

Job description

POST

[Occupational Therapist – Clinical Lead in Occupational Health]

SALARY

[£43,742 - £50,056 per annum
(pro rata where applicable)]

CARE GROUP

[Corporate]

BASE

[Trustwide]

CONTACT

[Martha Mutikani, Head of Occupational Health]

Welcome to East Kent Hospitals

[We are a growing multidisciplinary Occupational Health (OH) Team with the health and wellbeing of our people as our top priority at East Kent Hospitals. We are excited to be able to offer an opportunity to join the Occupational Therapy in OH team as a Band 7 Occupational Therapist Clinical Lead.]

The aim of the Occupational Health Therapy Team in Occupational Health is to support staff to enable them to continue in their employment while safely managing their health needs and to encourage staff to adopt and maintain their health needs in order to remain well at work.]

We offer a full package of benefits, including a car lease scheme; on-site childcare; generous annual leave in line with NHS terms and conditions; high street and public transport discounts; a 24/7 staff support service - and the little things that make life easier, like on-site Amazon lockers and fresh fruit and veg stalls.

About us

We are one of the largest hospital trusts in England, with three acute hospitals and community sites serving a local population of around 700,000. We also provide specialist services for Kent and Medway.

We care about our patients and our people. We are focused on providing outstanding, safe patient care, and a positive working culture that benefits staff and patients alike. With our emphasis on staff training and development, a staff support scheme that's second to none, and a healthy package of benefits, it's easy to put down roots in East Kent Hospitals.



Occupational Therapist – Clinical Lead in Occupational Health

Role specific duties

As a member of the Occupational Therapy in OH team you will have the opportunity to work in a SEQOHS accredited OH department with a clinical team of medical staff and specialist nurses supported by business, administration and data teams. We work in collaboration with the Manual Handling team, physiotherapy and the Wellbeing team providing services to one of the largest NHS Trusts in the country and its staff. The department also provides a number of different services to both NHS and non-NHS organisations.

Job Purpose

As the Clinical Lead Occupational Therapist in Occupational Health you will provide and lead in the delivery of professional, specialist assessment and treatment of staff with physical and psychological conditions affecting workplace performance, and ensuring appropriate pathways of intervention for staff at work and absent from work.

Provide specialist rehabilitation advice in areas of expertise, in line with best practice and legislation including delivery of workplace assessments, functional capacity assessments, case management, supporting with reasonable adjustments and return to work plans.

Contribute to and lead the development and delivery of manager and employee training programmes to assist with improving the competence and confidence of our managers when facilitating rehabilitation programmes for staff members.

Provide professional guidance and expertise when working with key stakeholder groups including staff networks, health and safety, HR and ED&I.

Undertake clinical audit programmes and service evaluation.

Be a member of the senior management team and provide leadership, guidance and management of the clinical team. You will have clinical and professional input into the planning, provision and future direction of the service.

You will take a role in the development and implementation of evidence-based policies, procedures and standards.]

Clinical

Work at an advanced level undertaking comprehensive workplace assessment of clients including those with diverse or complex presentations; use clinical reasoning skills, ergonomic and psychosocial assessment techniques to determine implications upon work performance and productivity.

Implement evidence-based intervention/treatment plans with regard to physical, cognitive, perceptual, psychological and social functioning.



Be professionally and legally accountable for all aspects of own work.

Formulate and recommend best course of evidence-based intervention, developing comprehensive client centred objectives and plans for clients referred to the occupational health service, demonstrating autonomous decision making related to history taking and in the use of other client assessments.

Draw upon an appropriate range of multi-agency and inter-professional resources in own practice. Utilise information through a variety of communication media.

Promote a high standard of specialist occupational health advice through evidence-based practice following agreed policies, protocols and guidelines.

Undertake assessments and provide health at work advice to management for potential staff following an offer of employment.

Assessing employee's fitness for work following long term sickness absence, frequent short-term sickness absence, or where the employee is experiencing health or disability issues impacting upon them at work.

Provide clear impartial advice to both managers and employees to optimise health at work, reduce sickness absence and prevent work related ill health and injury. Offer advice on fitness for work, return to work plans and workplace adjustments.

Provide clear, impartial health at work advice during case review meetings with managers and human resources if needed.

Plan and deliver training and coaching to managers in protecting and promoting employee wellbeing, preventing and managing sickness absence.

Maintain confidential, clear and accurate records that are stored in accordance with the General Data Protection Act Regulations. Maintain documentation to HCPC requirements for all seen.

Able to identify specific and general ergonomic issues and present solutions to the problems.

Offer appropriate support to managers and employees and determine when further referral to external support networks would be appropriate.

Use clinical skills and knowledge to give specialist advice and support to peer group staff, clients and managers.

With the senior team develop and review policies, procedures and standards with reference to clinical practice.

In conjunction with the senior OH team set, develop, monitor and audit clinical and non-clinical performance standards, and activity reporting.

Liaise with clinical, non-clinical and facilities staff in order to maintain a safe, friendly and welcoming environment for the clients, visitors and staff

Participate in seasonal flu campaign.



Management

Contribute to maintaining SEQOHS standards and ongoing accreditation and any other appropriate accreditation or benchmarking process e.g. MoHaWK.

To provide leadership that listens, empowers, nurtures and develops the OH team to create and sustain a culture that promotes of high-quality compassionate services.

To provide leadership that promotes and protects the health and wellbeing of others in the OH service team.

To participate with the recruitment and selection process.

Management of the clinical therapy team including appraisal and PDPs, absence management and performance management.

Ensure staff competence for clinical practice procedures, including appropriate underpinning knowledge and practical skill.

To assist in achieving clinical excellence by developing and setting clinical and organisational standards.

Provide professional leadership and guidance to therapy staff in the department.

To maximise the use of all resources within the agreed budget working closely with the Senior OH Management Team.

Assist with managing current/expansion of service level agreements with external clients and advising on individual requirements.

To participate in meetings pertaining to health at work with the Trust, managers and external clients. Support the development of the team with informal training and clinical supervision.

Challenge, interpret and evaluate the OH Service's practices and processes. Undertake local and national audit to support the monitoring of standards.

Act as a role model and resource in expert clinical evidence-based practice.

Network locally, regionally and nationally and seek opportunities to develop role.

Use effective change management skills to initiate and implement service and practice development, making best use of resources to improve practice and health outcomes.

Participate in the effective investigation and management of complaints and clinical incidents within the department, ensuring that lessons are learned are shared as appropriate.



Assist with the benchmarking process for the clinical area.

Participate in events or publications that promote the Trust and the Health and Wellbeing strategy.

Be responsible for ensuring the implementation of risk management processes in the remit of the department.

Lead and facilitate as delegated the development and implementation of OH service objectives.

Managing own case load, department workflow, staff and priorities, ensuring KPI targets are met and maintained.

Planning in advance to ensure the smooth and effective delivery of the service, in particular taking into account specific events such as large intakes of new staff and management referrals.

Educational

To foster an environment conducive to learning, enquiry and research.

To identify the training and development needs of staff in the department and participate in the planning, implementation and evaluation of education programmes.

Ensure the provision of validated supportive and challenging environment for junior staff in training, ensuring all learners have an allocated supervisor.

Ensure that all new staff receive an appropriate orientation to the department.

To be a resource for students and junior colleagues, facilitating the development of staff.

Participate in relevant audit and research studies presenting findings through presentations and writing for publication.

Maintain own professional development and mandatory training.

Provide a proactive vibrant learning environment including, pre- and post-registered therapists and Occupational Health specialist students.

Professional

Contribute to the development of the Occupational Health department.

Adopt a flexible and participative approach to innovation and change.

Participate in any appropriate training programmes that may enhance your role/development within occupational health. Development of specialist knowledge.



Responsible for maintaining and developing own competency to practice through CPD activities and maintain a portfolio which reflects personal development.

Contribute on evidence-based projects within the service and improvements on service delivery and clinical practice.

Your commitments

We are focused on providing outstanding, safe patient care, and a positive working culture that benefits staff and patients alike. This is why we ask you to:

- maintain the confidentiality of information about patients, staff and other health service business and adhere to data protection law
- comply with the Trust's policies and procedures, including infection prevention and control, risk management, health and safety, safeguarding children and adults, financial management and use of resources
- act at all times in accordance with the professional Codes of Conduct and Accountability relevant to your role
- participate in annual mandatory training.

We are a smoke-free Trust, and offer staff support to stop smoking.

Values

We care about our values of caring, safe, respect and making a difference. We'll ask you to demonstrate these values during the recruitment process and throughout your appointment – and you can expect us to do the same.

Living and working in East Kent

Our large district general hospitals, specialist units and community sites provide a vibrant and diverse working environment with the extensive opportunities and teaching facilities you would expect of a large trust.

East Kent offers stunning countryside, beautiful beaches and charming places of historic interest, with easy access to London. With excellent schools, a wealth of leisure facilities and easy family days out on your doorstep, alongside beautiful and affordable housing stock, the perfect work-life balance couldn't be easier to achieve.

How to apply

For more information or to arrange to visit us, please contact Martha Mutikani, Head of OH via 01227 864206 or email occupationalhealth.kch@nhs.net



Person specification

Requirements	Essential	Desirable	Method of assessment
Qualifications and training]	<p>3 years post graduate experience working in an occupational health service.</p> <p>Delivering functional capability assessments.</p> <p>Proven track record of operational service management in health setting at a senior level including staff management, including 2 years' experience at Band 6.</p> <p>Report writing including data analysis and management information.</p> <p>Contributing to writing policies & procedures. Providing an excellent standard of customer service.</p> <p>Planning and delivering training.]</p>	<p>NHS OH experience</p> <p>Working with IT database systems or specific OH systems</p> <p>Delivering workplace and ergonomic assessments.</p> <p>Service delivery to external contracts and income generation.]</p>	Application Form/Interview]
Clinical skills and experience]	<p>Undertaking complex work health assessments.</p> <p>Implementing and monitoring employee rehabilitation programmes/return to work plans.</p> <p>Analysis of occupational performance & participation with health and medical aspects, including biopsychosocial and environmental factors, physical, sensory, communication, interaction, cognitive, executive function, neurodiversity and mental health.</p> <p>Application of health and safety legislation.</p> <p>Issues relating to work and potential impacts on mental health.</p> <p>Independently assessing fitness for work and offering health at work advice.</p> <p>Writing accurate electronic records.</p> <p>Expert clinical skills.</p> <p>Effective leadership and influencing with the ability to enthuse, motivate and involve individuals and teams.</p> <p>Ability to work independently with minimal supervision, and as part of a team.</p> <p>Excellent interpersonal, negotiating, influencing and communication with the ability to demonstrate fluency, clarity and effectiveness at all levels.</p> <p>Ability to use computerised OH systems and Microsoft Office.</p> <p>Excellent organisational skills with the ability to prioritise work programmes in the face of competing demands.</p> <p>] </p>	<p>Management information collating and reporting.</p> <p>Clinical Audit.</p> <p>Delivering training and education programmes.</p> <p>Involvement in audit, research and understanding quality issues.</p> <p>Occupational Health experience/qualification.</p> <p>Teaching / Mentor Qualification.]</p>	Application Form/Interview]

Governance]	<p>Good working knowledge of clinical governance.</p> <p>Understanding of Health & Safety legislation and issues relating to health at work.</p> <p>Knowledge and understanding of equality, diversity & inclusion, moving and handling and infection control.</p> <p>Understanding of Information Governance and Confidentiality.</p> <p>Awareness of professional issues and recent local & national developments in the NHS, including Primary Care, NICE and OH & Wellbeing Strategy.</p> <p>Knowledge of up to date clinical evidence-based practice.]</p>]	Application Form/Interview]
Personal/professional attributes]	<p>Good attendance, reliable, flexible, adaptable to change.</p> <p>Ability to motivate self and others to ensure best practice.</p> <p>Effective time management skills and the ability to work flexibly at times, to meet the requirements of the service.</p> <p>Commitment to continuous professional development]</p>	[]	Application Form/Interview]
Other requirements]	<p>Ability to work autonomously and to sustain positive working relationships with internal and external teams.</p> <p>Ability to deal with hostile and emotive clients/situations.</p> <p>Able to travel to Trust sites and external clinics with full clean driving licence.</p> <p>Flexibility.]</p>	Desire to develop self and others]	Application Form/Interview]

The small print

Band	Band 7
Salary Scale	<p>£43, 742 - £50,056 per annum (pro rata, if applicable)</p> <p>Progression through the pay scale will be determined on an annual basis. It will be subject to the post holder demonstrating the required standards of performance, conduct and completion of statutory and role specific training.</p>
Hours of work	37.5 hours per week
Annual Leave Entitlement	<p>Annual leave entitlements are based upon the following lengths of NHS service (pro rata if applicable):</p> <p>On Appointment = 27 days After five years = 29 days After ten years = 33 days</p>
Pension Scheme	<p>As an NHS employee you will be entitled to join the NHS Pension scheme and will be enrolled from your first day of service, if you meet the eligibility criteria. Employees who are not eligible to join the NHS Pension Scheme may instead be enrolled in the Trust's Alternative qualifying scheme, NEST.</p> <p>Your remuneration will be subject to the deduction of superannuation contributions in accordance with the relevant scheme.</p>
Contractual Notice	<p>Bands 1-4 = 1 Month notice Bands 5-6 = 2 Months notice Band 7-9 = 3 Months notice</p>
Probationary Period	<p>New staff appointed to East Kent Hospitals University NHS Foundation Trust in this post will be subject to a 6 month probationary period. During this time, you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.</p>

Dimensions

Financial and Physical	Manages	Responsible for supporting the senior OH team in effective management of area within the agreed budgetary and activity levels.
	Impacts	OH Service.
Workforce	Manages (Bands and WTE)	Responsible for self, allocated work and time management. Supports senior OH team in supporting the OH team service delivery.
	Located	Trust wide
	Impacts	OH team.
Other		The postholder will work closely with the OH nursing and medical team, HR/People & Culture team, Health & Safety and Trust staff.

Communications and working relationships

Internal	HR Director and Care Group Leads Senior OH Management Team OH Clinical and Administrative Team Manual Handling Lead Hospital Managers & Matrons Executive Directors and Assistants Human Resources ED & I Colleagues Resourcing
External to NHS	Other NHS organisations General Practitioners
Other	Private Income Generation Clients NHS Health at Work Network SEQOHS Office

Environment

Category	Description/Definition	Frequency/Measures
Working Conditions	Generally good working conditions – mostly office based. Travel across the Trust and external client locations.	Frequent
Physical Effort	Moderate physical effort may be required with clinical moving and handling.	Frequent



Mental Effort	Prioritising tasks within a pressurised environment. Balancing service delivery with clinical demands and responsibilities. Postholder will need to work to tight deadlines. Providing a clinical role within meetings and case review discussions. Managing the expectations of employees, line managers, HR and team.	Frequent
Emotional Effort	Managing complex situation which can involve distressed staff and managers. Exposure to hostile and aggressive clients, sometimes due to mental health episodes or highly emotive employment issues.	Frequent

Most challenging part of the job

To provide a high-quality evidence-based service within the clinical specialty. Delivering consistent advice and interventions for staff in relation to their health and wellbeing. Communicate effectively with impartiality and objectivity whilst maintaining confidentiality necessary for the role. Demonstrate confidence to recognise own limitations and level of competence.

We confirm that the details of the above post as presented are correct. This is a description of the duties of the post as it is at present. This is not intended to be exhaustive. The job will be reviewed on a regular basis in order to ensure that the duties meet the requirements of the service and to make any necessary changes.]

