

## Specialist Occupational Therapist JOB DESCRIPTION

<b>Job Title:</b>	Specialist Occupational Therapist
<b>AfC Band:</b>	Band 6
<b>Directorate/Service:</b>	Allied Health Professionals
<b>Accountable To:</b>	Team Leader
<b>Responsible To:</b>	Operational & Professional Therapy Lead Assistant Director of AHPs
<b>Base Location:</b>	Fairfield General Hospital
<b>On-Call Requirement:</b>	No
<b>AfC Job Code:</b>	

### Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

### Structure Chart



## Job Summary

To have responsibility for own caseload and deliver individualised assessments and interventions for patients with complex and changing needs.

To provide specialist support and education for occupational therapy and wider teams.

To provide line management for junior members of the occupational therapy team.

To deputise for the band 7 team leader as required.

To participate in regular rotation, this may include change of site and/or clinical speciality.

## Key Role and Responsibilities

### Communication

- Attend, effectively contribute and occasionally chair regular meetings, including:
  - monthly speciality team meetings
  - monthly OT staff meetings
  - peer support meetings
  - patient related meetings
  - ward handover meetings
  - champions update meetings
- Deal with difficult patient/staff/MDT issues
- Ensure effective and defensible documentation to COT and Trust standards
- Promote a positive and efficient image of the service within own and wider team
- Provide effective advice, information and support for patients and carers
- Ensure staff, patients and carers are aware of the role of OT within own speciality area
- Challenge inappropriate referrals to the service and support staff to follow more appropriate pathways
- Overcome barriers to communication by altering style and format
- Feedback to others on their communication skills to aid effective team working

### Personal and People Development

- Maintain up to date evidence of learning activities undertaken
- Undertake effective reflection on day to day practice, directed reading and training

- Change and improve practice as a result of new learning
- Maintain mandatory training compliance at 100%
- Prepare well and effectively participate in supervision and appraisal sessions
- Identify own and teams training needs
- Meet own identified learning needs in a timely manner
- Ensure effective/timely supervision and appraisal for delegated staff
- Ensure timely and efficient induction for new starters and rotating staff
- Train and supervise junior staff and students
- Provide training and advice for the wider team on own speciality clinical area
- Feedback new learning in order to share effectively with the wider team
- Ensure own and others completion of band specific and speciality based competency requirements, in agreed timescales
- Participate and undertake observed practice sessions, using and providing constructive feedback to develop practice.

### **Health Safety & Security**

- Escalate staffing issues/concerns in timely manner
- Cover absences in service to maintain effective team working on own and other sites across the Northern Care Alliance.
- Identify risk to patient or staff safety, take action and report appropriately
- Demonstrate an awareness of and adherence to service risk assessments
- Effectively manage incident and near miss reporting
- Follow daily safety procedures
- Demonstrate an awareness of and adherence to policy, procedures and protocols that effect safety. Seeking senior advice if practice requires working outside available guidelines.
- Support others to maintain safety in the workplace
- Follow emergency procedures, including fire, CPR, lone working and falls

### **Service Improvement**

- Demonstrate an awareness of clinical guidelines/pathways that affect practice in own speciality, these may include:
  - Preventing Falls
  - Home Visits
  - Amputees
  - Cognitive assessment and Intervention
  - Psychosocial assessment and intervention
  - Equipment provision

○ Hoist assessment and provision

- Demonstrate an awareness of national guidance that affects speciality area
- Maintain up to date knowledge of Trust policy and protocols affecting own and speciality team practice
- Actively participate in service development meetings
- Positively support service change and embed into own and team practice
- Identify areas of service need and suggest ideas for improvement
- Utilise patient and carer feedback in implementing and identifying need for service change

### **Quality**

- Have an awareness of Trust and OT service objectives
- Demonstrate an awareness of and adherence to OT Key Performance Indicators (KPIs) for self and supervised staff
- Demonstrate behaviours in line with Trust values
- Undertake COT and speciality based audits
- Understand the evidence base that underpins assessments and interventions in speciality area
- Manage formal and informal complaints appropriately, in accordance with Trust policy
- Monitor own caseload management and escalate areas of concern appropriately
- Ensure effective prioritisation of own and line managed staff caseload
- Ensure no avoidable OT delays to discharge within own and line managed staff caseload
- Escalate any risk of OT delays appropriately and timely
- Ensure own and supervised staff adherence to Trust, OT, COT and HCPC policies, standards and guidelines
- Ensure own and supervised staff adherence to Professional Code of Conduct
- Monitor and maintain own effective use of resources, raising issues for the wider team
- Participate in and prepare for the annual OT service peer review
- Ensure effective measurement of outcomes for service provision.

### **Equality & Diversity**

- Promote dignity for the patients and their relatives
- Respect individual differences in patients and staff, supporting individual choice and preference
- Promote patients and relatives as individuals within the wider team
- Demonstrate an awareness of and adherence to the mental capacity act

- Advocate individual patients and carers concerns
- Ensure fair and consistent practice for patients and staff
- Demonstrate an understanding of different beliefs, values and cultures and how they impact individualised planning

### **Assessment & Care Planning**

- Involve patients in decision making with regards assessments and always gain informed consent
- Understand and support others understanding, with regards knowledge and application of specialist standardised and non-standardised assessments used within the service
- Provide joint working of complex cases for junior staff
- Provide advice and support with regards medical conditions in own speciality area and how they affect day to day function
- Ensure joint treatment planning considers individual patient choice/wishes/beliefs
- Ensure assessments undertaken are holistic and meet COT standards
- Effectively feedback assessment findings to patient and carer
- Effectively feedback assessment findings to MDT team

### **Interventions and Treatments**

- Effectively manage own caseload and support others with caseload management skills including sound prioritisation skills
- Be responsible for own caseload and the caseload of those under your line management
- Use own knowledge and experience to support others with regards capacity issues affecting OT practice
- Use own knowledge and experience to support others with regards safeguarding issues affecting OT practice
- Use own knowledge and experience to support others with regards complex moving and handling issues affecting OT practice
- Use own knowledge and experience to support others with regards complex equipment provision issues affecting OT practice. Including non-stock items, delivery timescales, locality pathways, effective use of resources and identifying real need
- Use own knowledge and experience to support others with regards community services to support patients' needs after discharge
- Use own knowledge and experience to support others with regards environmental issues that affect treatment planning e.g. rehousing and adaptations
- Use own knowledge and experience to support other with regards the use of activity to improve independence and function

- Use own knowledge and experience to support others in providing effective training and advise for patients and carers
- Effectively feedback to patients and carers on progress and discharge planning arrangements
- Effectively feedback to the MDT team on progress to aid discharge planning arrangements
- Evaluate, monitor and review treatment programmes, adapting to individual requirements

### **Management and Leadership**

- Identify and raise areas of concern with regards safe clinical practice within the team
- Ensure delegation is fair within the team and consistent with band specific competencies
- Address issues of poor performance in supervision sessions, escalating any issues to team leader
- Be aware of Trust issues through reading relevant Trust communications, take appropriate actions and support others to do so
- Ensure equipment used by team is safe and fit for purpose
- Contribute to the recruitment process for own and wider teams
- Support and encourage others to contribute to service development activity
- Ensure effective application of HR policies with regards staff management e.g. attendance management

### **Freedom to Act**

- Accountable for own professional action and recognise own professional boundaries/limitations through interpretation of clinical/professional policies.
- Accept and prioritise referrals.
- Responsible for organising and prioritising own caseload within each location worked.
- Work as an independent practitioner, to make decisions about caseload, patient management and discharge of patients as appropriate.
- Work within an individual performance framework at set intervals as identified in appraisal.

### **Partnership Working**

- Interact with others in order to achieve the objectives or purpose of the post. This will range from co-operating with other team members to multi agency working.

### **Equality and Diversity**

- Recognise the importance of people's rights and interpret them in a way that is consistent with trust procedures, policies and legislation
- Challenge behaviour that infringes the rights of others
- Identify and take action where necessary to address discrimination and oppression

### **Making Every Contact Count**

- Offer support and advice on how to improve health and wellbeing
- Engage with patients, relatives, carers and the public to give them additional advice on health and wellbeing
- Signpost people to other services which may improve their health and wellbeing.

### **Health & Safety**

- Assist in maintaining health, safety and security of self and others in own work area.
- Ask for help and take immediate and appropriate action in relation to any adverse incidents within the workplace
- Report any issues that may put health and safety at risk utilising the adverse incident reporting system.
- Work within legislation and trust procedures on risk management
- Comply with the Trust's policies on infection, prevention and control. Including wearing appropriate designated personal protective equipment. You must maintain your competence in relation to infection control and highlight any issues to your manager.

### **Safeguarding**

- The Northern Care Alliance is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to fulfill your mandatory safeguarding training at the level applicable to this role. DBS Disclosure checks are carried out for all new appointments who have access to children, young people or vulnerable adults or other positions of trust which are exempt from the Rehabilitation of Offenders Act 1974. Disclosures are also requested for existing staff who voluntarily apply for a different job within the Trust, which is subject to CRB checks, and are successful.

### **Records Management**

- As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the Trust. The records may be paper, electronic, audio or, x-ray images. You must consult your manager if you have

any doubt as to the correct management of the records with which you work. Misuse of or failure to properly safeguard confidential data will be regarded as a disciplinary offence.

- All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on the Trust's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to ensure high standards of data quality in accordance with the Trust's Information Quality and Clinical Record Keeping policies.

**Code of Conduct**

- Those staff who are in professions where registration with one of the regulatory bodies is mandatory in order to practice, have a responsibility to abide by their professional code of conduct. Failure to do so may result in disciplinary action being taken which may result in the termination of your contract of employment.



## PERSON SPECIFICATION

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	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree or diploma in Occupational Therapy</li> <li>• Post graduate training in specialist areas</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical Educators accreditation</li> </ul>
<b>Professional Registration</b>	<ul style="list-style-type: none"> <li>• HCPC registration</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of RCOT</li> </ul>
<b>Knowledge, Training &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of at least 1 year, post graduate experience in relevant specialist areas and within NHS.</li> <li>• Evidence of autonomous post graduate CPD in the form of a detailed personal development portfolio</li> <li>• Specialist knowledge of anatomy and physiology to underpin relevant clinical skills and clinical reasoning.</li> <li>• Knowledge of how clinical governance affects practice, including quality, audit and risk management.</li> <li>• Experience of liaison with other professionals and partnership working</li> <li>• Teaching and supervision or others</li> <li>• Manage conflict and defend own viewpoint effectively.</li> <li>• Manage complaints or queries in a positive and constructive manner.</li> <li>• Portray a professional image.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant post graduate training/courses in specific clinical areas appropriate to post</li> <li>• Research and Development and/or experience.</li> <li>• Leadership experience.</li> <li>• Previous experience in a Senior role.</li> </ul>

	<ul style="list-style-type: none"> <li>• Enable patient choice and participation and support others to do so.</li> <li>• Excellent organisational skills including time management, prioritising and the ability to complete a task.</li> <li>• Involvement in and responsibility for service development activity.</li> <li>• To have an understanding of and adhere to relevant Trust/national policies and procedures including, but not limited to, data protection, equal opportunities and health and safety.</li> </ul>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work autonomously and take responsibility for specialist clinical caseload.</li> <li>• Ability to use advanced clinical reasoning, making professional judgements in complex and challenging situations.</li> <li>• Effective computer skills</li> <li>• Excellent written and verbal communication skills.</li> <li>• Enabling effective team working.</li> <li>• Satisfactory attendance record to support effective service delivery.</li> <li>• Ability to work over 7 days.</li> <li>• Able to travel across the Northern Care Alliance sites and community to meet patient need, access training and attend meetings.</li> <li>• Where the post involves community work and/or on call, access to transport is essential.</li> </ul>	<ul style="list-style-type: none"> <li>• Formal supervision and appraisal of others</li> <li>• Involvement in a cycle of audit activity.</li> <li>• Contribution to the recruitment process</li> <li>• Addressing poor performance in others</li> <li>• Presentation skills</li> </ul>

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## Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
<b>CARE</b>  We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
<b>APPRECIATE</b>  We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
<b>INSPIRE</b>  We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

## Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

<b>Infection Prevention</b>
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
<b>Safeguarding</b>
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
<b>Health and Safety</b>
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
<b>Confidentiality and Data Protection</b>
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
<b>Equality and Diversity</b>
All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.

Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:

- eliminating discrimination, harassment and victimisation
- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

### **Code of Conduct**

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

### **Leadership and Development**

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

### **Flexibility**

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This job description is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.