

Job Description

Job Title: Specialist Occupational Therapist	Band: AfC Band 6
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Accountable to: Assistant Director
Responsible to: Team Leader

Purpose of Role:

To work as part of the integrated team to deliver seven day therapeutic input to patients with the aim of returning them to maximum independent living, within a stimulating environment actively promoting self-management on all activities of daily living.

Working as an autonomous practitioner, the post holder will provide specialist input to all patients that fall within their specialist field of expertise

Work with colleagues across health, social care, mental health and voluntary sector to ensure holistic and joined up delivery of care.

Empower patients to make decisions about their own care and encourage them to exercise their rights and choices, signposting them to relevant community and voluntary services and supporting patients carers and assistants with management of risk.

Manage the work of junior staff, assistants, students and volunteers in own professional area

Key Responsibilities:

- Act as a specialist resource for the integrated team, carrying out single assessments, and contributing to the development and delivery of the integrated care plan.
- Develop programmes of specialist therapeutic activities, weighing options and delegating aspects of care as appropriate
- Implement specialist aspects of the care plan, potentially acting as care coordinator and reviewing the plan on behalf of the integrated team.
- Support patients with advice, information, persuasion and direction to community resources to encourage self-management and ongoing independence.
- Provide support, training and advice to patients, parents and carers.
- Manage the performance and oversee the work of more junior staff, assistants, students and volunteers
- Manage the work of the team, deputising for more senior managers as required

Communication Skills

- Provide and receive complex, sensitive or contentious patient related information using tact, persuasion, motivation, negotiation, training and overcoming barriers to communication
- Provide specialist professional advice, instruction and/or training to patients, carers, other professional groups and assistants
- Communicate effectively with colleagues in the integrated team and across agencies in relevant situations e.g. case conferences, ward rounds and meetings.

Analytical & Judgemental Skills

- Make judgements on a range of complex issues requiring analysis, interpretation, comparison of a range of options including information which is reported, not directly observed
- Carry out assessment of specialist area, interpreting results to give an appropriate diagnosis and agree the care plan.
- Take into account complex information including a range of health and social needs, patient activation, patient and family priorities and risk factors when weighing options for intervention.
- To undertake and evaluate clinical practice through evidence based practice and the use of outcome measures applicable to the field of specialism.
- Evaluate the performance of more junior staff, assistants and volunteers

Patient/Client Care

- Offer specialist assessment, advice and treatment to patients, planning and evaluating care
- Diagnose specific conditions
- Develop specialised care plans, identifying who will carry out each aspect and delegating tasks to colleagues more junior staff, assistants and volunteers
- Provide specialist advice to patients, parents and carers
- To continuously evaluate and manage patients' progress during treatment and alter accordingly to achieve ongoing goals in collaboration with the patient.
- May act as care coordinator
- Manage delivery of care through delegation and management of team and resources

Planning & Organisation

- Plan and organise complex activities or programmes of care requiring formulation, adjustment and collaboration with other professionals
- Plan and organise workload and clinical activities for self and other staff
- Take responsibility for own training needs, balancing and organizing the timing of clinical and non clinical activities.

Financial & Physical

- Carry out duty of care in relation to equipment and resources
- Take responsibility for safe use of equipment by self and others
- Maintain stock control, may be authorized signatory
- Manage delegated budgets, arranging staffing and equipment levels and monitoring spend against specific budget lines

Information Management

- Complete and update patient clinical records, countersigning assistant and volunteer entries where tasks have been delegated.
- Access and use relevant IT systems, problem solving and working with IT to become solution focused
- Use data and IT systems to report on performance and identify improvement plans
- To ensure team members comply with all policies and clinical guidelines of the organisation.
- To demonstrate a good working knowledge of Local and National Standards and Guidelines specific to the area of specialism.

Education & Research

- Participate in research/surveys/audits in specialist area
- Undertake research
- Plan, deliver and evaluate specialist training for own team and other professionals

General

- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk and North Essex NHS Foundation Trust's Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by East Suffolk and North Essex NHS Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Prepared By:

Date:

Person Specification

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Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> Proven experience relevant to the care group. 	<ul style="list-style-type: none"> Competencies relevant to specialism Experience of managing the work of others
Qualifications	<ul style="list-style-type: none"> Registered Occupational Therapist with HCPC Professional knowledge and Skills acquired through a combination of formal training, short courses and experience to degree level or equivalent. Relevant post qualification training through short courses and/or further study and experience for example sensory integration working towards post graduate level of study level. Evidence of on-going CPD 	<ul style="list-style-type: none"> Registered member of British Association of Occupational Therapists Recognised registered qualification and further courses and experience relevant to role
Knowledge	<ul style="list-style-type: none"> Good theoretical and practical knowledge of a broad range of assessments including specialist relevant to the specialist care group and the relative benefits of each. Good knowledge of a range of specialist therapeutic interventions relevant to the care group including the relative benefits of each and the comparative outcomes. Awareness of national guidance relevant to own specialities, including, consent issues, and other legal frameworks relating to care group Understanding of the roles of other professionals. Knowledge of standards of record keeping. Knowledge of the current evidence based practice 	<ul style="list-style-type: none">
Personal	<ul style="list-style-type: none"> Specialist skills and techniques relevant to care group Work as part of an integrated team Supervise the work of students, assistants and volunteers 	<ul style="list-style-type: none">

Skills	<ul style="list-style-type: none"> • Prioritise own and others' workload, delegating appropriately • Good communication skills both written and verbal • Reflect on own practise and direct own learning • Maintain sensitivity at all times to the emotional needs of clients and their carers. • Good analytic and judgement skills • Work independently using own initiative • To use Word, PowerPoint, email, excel and access (or similar spreadsheet or database packages) • Ability to manage a team • Ability to act as care coordinator • Car owner/driver/access to a motor vehicle (role will involve travel to other sites that cannot be easily accessed by public transport means) 	
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