



JOB DETAILS:

Job Title	Clinical Lead / Advanced Practitioner Occupational Therapy Service
Pay Band	Band 8a
Hours of Work and Nature of Contract	Full-time (worked flexibly over a 7 day period to meet service requirements)
Division/Directorate	Therapy Services
Department	Occupational Therapy
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Area Head of Occupational Therapy
Reports to: Name Line Manager	Area Head of Occupational Therapy
Professionally Responsible to:	Area Head of Occupational Therapy

Job Summary/Job Purpose:

1. The post holder will be managerially accountable for the safe, cost- effective and equitable delivery of Occupational Therapy service.
2. Leading and operationally managing the Occupational Therapy service across the area this role has a significant amount of authority and will manage performance and workforce issues within the designated area and components of clinical governance. This is a leadership role.
3. The post holder will be the professional Occupational Therapy lead providing clinical advice, leadership, monitoring and management of all Occupational Therapy resource for services, to facilitate excellent practice, ensuring the delivery of a high quality, patient-centred service
4. To lead and develop the Occupational Therapy service and workforce that contribute to the delivery of locality-based services ensuring these:
5. Based on Evidenced Bases Practice.
6. Are based on patient and public involvement
7. Facilitating staff to reach their maximal potential; ensure the 'value sets' of

- fairness, effectiveness, efficiency, responsiveness, integration, accountability, and flexibility within the Occupational Therapy service.
8. The post holder will plan, lead and be responsible for the delivery and development of practice in the specialist area. They will fulfil the 4 pillars of advanced clinical practice:
 - a. Clinical leadership
 - b. Expert clinical practice
 - c. Research and Audit activity
 - d. Education
 9. Will lead /advise the BCUHB wide Occupational Therapy Clinical Network within their specialism. This is a clinical and managerial role; the job plan focus being managerial but includes advanced clinical practice, research, audit, and education and developing the clinical models for Occupational Therapy within BCUHB. The post holder will work in partnership with the Occupational Therapy Team Lead/ Clinical Specialists to develop clinical services.
 10. To work as an autonomous, advanced practitioner, with an extended scope of practice to work with the team to deliver care within your relevant specialism throughout the area; providing a high standard of specialist assessment and treatment of patients in a variety of locations. Using evidence-based principles/ current best practice and advanced specialist skills and clinical reasoning to assess, plan, implement and evaluate interventions to achieve agreed outcomes.
 11. To demonstrate a high level of clinical reasoning skills holding an active caseload and offering a wide range of appropriate treatment/rehabilitation programmes to patients mainly with highly complex care needs.
 12. To ensure all clinical practice is based on current research /evidence, developing and undertaking audit and research as appropriate. To initiate, lead and develop regular research, audit, evaluation and implementation of evidence based practice within specialised field and support other Occupational Therapy staff within the service who are undertaking research projects.
 13. Working at a high clinical level within a specialist service, the post holder will be expected to act as a source of clinical expertise and knowledge to Occupational Therapists and other professionals both internal and external to the organisation. To report on findings and advise on recommended management across the whole patient pathway, which includes prevention, acute, community, and end of life care.
 14. To identify plan and coordinate the development of the case for change in order to improve and develop Occupational Therapy services. Through negotiation and influencing skills the post holder will lead on innovation and team development within their area of specialism.
 15. Ensure the clinical 'value sets' of fairness, effectiveness, efficiency, responsiveness, integration, accountability and flexibility within Occupational Therapy services.

The post is responsible for:

Clinical Leadership within Occupational Therapy,
Development and delivery of Advanced Clinical Practice in Patient Care
Performance of high quality clinical service delivery
Development, management and monitoring of the Occupational Therapy staff and wider teams' clinical practice.
Education and supervision of registered and non- registered Occupational Therapy

staff including Team Lead and Clinical Specialist Occupational Therapists.
Research and audit in Occupational Therapy
Operational and performance management of the Occupational Therapy Teams within the area

DUTIES/RESPONSIBILITIES:

Management and Clinical Leadership

- This post will form part of the senior management team for the Occupational Therapy Service within the area and will contribute to the leadership of the Occupational Therapy Service.
- Lead and engages by example.
- Provide leadership, service development and management to the designated geographical area.
- Provide a visible and accessible resource in clinical settings to whom, staff, patients can access for assistance, advice and support
- Using advanced analytical skills and in depth knowledge of service delivery, NSF targets etc. assesses interprets and compares complex information to enable the development and implementation of objectives for Occupational Therapy Services.
- Undertake the following during regular intentional visits and supervision in all settings to ensure that excellent standards are maintained, and will:-
 - Review documentation against standards.
 - Monitor the interaction between staff and patients ensuring that they are treated with respect, dignity, kindness and compassion at all times
 - Ensure all fundamentals of care are in place and audits are complete
 - Elicit any concerns from patients and ensure you are available and accessible for staff.
 - Support in the implementation of intelligent performance management within the Occupational therapy Service.
 - Support in the implementation, workforce and organisational development within the Occupational Therapy Service.
- The post holder will be accountable for the performance management of services against agreed objectives and ensuring that objectives are cascaded to appropriate levels.
- The post holder is expected to identify opportunities for service change and improvement, to encourage and enable implementation of associated evidence-based services. They will be instrumental in developing and implementing the Clinical Governance frameworks and in giving professional advice in relation to the development of services, within the area. They will be responsible for the planning of care coordination and service delivery

within the area profile and with all stakeholders.

- The post holder should have an understanding of the strategic direction of the service, interpret and lead on its implementation.
- The post holder will represent the Occupational Therapy Service at Multidisciplinary and cross-agency forums; and will work in partnership with external agencies including charitable sectors, 3rd sector and Local Authorities; across a variety of settings. The role will ensure that there is a multi-disciplinary approach to service redesign, development and delivery in Occupational Therapy.
- The post holder will be responsible for monitoring and ensuring that the service meets local, regional and national quality standards including Therapy service standards. This will be achieved by interpreting these standards, guidelines and policies and advising Occupational Therapy and BCUHB of any implications. The post holder will support the Area Head of Occupational Therapy Service to deliver the Occupational Therapy service key performance and quality indicators and will lead operational change working with others to ensure there is a sound academic and evidence base.
- Having delegated budgetary responsibilities, the post holder will be responsible for non-staff and physical resources within delegated area supporting the Area Head of Occupational Therapy.
- Responsible for the management of complaints escalated from Team Leaders/Clinical Specialists at the discretion of the Area Head of Service ensuring robust mechanisms are in place for the investigation, monitoring and corrective action.
- Responsible for and have delegated authority for planning, organising, implementing and managing the delivery of services to agreed activity levels, within budget, in line with LHB, Occupational Therapy policies and procedures and HCPC Code of Professional Standards and Guidance within area of responsibility.
- Provide leadership and direction to members of the Occupational Therapy team based within the specialities, ensure all staff comply with BCUHB standards and take the appropriate corrective action when required. Ensure that BCU Governance, Human Resources and Financial Management policies are implemented and adhered to.
- Leads clinical service delivery with the support and assistance of Team Lead/Clinical Specialists. To work with Team Leads/Clinical Specialists to promote high clinical standards within the Occupational Therapy Service.
- To practice and promote effective caseload management and efficient/effective use of resources within the specialist area.
- To be responsible for the safe and effective use of all equipment utilised and for the advice to other staff, patients and carers in relation to suitability and

instruction for use.

- To lead and chair local Clinical Network Group relevant to specialist area. To identify and undertake specific projects as required in order to improve services and outcomes for patients .To develop effective communication with Team Leaders/Clinical Specialists regarding prospective work programmes.
- To review current practice and evidence base, make recommendations to the Occupational Therapy Delivery Board. Through delegated authority and advanced negotiating skills, implementing change to practice as appropriate.

Advanced Clinical Practice

- To demonstrate advanced Occupational Therapy knowledge /skills and clinical reasoning to deal with complex cases within the field
- To demonstrate advanced critical thinking and analytical skills to support clinical judgment and decision making process
- To carry a clinical caseload providing advice and guidance to other Occupational Therapy staff on complex cases
- To be recognised as a highly skilled clinician within area of speciality, using a wide range of highly specialised and evidence based therapeutic interventions, treatment techniques and modalities.
- To carry out comprehensive assessments of patients as an autonomous practitioner , particularly those with highly complex presentations
- To keep comprehensive ,accurate records which support the clinical reasoning process in the assessment and treatment of all patients, which meet departmental, Health Board and Professional standards
- To be able to carry and prioritise your own designated clinical caseload ,working as an autonomous practitioner
- To undertake appropriate specialised Occupational Therapy interventions for patients ,and where appropriate make appropriate referral to other members of the Multidisciplinary team when indicated
- To work with Team Leads/clinical specialists to develop and monitor quality standards of Occupational Therapy based on national guidelines ,evidence based practice ,clinical audit and education opportunities
- To be professionally and legally accountable and responsible for all aspects of professional practice including the management of patients in your care.
- To interpret and act upon clinical findings and expedite access to appropriate staff e.g. Consultant

- Prepares for and takes an active part in own PADR process in accordance with organisation policy and working in partnership with reviewer. Pro-actively identifies learning needs and opportunities to develop own competence/own skills in order to achieve objectives.
- To maintain registration with the Health and Care Professions Council (HCPC) and to work within the HCPC Code of Conduct, College of Occupational therapist Code of Professional Conduct and Standards of Occupational Therapy Practice and Health Board Code of Conduct.

Education & Training

- To lead the planning, organisation, delivery and evaluation of the in-service education and learning programme (ISE) within the specialist field. This will be completed by attendance at, leading and participation in ISE programmes, tutorials, individual training sessions, journal club and peer review.
- To be responsible for the development and evaluation of post graduate training programmes across the service area.
- To be responsible for the education of other health care professionals regarding the role of advancing clinical practice in Occupational Therapy.
- To ensure that educational opportunities are developed for the wider staff group (includes Team Lead/clinical specialist Occupational Therapists, other registered and non-registered staff.)
- To be responsible for maintaining own competency to practice through CPD activities and maintaining a portfolio which reflects personal development and lifelong learning.
- To advise the Occupational Therapy management team on undergraduate and post graduate training relevant to specialism.
- To be responsible for ensuring the development of current knowledge of all staff within specialist field through implementation of clinical effectiveness and evidence based strategies and analysis of current research.
- To participate in education and training meetings related to Advanced Practitioner role i.e. team meetings, education with regional and national groups, clinical interest groups and external training events
- Develop, implement and monitor training plans within area of responsibility and, in line with modernisation plans, generate new ways of working which align to the Occupational Therapy strategy.
- To develop and maintain strong links with Local Universities to embed education into practice and practice into education.

Research

- To lead the development of best clinical evidence-based practice across specialist field and support the research framework within the clinical field. This will involve initiation of research projects, evaluation and implementation of evidence based practice.
- To develop links with the other MDT researchers within the Health Board.
- To provide support and guidance to other staff within Occupational Therapy who are undertaking research projects at Masters level.
- To engage staff to produce evidence-based recommendations for practice.
- To lead on the distribution of publications and research within the clinical speciality. To disseminate this information to the Occupational Therapy service.
- To assist and mentor staff to implement research findings into practice by providing support and training in literature searching and critical appraisal skills.
- To optimise research opportunities in collaboration with the multi - professional team and local Universities.
- To produce research that could be presented at National & International conferences and published in peer review journals.

Organisational

- Ensure the availability of suitably qualified staff by coordinating the recruitment of staff, management of annual leave and sickness absence, and ensure staffing levels and skill mix are organised to effectively manage the clinical needs of patients and to provide a quality service. Actively participate in maximising staff retention.
- Line manage Occupational Therapy staff; responsible for recruitment, career development, disciplinary, performance monitoring and management, appraisal and Continuing Professional Development, and through the PADR process ensuring implementation of the Knowledge and Skills framework. To undertake first formal disciplinary interviews in line with relevant Health Board policies.
- To maintain knowledge and adherence to current NHS Wales Legislation, Health Board Policies and Procedures.
- To actively maintain and promote a safe environment through adherence to Health & Safety Policies and Risk Management Procedures.
- To collect appropriate Occupational Therapy activity /statistics and submit as appropriate.

- To provide the Area Head of Occupational Therapy with timely and appropriate clinical and service information which will contribute to the planning development and evaluation and audit of the service.
- To attend and contribute to all departmental meetings as appropriate. If requested, to lead departmental meetings in order to ensure effective exchange of information across the service and to coordinate service delivery.
- To act as an expert resource for medical, Occupational Therapy and other Health Care professionals providing professional support and training.
- To follow Professional bodies guidance related to working within ones scope of practice, ensuring that when undertaking advance roles that validated training is completed and that on-going competency and development is validated through the 'Advanced Practice –The Portfolio'.
- Lead on and support the development of outcome measures within specialist field.
- To be responsible for ensuring completion of all mandatory /statutory training as required by the Health Board.
- The post holder is expected to be flexible in their approach and it may be necessary from time to time to support colleagues in other locations within the area in times of sickness.

SERVICE DEVELOPMENT

- To take a lead role in participating with working groups developing policy changes with respect to practice, which will impact on all patients.
- To have responsibility for the initiation, development and evaluation of clinical practice standards within Occupational Therapy and for ensuring that quality standards and effectiveness of patient care are continually improved and evaluated through robust audit programmes within the clinical section.
- To ensure that all staff within the clinical team disseminate and implement policy and service developmental changes.
- To propose policy changes concerning the therapy management of patients and to guide the team to provide an efficient and effective service.
- To use evaluation skills to determine where service modernisation may occur and set appropriate action plans.
- To challenge existing organisational and professional boundaries and link together innovations in practice.
- To ensure that the service responds to national initiatives and policy within

the framework of clinical governance including clinical effectiveness, evidence based healthcare, managing clinical risk and developmental issues, and that there is evaluation against national benchmarks where appropriate.

FINANCE

- Carry out the role of authorised signatory for non-pay/ oracle orders. Comply with BCUHB financial instruction across the service.
- Identify and following discussion with Area head of Occupational therapy Service, implement cost savings e.g. reduction in services or productivity gains; travel costs, development of e-resources, etc. that impact on the services.

COMMUNICATIONS

- Communicates with external agencies and all disciplines within the geographical area, Occupational Therapy, Therapy Services, regarding Occupational Therapy within the area.
- Acts as de-briefer and provides support during and after stressful situations, such as complaints, etc.
- Acts as a source of expert professional knowledge providing expert advice and second opinion on highly complex cases.
- To communicate and receive highly complex, sensitive and or contentious information regarding patients, staff or services; to analyse and interpret complex and multi-stranded information and act appropriately when there may be significant barriers to acceptance.
- Undertake presentations to Occupational Therapy staff, Therapy Services and Area Management Teams or other agencies, and prepares papers when requested, often discussing complex or sensitive information which may lead to confrontation.
- Establish robust communication networks with, patients, other Healthcare professionals and stakeholders, ensuring clear information is available on the nature of the services and access to services, ensuring active feedback and review of services is undertaken.
- As a member of the Area Occupational Therapy Service and at the discretion of the HOS represents Occupational Therapy as an expert in the field.
- Lead and support an open culture ensuring communication channels are in place where learning and innovation are encouraged and shared for the benefit of patients and staff of the locality.

- Contribute to the effective communication between Therapy Services, Area, and external agencies to ensure an integrated approach to service provision, re-design, education and action research.
- Working in collaboration with, and leading areas of the Occupational Therapy Team to ensure appropriate actions are implemented to remedy issues as they arise and report progress to the Area head of Occupational therapy Service.
- To understand Welsh Language legislation and ensure services are compliant in all of their communications.

Quality & Clinical Governance

- To ensure clinical practice is evidence based, ensuring best practice is maintained in the locality. Work with senior colleagues to achieve this.
- Responsible for the monitoring, reporting and maintenance of agreed standards for designated locality, to support high quality care, and effective performance.
- Contributes to the ongoing development of partnership working to improve quality and effectiveness.
- As appropriate and agreed takes a role and responsibility for investigating and monitoring clinical incidents/complaints, ensuring that lessons learnt are identified and used to change clinical practice.
- Actively seeks patients' views on current services, proposed service changes and developments.
- Maintain an on-going awareness of incidents reported via the operational and professional management structures. Take a pro-active approach to risk management, and in the analysis of trends and follows up incidents and action plans.
- Maintain effective mechanisms to monitor and report locality service performance on activity, workforce, and quality.
- Participates fully and take a delegated lead in Occupational Therapy Workforce, Organisational Development and Performance. Contribute to the monitoring and evaluation of progress and to identify remedial or appropriate action where performance is compromised.
- Investigates incidents, identify potential and actual risks; formulate recommendations for changes to professional practice to minimise risk for the organisation.
- Ensures the monitoring of standards in line with healthcare requirements and ensure regular audit of practice is achieved, ensuring full patient and public involvement for the locality

- Ensure the Identification and management of risk, recommending and ensuring implementation of changes to locality practice as a result.
- Ensure systems are in place to implement and evaluate the improving patient experience strategy.
- Ensure the implementation of local mechanisms to ensure the learning from patient feedback results in service improvements.
- Ensure the involvement of patients and carers in the development of services locally; and develop systems to improve the local involvement of patients and carers in the decision making process.
- Ensure that audit, research and clinical governance processes are in place to support innovative practice.
- Investigation of local complaints and provides expert professional advice on specific cases.

INFORMATION PROCESSING

- Maintains accurate and comprehensive records in line with Professional and HCPC requirements and the requirements of the service and Health Board.
- Maintains accurate and up to date patient contact data and other data as required by the service to inform performance management, audit, evaluation and service development.
- Leads on clinical audit and research in area of work ensuring appropriate data templates, data collection and collation.
- Contributes required data to inform multi-disciplinary audit / research.
- Able to produce relevant service reports to inform the wider service multidisciplinary team as required.
- To undertake administrative duties, including performance management data collection and interpretation of the data in accordance with relevant departmental policies, Welsh Assembly Government and Health Board directives.
- To be competent in the use of Information Technology (IT), Patient Management System and results reporting programmes as appropriate.
- Develop reliable outcome measurement for specialist area, using validated tools where possible

This list of duties is not intended to be exhaustive, but indicates the main areas of work and may be subject to change after consultation with the post-

holder to meet the changing needs of the service.

PERSON SPECIFICATION

JOB TITLE: Associate Clinical Lead Operations / Advanced Practitioner Occupational Therapy

Band: Indicative 8a

The knowledge to be measured in the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<ul style="list-style-type: none"> • BSc/ Grad Dip in Occupational Therapy • Masters level education or equivalent • HCPC Registered • Up to date CPD portfolio which includes evidence of CPD and post registration activity at masters level analysis in relevant clinical area. • Evidence of clinical post graduate training / education • 	<ul style="list-style-type: none"> • Membership of clinical interest group • APPLE accredited (Practice Placement Educator Certificate) 	Application form and pre employment checks
Experience	<ul style="list-style-type: none"> • Extensive experience in clinical field. • Clinical Leadership experience • Experience of management of people/resources • Experience of service development or project management • Involvement in research and development projects • Experience of developing protocols and clinical care pathways • Experience of working in an MDT setting • Evidence of delivering clinical education • Proven multidisciplinary working 	<ul style="list-style-type: none"> • Formal research education 	Application form and interview
Aptitude and Abilities	<ul style="list-style-type: none"> • Advanced clinical reasoning skills 		Interview

CAJE Reference: 2018/0024 Date: Original 16/6/16 tracked changes 12/01/2018

	<ul style="list-style-type: none"> • Ability to demonstrate advance analytical and problem solving skills • Able to prioritise own workload and that of others • Ability to critically appraise current research / evidence and implement relevant findings • Excellent oral and written communication skills • Advanced level of negotiation and influencing skills • Excellent time management and organisational skills • Ability to conduct professional affairs in a confident, assertive manner, using negotiating / influencing skills whilst maintaining excellent working relationships with all stakeholders • Demonstrate professional independence • Health and safety risk awareness • Knowledge of clinical governance • Evidence of in-depth clinical development in the relevant specialist area • Understanding of professional ethic/code of practice and their application in clinical practice 		
Values	<ul style="list-style-type: none"> • Commitment of personal development and lifelong learning • Ability to work flexibly • Able to provide peer support • Adaptable and creative • Able to deal with distressed patients, carers and staff • Able to work independently and use own initiative • Professional appearance • Able to work in a busy environment and under pressure with periods of interruption throughout the day • Confident • Self-motivated 		Application Form Interview References

	<ul style="list-style-type: none"> • Able to sustain moderate to high level of physical and mental effort 		
Other	<ul style="list-style-type: none"> • Applicants must be able to demonstrate they are able to meet the travel requirements of this post • Clear vision of role/commitment to specialty and department 	<ul style="list-style-type: none"> • Member of the British Association of Occupational Therapy • Established links with University/Further Education Establishments 	Application form and interview

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhance Disclosure Check as part of the Health Boards pre-employment check procedure. *Delete as appropriate.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

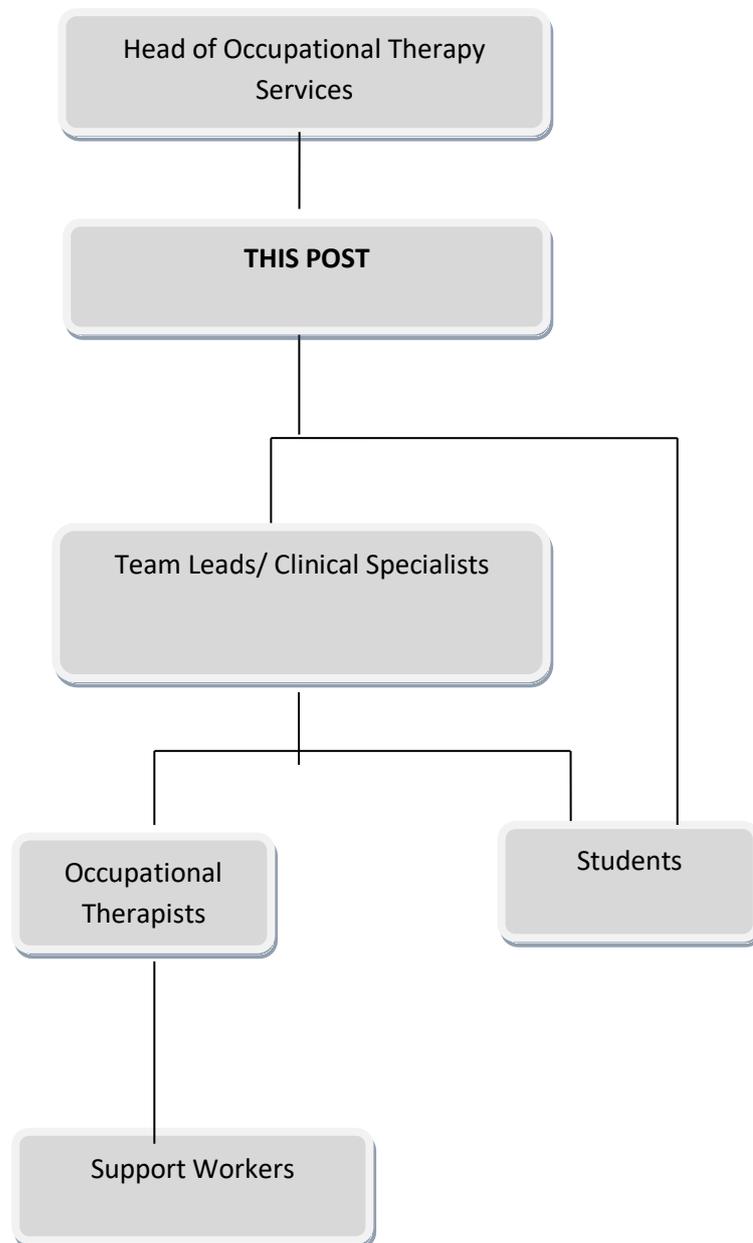
Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Job Title: Occupational Therapist Clinical Lead/Advanced

Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships



Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
<p>This post will require frequent, sustained physical effort when delivering the treatment to patients who have complex and frequently disability physical conditions, whilst complying with the Health Boards Manual Handling and local Therapeutic Handling Guidelines at all times.</p>	<p>Daily</p>		
<p>May be exposed to physical threat from patients who lack physical or mental control due to their health conditions</p>	<p>Daily</p>		

To occasionally work alone in the department or patients homes with possible exposure to isolation, unpredictable situations and verbal or physical aggression.	Weekly		
To be able to work in an environment, where the work pattern of prolonged concentration may be disrupted by frequent demands from patients, other staff members or the telephone.	Daily	Vary	
Lifting equipment without mechanical aids e.g. lifting and carrying equipment related with giving presentations OHP, Flip charts ect.	Weekly		
Manipulating objects	Daily		

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
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Required to undertake complex analysis of clinical, research findings or service data, synthesise information, formulate clinical plans or recommendations – required frequent short periods as well as longer periods of concentration.	Daily		
To prepare and write detailed reports regarding recommendation for changes in clinical practice or service delivery.	Daily		
Frequent interruptions to deal with service issues.	Daily		
Post holder is required to work autonomously making decisions affecting wider service delivery.	Daily		
Analyse statistic; undertake audit and participate in research.	Monthly		
Operate equipment/machinery – operation of hoists, wheelchairs.	Weekly		
Attend meetings – attend multidisciplinary /multiagency meetings, special interest groups, project team to report and lead on progress.	Weekly		
Prepare detailed reports – preparation of reports for a variety of MDT's in relation of Occupational Therapy interventions including project reports.	Weekly		
Check documents – Review medical notes, letters and report on a daily basis and collect and interpret information in order to advise on appropriate therapy and action.	Daily		
Undertake work with frequent interruptions through phone enquiries.	Daily		

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
To demonstrate the ability to deal with potentially stressful and emotional situations. To deal sensitively with patients, relatives and carers who may have high levels of anxiety and aggression caused by pain, fear, communication impairments.	Daily		
To be able to impart unwelcome news sensitively to patients, relatives, carers or staff regarding limited expectation of intervention.	Daily		
To deal with complex workforce issues to ensure that staff are supported and managed in line with BCUHB policy.	Daily		
To support other team members when indicated in the management of challenging patients.	Weekly		
Frequent verbal aggression may also be experienced.	Weekly		

Designated to provide emotional support to front line staff – Provide support to the wider Occupational Therapy team including peers and junior staff.	Daily		
Exposure to aggressive physical behaviour where there is little/no support – infrequent but real potential exposure when dealing with individuals with complex medical social and occupational needs.	Weekly		

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable (**even with the strictest health and safety controls**), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Exposure to a variety of clinical and non-clinical environments. This may include acute or community clinical care settings, patients homes, schools.	Daily		
Unpleasant smells – routine exposure as undertakes work in clinical areas/patient's own home.	Weekly		
Noxious fumes – people smoking in their own home on domiciliary visits.	Weekly		

Fleas or lice – routine exposure as undertakes work in clinical areas/patients own home.	Yearly		
Use of IT equipment for clinical practice and managerial duties working on a paperless system – involves work on a compute for long periods of the day.	Daily		
Body fluids, faeces, vomit – routine exposure as undertakes work in clinical areas/patients own home.	Monthly		
Drive a vehicle – nature of geographical area of BCUHB and need to work with the wider Occupational Therapy team across BCUHB will require frequent long periods of driving. This can include driving in inclement weather – when driving to home visits/clinics/meetings.	Daily		

Submission of documents for job evaluation

Please sign and retain an original copy for manager and employee.

Send an electronic version of the documents to Jenny.Jones9@wales.nhs.uk or Sherryl.Todd@wales.nhs.uk

Or hard copy to:

**Job Evaluation
Workforce & OD
Bryn Y Neuadd Hospital
Aber Road
Llanfairfechan
Conwy
LL33 0HH**

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