to follow the relevant Trust's Policies and Practice Guidance.

**Codes of Conduct and Accountability:**

You are required to comply with Trust codes of conduct and accountability and codes of conduct which are relevant to this post.

**Raising Concerns**

If you have any concerns about a risk, malpractice or wrongdoing at work you are expected, as a Healthcare professional, to raise these concerns at the earliest opportunity, either with your line manager or lead clinician. This may be done verbally or in writing. As a result of raising a genuine concern under the Raising Concerns procedure, you will not be at risk of losing your job or suffering any detriment (such as a reprisal or victimisation) provided you are acting in good faith and the matter is not raised maliciously. Please refer to the Raising Concerns (formerly Whistleblowing) procedure for further information.

**Registration:**

Registration with a professional body imposes a duty on health care professionals to maintain the safety of the public through working within professional standards, to provide good quality care to patients and to promote professional education and conduct. It is the policy of the Trust that all health care professionals register or re-register and act in accordance with the requirements of their professional body.

**Disclosure & Barring Service (DBS)**

This post may be exempt from the Rehabilitation of Offenders Act 1974. If so, should you be offered the post it will be subject to a criminal check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions. North Staffordshire Combined Healthcare NHS Trust may require a Disclosure through the DBS for this post to ensure suitability for employment. Should an employee be subject to a caution, reprimand, final warning or convictions during the course of their employment then they must share this with their manager at the first possible opportunity, to assess their continued suitability for employment in the post.

**THE TRUST OPERATES A NO SMOKING POLICY**

EMPLOYEE

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Person Specification

	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<p><b>Appropriate professional qualification</b> Diploma/Degree in Occupational Therapy.</p> <p>Hold Health and Care Professional Standards of Proficiency for Occupational Therapists (HCPC) Registration.</p> <p>Evidence of post registration training</p>	Evidence of an ability to implement a broad range of therapeutic interventions	<b>Application form / Interview Assessment</b>
<b>Experience</b>	<p>Minimum of two years post graduate experience within the role of Occupational Therapist.</p> <p>Knowledge of current best practice in learning disability Occupational Therapy</p> <p>Ability to work single-handedly without direct supervision</p> <p>Experience of working in clinical practice and demonstrate ability to be responsible for own caseload.</p> <p>Use of functional assessment and activity analysis.</p> <p>Experience of supervising students and junior members of staff</p> <p>Demonstrate an ability to reflect and critically appraise own performance.</p>	<p>Experience of working with children and their families</p> <p>Experience of working with individuals with a learning disability</p> <p>Experience in facilitating group work and project management.</p> <p>Experience of working with clients who have a sensory impairment</p>	<b>Application form / Interview Assessment</b>
<b>Knowledge and skills</b>	<p>Demonstrates an understanding for the need to use evidence based interventions and how these relate to this post.</p> <p>Well-developed skills in the ability to communicate effectively, orally and in writing, complex, highly technical and/or clinically sensitive information to clients, their families, carers and other professional colleagues both within and outside the NHS.</p> <p>Good interpersonal skills.</p> <p>Possess good written communication skills to maintain clear, concise, contemporaneous records and the ability to write reports.</p> <p>Demonstrates the ability to develop good therapeutic relationships with clients.</p> <p>Knowledge of legal and ethical principles in learning disability practice for choice, consent and client autonomy, MCA and DoLS.</p>	Awareness of national and local policies and how these impact on service provision	<b>Application form / Interview Assessment</b>

	<p>Has received training (either formal or through experience) in carrying out risk assessments within scope of practice</p> <p>Computer literate</p> <p>Demonstrates an understanding and ability to evaluate using audit, research and outcome measures.</p> <p>Demonstrates an awareness of the changing needs in the NHS.</p> <p>Has a clear working knowledge of the application of the Royal College of Occupational Therapy Code of Ethics and Professional Conduct, College of Occupational Therapy Professional Standards.</p>		
<b>Other</b>	<p>Ability to travel</p> <p>Have a high level of commitment, innovation and initiative</p> <p>Ability to work independently within the MHLT framework.</p> <p>Have confidence to be an effective advocate for children with a learning disability and their families to continuously update knowledge skills and challenge practice</p> <p>Be confident, respectful, self-reliant, and aware of personal boundaries, resourceful, imaginative, adaptable and enthusiastic.</p>	Demonstrate the ability to effectively promote the work of the MHLT	<b>Application form / Interview Assessment</b>