

JOB TITLE: Clinical Specialist Occupational Therapist

BAND: 7

BASE: The Rapid Response Team

RESPONSIBLE TO: Team leader

ACCOUNTABLE TO: Locality Manager

JOB SUMMARY

- Provide a high standard Occupational Therapy Service in the most appropriate setting to Rapid Response, 2hr Urgent Community Response and Virtual Wards patients .
- Independently manage and be responsible for your own clinical caseload.
- Provide clinical leadership for staff, taking a lead role in Continued Professional Development activities (CPD) and to have a shared responsibility for the clinical development of staff.
- Take a lead role in the advanced assessment and treatment of patients within the clinical speciality, to interpret and analyse clinical and non-clinical facts to form an accurate diagnosis, discuss treatment options and agree a management plan with patients, in order to achieve agreed set goals.
- Act as a source of specialist advice in the management of problems within the clinical area to patients, Occupational Therapists, other health care professionals GP's and Consultants.

DUTIES AND RESPONSIBILITIES

Professional

- To work as an autonomous practitioner, being professionally and legally responsible and accountable for the OT assessment, clinical decision making, treatment selection and post treatment evaluation of clients within the service.

- Be responsible for maintaining own competency to practice through continued professional development activities and the maintenance of a portfolio, keeping up-to-date of any developments and bringing them to the attention of the wider team as appropriate.
- Undertake evaluation of your work and current practices through the use of evidence based practice, audit and outcome measures either individually or with other members of the team.
- Undertake relevant post-graduate courses to develop a relevant Masters Degree and to use knowledge gained from the experience to benefit the Service.
- Maintain and develop skills required to practice at a clinical specialist level.
- Supervise and delegate duties to Assistants, which will involve compiling and giving written instructions, ensuring they are carried out appropriately.
- Attend all mandatory training as stipulated by the organisation.
- Attend “Team Meetings” on a monthly basis and any absence should be agreed with the Line Manager.
- As and when required, to be actively involved in the staff appraisal scheme as an appraiser of Senior Grade Staff and/or other grades as appropriate. To also be involved in the staff appraisal scheme as an appraisee and to comply with your agreed Personal Development Plan.
- Be proactive in representing the Rapid Response and COPD Homecare team regarding your Clinical Speciality; this could be locally, contributing specialist knowledge for strategic planning, regionally at clinical forums or nationally at, for example Conferences.

Clinical

- Assess a patient’s understanding of Occupational Therapy proposals and gain valid informed consent and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment.
- Undertake an advanced specialist assessment of patients, provide a diagnosis, formulate an accurate prognosis, discuss treatment options and agree a goal orientated individual treatment programme, with the patient’s informed consent.
- Undertake highly skilled and clinically advanced procedures and interventions within the scope of Occupational Therapy practice.

- Work with outside agencies, e.g. Sports Centres, voluntary agencies to facilitate a patient's transition to ongoing self-management.
- Provide spontaneous and planned advice and instruction to relatives, carers and other professionals to promote understanding of the aims of Occupational Therapy and to ensure a consistent approach to patient care.
- Be responsible for the comprehensive discharge planning of patients referring them on appropriately if necessary.
- Be a recognised source of clinical expertise advice and guidance within an area of clinical speciality for senior colleagues working in the team.
- Provide a specialist opinion for Occupational Therapy/medical colleagues in more complex cases.
- Accept patients with complex needs, for example, those who require advanced interventions.
- To educate clients/carers about their diagnosis and potential outcome
- To provide specialist assessment and advice on the provision of Specialist assistive devices and adaptive equipment and demonstrate its safe use to carers, providing training where required and completing relevant risk assessment documentation
- Be responsible for the safe and competent use of all equipment utilised in accordance with Trust policies and procedures.

Research and Development

- Evaluate service provision and develop evidence-based practice forwarding change as needed.
- Be an essential part of the process of developing the clinical effectiveness agenda, liaising with colleagues and with support from the management team to identify, initiate and undertake relevant audit topics and research projects.
- Be actively involved in the process of the development, implementation and maintenance of clinical standards, protocols and guidelines within the area of practice.

- Critically appraise evidence from diverse sources to make informed judgements about its quality and application to practice.

Education and Training

- Identify training needs of and provide CPD opportunities for Senior Clinical Staff.
- Identify own training and development needs.
- Provide CPD and training to senior professionals working within the service.
- To teach, support and clinically supervise OT student undertaking clinical training at BSc -level.

Organisation

- Prioritise and independently manage own work-load balancing clinical and non-clinical components.
- Ensure your own practice and that of the clinical team meets the required professional standards.
- Ensure staff you have delegated tasks to, perform their duties in accordance with the required professional standards.
- Work with the relevant staff, to propose, develop and implement Service/Department procedures and guidelines.
- Have a responsibility for implementing procedures/guidelines in area of clinical practice.
- Be responsible for maintaining accurate and comprehensive patient treatment records .
- Be aware of health and safety aspects of your work and implement any policies, which may be required to improve the safety of your area, for example the reporting of untoward incidents.
- Ensure the safe use of equipment by other identified people through teaching, training and supervision.
- To complete daily records of activity onto the CPAS System or other electronic systems as identified.

- To direct staff to undertake the collection of data for use in Service Audit and Research Projects.
- To comply with the Organisational and Departmental Policies and Procedures at all times.

Communication

- Use a range of verbal and non-verbal communication tools to communicate effectively with patients. This will include patients who have cognitive and other problems, for example they may be dysphasic, hearing impaired, visually impaired or depressed.
- Use a range of verbal and non-verbal communication tools to communicate effectively with patients who have difficulty in coming to terms with diagnosis/prognosis.
- Communicate effectively with all members of the wider team across the service.
- Maintain and further develop links with Secondary Care colleagues.
- Communicate effectively with patients in order to meet their differing needs.
- Where indicated and in agreement with the patient, to communicate with other members of medical staff, relatives and carers.
- Undertake written communication providing feedback to referring agents or referring patients onto other professionals by compiling clinical written reports.
- Discuss clinical Occupational Therapy issues with other partners in health when required and in agreement with the clinical coordinator.
- Communicate effectively with other professionals from Health Care and outside organisations when representing the Rapid Response/ COPD homecare services.
- Communicate with other organisations, etc to ensure information available for patients is current, for example, advice leaflets from voluntary organisations, which the Occupational Therapy /Rapid Response services issue to patients.

GENERAL:

- To be fully involved in all activities of Clinical Governance.

- To use Information Technology as a resource for clinical and service development.
- To carry out / undertake responsibilities relating to Health and Safety in accordance with Trust and Departmental Safety and Fire Policies.
- Any other duties as directed by the Team Leader and or the Clinical Services Coordinator.
- To communicate to Team Leader and or Clinical Services Coordinator, without delay, any problems encountered in the execution of these duties.

The above list of duties and responsibilities is not intended to be fully comprehensive and may be amended to take account of changing circumstances or requirements following consultation with the post holder.

Where necessary relevant training in the operation of new or unfamiliar equipment, software or procedures will be provided or arranged.

CONFIDENTIALITY

In the course of your duties you may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. The Trust has in place a 'Whistleblowers Policy' for staff wishing to express concerns.

DATA PROTECTION/FREEDOM OF INFORMATION ACTS

Carry out any requirements within the duties applicable to the Data Protection Act, 1998 and the Freedom of Information Act 2000.

HEALTH AND SAFETY AT WORK ACT, 1974

Observe all responsibilities and carry out all duties, whether general to all employees or specific to the post, relating to Health and Safety in accordance with the Trust and Departmental Safety Policies and any statutory requirements.

INFECTION PREVENTION AND CONTROL

Infection prevention and control is the responsibility of all Trust staff. All duties relating to the post must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures.

QUALITY ASSURANCE

Every employee is personally responsible for the quality of the work, which they individually perform. It is their duty to seek to attain the highest standards achievable both individually and collectively within their knowledge, skills and resources available to them in furtherance of the Trust's philosophy of pursuing quality in all its services.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

If you have other work or outside interest, this must not conflict with your duties and responsibilities or your attendance for work as an employee of this Trust.

It is a condition of appointment that you must inform your manager before taking up post of any private practice, work for outside agencies or other employers, other work for this Trust (including bank work), voluntary work or outside interest you have or propose to have. This is to ensure there is no question of it creating a 'conflict of interest' with your NHS duties. You must also therefore seek your manager's approval before taking on any such other work or outside interest at any time after entering the Trust's employment.

WORKING TIME DIRECTIVE

You are required to comply with the regulations governing working time and to any locally agreed associated arrangements.

CLINICAL NEGLIGENCE (CLINICAL POST HOLDERS ONLY)

NHS Indemnity will cover that part of your work, which results from your contract of employment. Aspects, which are not covered, will be explained to you at induction and you are advised to make other arrangements to protect yourself in respect of work deemed to be outside of your contract.

HARASSMENT AND BULLYING

The Trust condemns all forms of harassment and bullying and is actively seeking to promote a work place where employees are treated with dignity, respect and without bias.

EQUAL OPPORTUNITIES

The Trust actively promotes equality of opportunity for all its employees. (In all the foregoing text any reference to one gender whether direct or implied equally includes the opposite gender unless specifically stated to be otherwise).

FIRE TRAINING

Each member of the Trust's staff has a statutory obligation to attend a Fire Lecture each year. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

SMOKEFREE POLICY

In line with the Department of Health guidelines, the Trust operates a strict smokefree policy.

DISCLOSURE/CRIMINAL RECORD (CRB)

This post will be subject to an enhanced disclosure under the CRB.

TERMS AND CONDITIONS

The terms and conditions for the post are those set out in the Agenda for Change: NHS Terms and Conditions of Service Handbook. Trust Policies and Procedures will also apply to your contract of employment.

DURATION OF APPOINTMENT

The appointment is **permanent**.

HOURS OF DUTY

Your contracted hours will be 37.5 per week.

SALARY

The basic rate of pay for full-time working in this post will be within the Agenda for Change **Pay Band 7** which is currently £43742.00 per annum, pro rata rising to a maximum of **£50056.00** per annum, pro rata. Pay progression is subject to satisfactory performance and demonstration of the agreed knowledge and skills appropriate to that part of the pay band or range. All pay bands include Foundation and Second Gateways where assessment of the application of knowledge and skills necessary for pay progression will be made.

ANNUAL LEAVE AND GENERAL PUBLIC HOLIDAYS

Full-time staff who work standard shifts (i.e. each shift is 1/5th of full-time hours), are entitled to 27 days annual leave increasing to 29 days after 5 years and 33 days after 10 years service, plus 8 general public holidays, based on working a 5 day week.

Part-time staff are entitled to no less than pro rata to full-time entitlement.

Whether full-time or part-time, annual leave and general public holiday entitlements will be calculated in hours.

For applicants employed by NHS North Lancashire, whose annual leave entitlements exceed the new harmonised Agenda for Change entitlements, there is a five-year protection period of existing entitlement commencing from 1st October 2004.

SICK PAY SCHEME

The NHS Terms and Conditions of Service are in operation and are dependent upon length of service.

NHS PENSION SCHEME

The post is superannuable unless you opt out of the National Health Service Scheme or are ineligible to join. The employee's contribution is currently **6%** and the employer's is **14%**.

TRAVEL

Staff who use their privately owned motor vehicle on official Trust business, are required to maintain a policy of insurance covering the use of the vehicle for official business purposes.

Travel expenses will be paid in line with the Trust Policy in force at the time.

NOTICE

Termination of employment is subject to 12 weeks notice, in writing from the employee. The Trust shall be required to give such notice of termination to the employee as is in accordance with the Trust's terms and conditions.