

## ALLIED HEALTH PROFESSIONS

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Specialist Occupational Therapist – Complex and Progressive Neurology and Falls</b>
<b>BAND:</b>	Band 6
<b>HOURS:</b>	up to 30 hours
<b>LOCATION:</b>	AGH
<b>MANAGERIALLY ACCOUNTABLE TO:</b>	Team leader and ultimately Service Manager for Specialist Rehabilitation Services
<b>PROFESSIONALLY ACCOUNTABLE TO:</b>	Professional Lead for Occupational Therapy
<b>KEY RELATIONSHIPS:</b>	Patients, relatives, carers, consultants, Specialist Nurses, Physiotherapists, Occupational Therapists, Speech and Language Therapists, Dietitians, team leaders, service managers, ward/community multi-disciplinary team, wide range of health and social care professionals, voluntary services

#### **Service Description:**

Based primarily at Airedale General Hospital, the post holder is part of the AIRE (Assessment Intervention Rehabilitation Education) Service. This is a small team consisting of a Physiotherapist, Speech and Language Therapists, Nurses and Therapy Assistants, providing interventions to patients living in the Aire, Wharfe and Craven localities. The AIRE team is part of our Specialist Rehabilitation Service. The AIRE team have a caseload of people with progressive neurological movement disorders such as Parkinson's disease. They also work with people who have been identified as being at increased risk of falls. The team offer multi-disciplinary assessment and support to patients and their families/carers.

The objective of the team is to enable people to manage their long-term condition, maximising function and independence for as long as possible. The service works in close partnership with other health, social care and voluntary organisations.

This Occupational Therapy position is a new addition to the service and it is hoped that the post will bring a new dimension to this MDT. The team work in both the community and in the outpatient setting. They offer a mixture of individual treatment sessions and group sessions depending on the needs of the patients. The post holder will need to be flexible with regard to working across the Airedale, Wharfedale, Bingley and Craven localities depending on service need.

## **Job Summary**

A Specialist Occupational Therapist has specialist knowledge and skills in complex and progressive neurological conditions and falls and actively contributes to team and clinical pathway development. The post holder will;

- Prioritise, plan and deliver clinical case work within the Progressive and Complex Neuro' Team
- Apply evidence based, specialist knowledge and skills in the Progressive and Complex Neuro' Team
- Provide a key role in partnership working with patients, carers, the MDT, and wider statutory, private and voluntary sector services.
- Support team members and ensure the effective functioning of the team
- Actively participate in quality improvements to develop the Progressive and Complex Neuro' service
- Provide support to the clinical lead and service managers deputising for them as required
- Provide effective student training and development

In pursuing these duties the post holder will ensure compliance with the NHS Constitution and be familiar with the NHS England Guidance 'Understanding the new NHS'

## **Principle Duties and Responsibilities:**

### **1. Clinical**

- 1.1. Develops, manages, and maintains positive, appropriate relationships with patients, families, carers and colleagues demonstrating respect, kindness, compassion and empathy at all times.
- 1.2. Use verbal and non-verbal communication skills and sensitivity with patients, relatives and carers to overcome barriers to communication e.g. loss of hearing, altered perception, expressive and receptive dysphasia, pain, anxiety, tracheotomy, problems with cognition.
- 1.3. Provide timely and efficient assessment and intervention to patients according to clinical protocols and service priorities.
- 1.4. Ensure patients receive a high standard of clinical care and that the standards expected from Royal College of Occupational Therapists are met.
- 1.5. Use investigative and analytical skills to undertake a comprehensive, specialist Occupational Therapy assessment of the patient.
- 1.6. Reflect on complex facts gathered or situations presented and use analysis

and judgment skills to consider options for interventions, and outcomes.

- 1.7 Formulate individual management/treatment plans, using advanced clinical reasoning and a wide range of treatment skills
- 1.8 Implement specialist Occupational Therapy interventions in partnership with the service user, carer/s and in consultation with colleagues.
- 1.9 Work with other agencies in Health and social care and Housing in order to implement recommendations of treatment. Making onward referrals as appropriate.
- 1.10 Plan and organise to carry out assessment and interventions in the most appropriate setting.
- 1.11 Monitor and evaluate the outcome of specialist interventions in the service user, carer/s and in consultation with colleagues.
- 1.12 Ensure maintenance of accurate, comprehensive, and up-to-date documentation in line with professional, legal and service requirements.
- 1.13 Collaborate with the MDT to develop and improve patient pathways.
- 1.14 Provide advice, teaching and instruction for relatives, carers, and other health professionals to promote understanding of the aims of the service and to ensure a consistent approach to patient care.
- 1.15 Provide specialist advice to therapy and dietetic colleagues working within other clinical areas across the Trust.
- 1.16 Advise, instruct, and educate patients, carers, and other professionals in the use of standard and specialist equipment, assistive technology, and environmental adaptation where appropriate.
- 1.17 Ensure equipment is used, stored, and maintained in adherence with relevant policies and ensure competencies to use equipment within the service are maintained.
- 1.18 Follow supervision guidelines and consult with clinical lead to ensure optimum outcome for complex patients with clear presentation of complex facts and analysis to enable effective decision making.
- 1.19 Train and supervise junior therapists, assistants, and students. This will include the use of formal appraisal documentation.
- 1.20 Deal effectively with complex, sensitive or contentious communications.
- 1.21 Lead specific group sessions for patients and carers/families to provide advice and education on living with long-term conditions as part of a co-ordinated MDT education programme for people with specific conditions e.g., Parkinson's disease.
- 1.22 Where indicated, assess for and prescribe appropriate equipment to enable patients to achieve optimal independence and maximise purposeful occupation in their daily lives.

## **2 Leadership and Management**

- 2.1 Recognise and respond to changing team priorities and unforeseen situations that take precedence over planned work.
- 2.2 Able to work collaboratively within the team and with a range of other professionals and understand and demonstrate the principles of team and partnership working within the Trust and across partner organisations.
- 2.3 Contribute to the planning and development of the service in partnership with team members, team lead and operational managers.
- 2.4 Take responsibility and lead on delegated tasks and service development activities.
- 2.5 Supervise Therapy Assistants ensuring all participate in supervision and annual development review processes.
- 2.6 Plan, deliver and evaluate appropriate clinical training to undergraduate and work experience students ensuring all clinical protocols are accurately followed.
- 2.7 Contribute to the development of the service's protocols policies and procedures designed to improve patient care and experience.
- 2.8 Adhere to health and safety policies and procedures.
- 2.9 Raise incidents and near misses using the incident reporting systems.
- 2.10 Have awareness the need for cost efficiencies being aware of the need for judicious use of resources and maintaining stock control.
- 2.11 Deputise for team leader in their absence.
- 2.12 Be prepared to work flexibly in terms of time and workload to meet service needs.

## **3 Personal and Professional Development**

- 3.1 Adhere to the Health and Care Professions Council (HCPC) Standards of Proficiency and Code of Ethics and Professional Conduct for Occupational Therapy and maintain current professional registration.
- 3.1 Understand the scope of the role and know the limits of practice and when to seek advice.
- 3.2 Maintain continuing professional development (CPD) and development portfolio by keeping abreast of new trends and developments, use of reflective practice and incorporating learning into working practice.
- 3.3 Attend and present in-service training sessions at designated times as well as sharing existing knowledge and skills and feeding back from external courses.

- 3.4 Participate in supervision and appraisals and ensure compliance with service guidance and standards.
- 3.5 Support team to participate in relevant internal and external research and quality improvement projects.
- 3.6 Establish links with other clinicians specialising in progress and complex neurology through regional and national groups to promote sharing of good practice and evidence-based research.
- 3.7 Facilitate and engage in practice placement education (PPE) and ensure that PPE standards are upheld by all staff.
- 3.8 Understand, promote, and advocate for equality and diversity and demonstrate inclusion through interaction with individuals.
- 3.9 Be a role model for professional behaviours in all aspect of practice.

#### **4 Service Improvement and Governance**

- 4.1 Evaluate individual and group interventions through the use of outcome measures and audit and implement necessary service improvements.
- 4.2 Where there is an identified need for a new or updated policy or procedure in own work area as a result of an evaluation ensure that this is implemented.
- 4.3 Undertake research and audit of the service and presenting the results to the team and wider MDT.
- 4.4 Keep abreast of new research and clinical developments.
- 4.5 Respond to requests for information and actions in a timely manner.
- 4.6 Participate in the development of risk assessments strategies for the service
- 4.7 Communicate clinical and personal information confidentially and in an appropriate format.
- 4.8 Attend the clinical governance meetings and contribute to the operational planning and monitoring of the service.
- 4.9 Assist with the development and implementation of Trust and therapy wide service quality improvements strategies.
- 4.10 Follow Trust and departmental policies and guidelines.

#### **5 Collaborative Working**

Airedale NHS Foundation Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate (WYATT) we are working differently, innovating, and driving forward change to deliver the highest quality care. By working for Airedale Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

## **6 Professional Registration/Codes of Conduct**

Be aware of and comply with the relevant codes of conduct and practice set up by the Health and Care Professions Council (HCPC) and maintain professional registration. Any breach of these codes may lead to action by the Trust independent of any taken by the Health and Care Professions Council or professional Body.

## **7 Safeguarding Children & Adults**

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults

## **8 Health & Safety**

Be responsible, in respect to your area of work, for ensuring so far as is reasonably practicable and in accordance with Trust policies a healthy and safe environment for relevant clients and patients, employees and trainees, volunteers, visitors and members of the public on our premises, contractors and other people using the Trust's services, and for the provision of the information, training and supervision that is required to achieve this responsibility. This requires you to:

- Comply with any health and safety regulations or trust policies or procedures that affect your area of work.
- Raise matters of non-compliance with your manager or other advisers to reach appropriate solutions.
- Are familiar with the Trust's Health and Safety Policy and your department's Health and Safety Control Book or Manual.

## **9 Manual Handling**

Manoeuvre **light and heavy** goods and equipment and assist people to move, in accordance with manual handling regulations and good practice

## **10 Right Care Values**

Responsible for embodying, and encouraging in others, the Right Care Values, using the behaviours identified for each value as a basis for decision making and your behaviour. Also responsible for embedding the Right Care Values in all support to staff and line management processes; recruitment, performance management, sickness management and PDRs

## **11 Equal Opportunities**

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

## **12 Infection Prevention and Control**

Be familiar with and follow the Trust Infection Control Policies and designated hand hygiene procedures appropriate to your post. In addition you should take action to report to your manager or appropriate person any incidents or poor practice that may result in the spread of infection.

## **13 Mandatory Training**

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

## **14 Information Governance**

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility

The Trust recognises the importance of reliable information. The quality of this data is crucial in that it should give a complete, accurate and timely representation of events to support patient care, clinical governance, monitoring performance, management and service agreements for healthcare planning and accountability. All information entered onto any record whether manual or electronic or any other media (film, tape etc.) should be accurate, timely, complete, valid, defined, appropriately sought, appropriately recorded and should be stored securely and confidentially. Further information on the Trust's "Health Records Policy" can be obtained from the Trust's Intranet site.

**Any other duties necessary for the successful performance of the role.**

### **Restriction on Smoking**

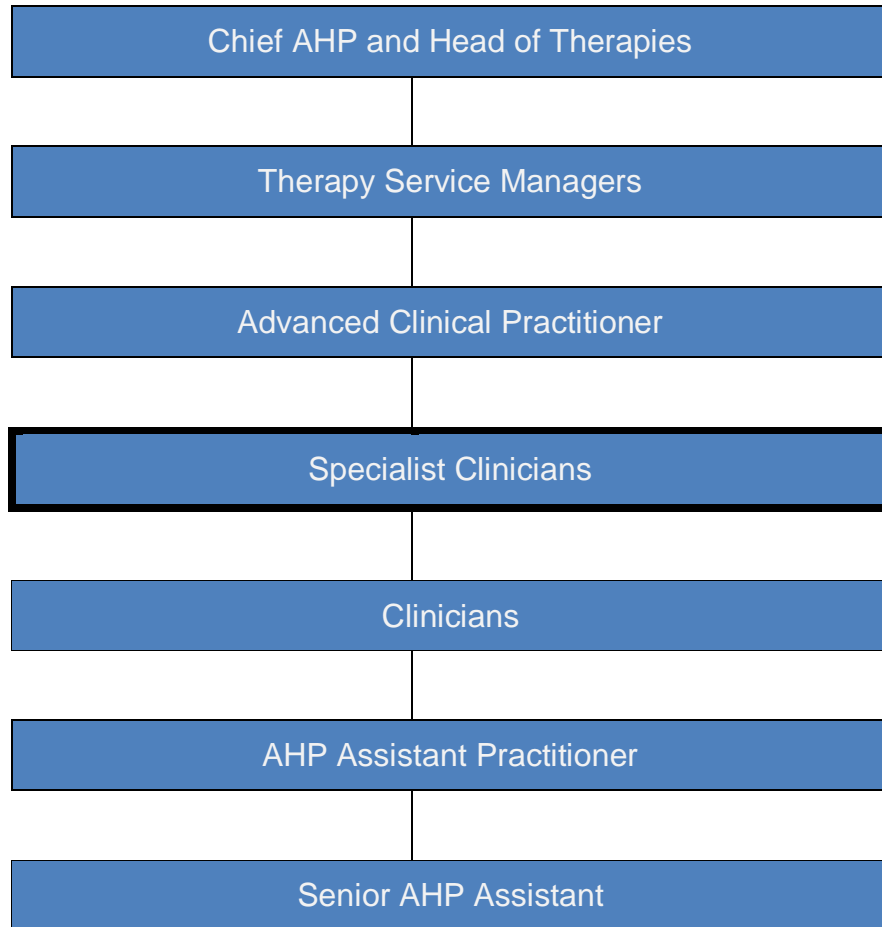
The Trust is "Smokefree". You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

**The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.**

**This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.**

# ORGANISATIONAL CHART

## Managerial Organisational Chart





## ALLIED HEALTH PROFESSIONS

### PERSON SPECIFICATION

<b>TITLE OF POST</b>	Specialist Occupational Therapist - Neurology
<b>BAND</b>	6
<b>DEPARTMENT</b>	Specialist Rehabilitation Services
<b>LOCATION</b>	Airedale General Hospital

REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
<b>Qualifications</b>	<p>Degree or equivalent pre-registration award in Occupational Therapy</p> <p>State registrations with the Health Care Professions Council</p> <p>Recent post graduate courses relevant to neurology and complex progressive conditions</p> <p>Completion of course in Professional Practice education</p>	<p>Successful completion of a professionally validated specialist courses</p> <p>MSc modules in a relevant area of practice</p> <p>Leadership courses</p> <p>Member of relevant Professional special interest groups/organisations</p>	Application form
<b>Experience</b>	<p>Recent and relevant experience working at band 5 level</p> <p>Recent and relevant experience working in neurology / progressive conditions</p> <p>Experience of multidisciplinary team working and working collaboratively with other professions and agencies including statutory, private and voluntary sector services</p> <p>Experienced in use of IT applications</p>	<p>Experience of working at band 6 level</p> <p>Experience of using specialist assessments and treatments for patients with neurological conditions, movement disorders and falls</p> <p>Experience of taking part in or leading on Projects/ service improvements</p> <p>Experience of taking part in or leading an audit or research project</p>	Application form/ interview/ references/ CPD portfolio

	<p>Experience of clinical supervision both as supervisee and supervisor</p> <p>Recent experience of student training</p>	Experience of working shifts/ weekends	
<b>Knowledge</b>	<p>Knowledge and clinical reasoning skills to support advanced clinical practice complex progressive neurology and falls</p> <p>Knowledge of the roles of other professionals and the principles of partnership working</p> <p>Knowledge of relevant clinical standards (e.g. NICE guidelines for Parkinson's Disease, MS and falls) and ability to implement and audit these in the team</p> <p>Knowledge of the principles of clinical governance,</p> <p>Knowledge of the principles of student-centred learning and reflective practice</p> <p>Knowledge to promote and support equality and value diversity</p> <p>Knowledge of the NHS Constitution &amp; 'Understanding the New NHS'</p>	<p>Knowledge of relevant national and local legislation relevant to progressive neurology and falls</p> <p>Specialist knowledge and clinical reasoning skills to support expert clinical practice complex and progressive neurology and falls</p>	Application form/ interview/ references/ CPD portfolio
<b>Skills</b>	<p>Use of Occupational Therapy assessment and treatment skills</p> <p>Skills to work well within a team</p> <p>Skills in the use digital technology</p> <p>Excellent planning and organisational skills</p> <p>Excellent communication and counselling skills</p>	<p>Able to use some/all of the following:</p> <p>Functional assessments</p> <p>Falls assessments</p> <p>Environmental assessments</p> <p>Cognitive assessments</p> <ul style="list-style-type: none"> <li>• MoCA</li> <li>• MEAMs</li> <li>• ACE-3</li> <li>• Rivermead perceptual test</li> <li>• Behavioural memory test</li> </ul>	Application form/ interview/ references/ CPD portfolio

	<p>including observation, listening and empathy Skills to be able to adjust style to suit the situation</p> <p>Highly developed negotiation and problem-solving skills in complex situations</p> <p>Excellent analytical and reflective skills</p> <p>Excellent presentation skills, both written and verbal, and ability to adjust style and content as appropriate</p> <p>Skills to be able to work under pressure and meet deadlines</p> <p>Skills to cope with working in stressful environments, including with emotional or aggressive patients and carers</p> <p>Skills to cope with working in stressful environments, including with emotional or aggressive patients and carers</p> <p>Skills to maintain own professional development and quality of work</p> <p>Skills to support team leader with the organisation of services and projects</p>	<ul style="list-style-type: none"> <li>• COTNAB</li> </ul> <p>Specific treatment skills e.g.</p> <ul style="list-style-type: none"> <li>• Use of assistive devices – include environmental controls</li> <li>• Environmental adaptations</li> <li>• Fatigue management</li> <li>• Pain management</li> <li>• Group work – stress/anxiety management, relaxation</li> <li>• Vocational rehab</li> </ul> <p>Motivational interviewing skills</p> <p>Audit and critical appraisal skills</p> <p>Ability to facilitate skills in others</p>	
<b>Personal Attributes and values</b>	<p>High degree of self-motivation and initiative</p> <p>High degree of Honesty and integrity</p> <p>Supportive, approachable, tactful and diplomatic</p> <p>Resilient and reliable</p> <p>Highly flexible to meet own and service needs and be</p>	<p>Actively contributes to the improvement of services by engaging service users.</p> <p>Actively seeks responsibility, accountability and autonomy</p>	Interview/references

	<p>open to new ideas</p> <p>High degree of energy and enthusiasm</p> <p>Work independently within parameters set by codes of conduct, professional guidelines and policies</p> <p>Conducts self professionally at all times and able to adapt approach to a range of situations.</p> <p>Lead by example</p>		
<b>Other</b>	<p>Current UK Driving Licence</p> <p>Access to own transport</p>		Application form