

## **JOB DESCRIPTION**

### **General Information**

JOB TITLE:	Senior Specialist Occupational Therapist
AREA/SPECIALITY:	Community Stroke Team
GRADE:	Band 7
DEPARTMENT:	Community Stroke and Neuro Rehabilitation Service
HOURS:	37.5 hours per week*
RESPONSIBLE TO:	Deputy Clinical Lead for Community Stroke Team
ACCOUNTABLE TO:	Clinical Lead for Community Stroke and Neuro Rehabilitation Service
LOCATION:	Lambeth and Southwark

### **Guy's & St Thomas NHS Foundation Trust**

Guy's and St Thomas' NHS Foundation Trust comprises five of the UK's best known hospitals – Guy's, St Thomas', Evelina London Children's Hospital, Royal Brompton and Harefield – as well as community services in Lambeth and Southwark, all with a long history of high quality care, clinical excellence, research and innovation.

We are among the UK's busiest, most successful foundation trusts. We provide specialist care for patients including heart and lung, cancer and renal services as well as a full range of local hospital and community services for people in Lambeth and Southwark.

We have a long tradition of clinical and scientific achievement and – as part of King's Health Partners – we are one of England's eight academic health sciences centres, bringing together world-class clinical services, teaching and research. We have one of the National Institute for Health Research's biomedical research centres, established with King's College London in 2007, as well as dedicated clinical research facilities.

We have around 22,700 staff, making us one of the largest NHS Trusts in the country and one of the biggest employers locally. We aim to reflect the diversity of the communities we serve and continue to develop new and existing partnerships with local people, patients, and neighbouring NHS organisations, local authorities and charitable bodies and GPs.

We strive to recruit and retain the best staff as the dedication and skills of our employees lie at the heart of our organisation and ensure that our services are of the highest quality, safe and focused on our patients.

## Department Information

Guy's and St Thomas' is comprised of four Clinical Groups (CGs) and Integrated and Specialist Medicine is one of the largest of the groups with a budget of over £500m and approximately 6200 WTE staff.

Integrated and Specialist Medicine consists of 9 Directorates and provides care and treatment to patients who require emergency and inpatient care, community services including district nursing and specialist care, dental services, specialist inpatient / outpatient areas , imaging and pharmacy. Integrated and Specialist Medicine also have responsibility for cross site operations. The integrated approach of the clinical group facilitates and promotes the shared learning of best practice, innovative and creative ways of working to enhance the patient experience and ensure the delivery of outstanding care

The Integrated Local Services directorate within this clinical group provides a range of community and inpatient health services for adults within the communities of Lambeth and Southwark, with some services also provided in Lewisham. Our hospital-based inpatient and outpatient services provide care for adults from across the region.

The services provided by the directorate include neighbourhood nursing, specialist rehabilitation and reablement (bed and home based), specialist palliative care and end of life care, vulnerable adults and prevention services, the @Home service, customer services and site administration services. Services are delivered in various locations including health centres, community bed-based units, patients' homes and a range of other community locations. Our inpatient hospital services serve the Guy's and St Thomas' sites. Our services work closely with all inpatient teams at Guy's, St Thomas', and King's College hospitals, and collaborate closely with social services, mental health services and the voluntary sector.

## Organisational Values

Our **values** help us to define and develop our culture, **what we do** and **how we do it**. It is important that you understand and reflect these values throughout your employment with the Trust.

The post holder will:

- **Put patients first**
- **Take pride in what they do**
- **Respect others**
- **Strive to be the best**
- **Act with integrity**

Our [values and behaviours framework](#) describes what it means for every one of us in the Trust to put our values into action.

## Job Summary

- To provide highly specialised Occupational Therapy input to a multidisciplinary, client –focussed stroke rehabilitation service for adults in their own homes or community settings
- To act as a source of clinical expertise and advice on neuro-occupational therapy for colleagues and other professionals
- To work as an autonomous practitioner complying with standards set by the regulatory body (Health Professionals Council), professional body, government and our GSTT Local Integrated Services.
- To participate in the service development of the Neuro Rehabilitation Service
- To achieve expected individual activity target (face to face contacts).

## Key Relationships

Other therapists and leads in the Neuro Rehab Service as well as other teams eg. Rapid Response, Supported Discharge Teams.

Medical Staff, particularly from Guys and St Thomas and Kings College Hospital, acute nursing and therapy staff.

GPs, Community Nurses and Community matrons, Clinical Nurse Specialists.

Social Services particularly Hospital discharge social workers, Community social workers, Residential Care Home Staff and Social services Occupational therapists.

Specialist regional neuro rehabilitation units.

Voluntary agencies and not for profit organisations.

## Duties and Responsibilities

### Professional / Clinical responsibilities

- To take clinical responsibility for the occupational therapy to the rehabilitative treatment programmes provided to clients within their own homes or community.
- To respect clients' dignity, privacy, culture and wishes during treatment, with a commitment to equal access to occupational therapy.
- To undertake advanced, specialist assessments of clients with a wide range of acquired physical and cognitive disabilities arising from neurological conditions with multiple pathology and complex needs, including end of life conditions, in order to determine the occupational therapy intervention needed.
- To plan, develop and implement individually tailored programmes of treatment that are client-centred.
- To work collaboratively with clients, carers, members of the multidisciplinary team and external agencies to ensure a co-ordinated approach to service delivery, appreciating the roles of all partners.
- To communicate with all appropriate people and organisations to provide and receive all relevant information pertaining to each client ensuring holistic and informed care.
- To maintain good working links and liaise with GPs and Social Services and all relevant others involved with each patient's care, ensuring consultation, feedback and discharge communication.

- To attend case conferences and other meetings, as appropriate
- To communicate and negotiate with individual clients and all those involved in the client's care, to ensure that occupational therapy is effective. (This will often be with clients who have complex emotional, physical and psychological conditions e.g. aphasia, cognitive and memory problems due to traumatic brain injury, deafness, dysarthria etc and will need expert use of verbal and non verbal communication tools).
- To maintain a highly skilled clinical interest and expertise in neurological conditions, and complex physical disabilities arising from these conditions.
- Using national standards and guidance to contribute to the development of new ways of working with this client group.
- To ensure a high standard of clinical practice is maintained, keeping up to date with clinical developments and only undertaking treatment modalities in which trained and competent.
- To help triage, prioritise and organise own caseload.
- To support the service's commitment to meeting client needs and to delivering excellence.
- It is essential the post holder is able to work their hours flexibly and to contribute fully to service development.
- To work with agile working devices within community settings.

## Management and Leadership

- To be responsible for prioritising and managing own workload including arrangements for cover during planned absence
- To take a lead role in prioritisation and referrals management and allocations.
- To help support patient flow into and out of our service.
- To take part in internal and external working parties to develop clinical and policy changes within the Neuro Rehab Service. This may involve being the lead occupational therapy contributor.
- To advise on and implement policy development and changes within the Stroke Pathway and contribute to the integration agenda
- To organise and manage appropriate delegation of tasks to the Rehabilitation Assistants
- To provide accurate and complete data for audit and evaluation purposes
- To attend all appropriate team meetings and take the lead on specific topics within those meetings as required
- To participate in the Trust appraisal scheme
- To line manage Band 6 Occupational Therapists, Rehabilitation Assistants and any other staff as required
- To assist in the day to day management of staff in the team
- To participate in the recruitment and selection of staff as required
- To act as lead health professional for clients as required. This may mean initiating and co-ordinating multidisciplinary/multiagency meetings, liaising with clients and families, initiating joint therapy goals and referral on to other agencies.

## Financial responsibilities

- To assist in the ordering of stock and equipment.

- To ensure all equipment defects, accidents and complaints are reported to the Stroke Clinical Pathway Manager and that appropriate action is taken by those concerned

## Information management

- To keep accurate written records of assessment and treatment accordance with standards set and to input data into the electronic patient care notes system.
- To record and return timely and accurate statistical data as required by the department, community directorate and the Trust.
- To ensure that patient diary appointments are booked and outcomed on time on our electronic patient system.
- To follow and adhere to our trust policy on Information Governance.

## Education & Professional Development.

- To plan, organise and deliver training to all grades of Occupational Therapy students through in-service training, supervision, joint working, practical demonstrations, video analysis etc.
- As a Clinical Educator, to provide a high standard of Occupational Therapy training for students on placement. To co-ordinate and manage individual student placements, which may include Masters level students, as allocated. To liaise with university staff as relevant to the student placement
- To give formal and informal training and presentations to others both within and external to the organisation.
- To maintain and record ongoing professional development, through formal peer review and using a professional portfolio
- To attend professional body/ clinical interest group meetings as appropriate
- To read relevant journals and research papers and participate in appropriate work related research/evaluation projects
- To attend training courses, participate in experiential learning as identified in Personal Development Plan and impart information to colleagues

***\*As part of the Community Stroke and Neuro Rehabilitation Services' commitment to meeting patient needs and delivering excellence, services will be moving towards provision 7 days a week. It is therefore essential the post holder be able to work their hours flexibly and contribute fully to any existing or new rotas.***

The post holder is required to follow Trust policies and procedures which are regularly updated including:

## Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding

patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

### **Information Governance**

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

### **Equal Opportunities**

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

### **Health and Safety**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

### **Infection Control**

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

### **Risk Management**

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

### **Flexible Working**

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

### **Safeguarding children and vulnerable adults**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

## **Sustainability**

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

## **Smoking Policy**

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within Trust buildings and vehicles.

## **Review of this Job Description**

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

**J.N April 2024**