

**JOB TITLE: Clinical Lead Occupational Therapist Adult Mental Health Services**

**Band: 8a**

**JOB OVERVIEW:**

The post holder will provide day-to-day line management and operational leadership to the specialised clinical Occupational Therapy team to promote Health Board wide working within the Occupational Therapy service and be proactive in-service developments. Providing clinical leadership to Occupational Therapy staff within the clinical areas, including supervision and development, this includes the responsibility for the management of staff ensuring systems for CPD, recruitment and selection, appraisal, disciplinary and complaints procedures. Implementing the clinical governance agenda and ensure delivery of evidence based Occupational Therapy services within the designated clinical areas in line with recognised best practice and in the course of their duties will;

To be responsible for the planning and delegation of clinical workloads within the clinical teams across the service, taking responsibility for the dissemination and implementation of Health Board and departmental policies, procedures and guidelines.

- Provide highly developed Occupational Therapy expertise within a multidisciplinary setting and manage a personal highly specialised caseload providing assessment and treatment of clients with complex needs and supporting the clinical teams within the service areas.
- Deputise for the Head of Occupational Therapy Services upon request.
- Act as Directorate Lead for OT as delegated by Head of Occupational Therapy
- Demonstrate flexibility to meet the needs of the service which may include flexible working patterns and participating in 7-day service in appropriate clinical areas.

**Responsible to:**

<b>Reporting:</b>	<b>Accountable:</b>	<b>Professionally:</b>
Head Occupational Therapist Mental Health	Head Occupational Therapist Mental Health	Head Occupational Therapist Mental Health

### Communication.

- Provide effective communication and listening skills with clients/carers, demonstrating empathy and understanding of individual client's needs. This may involve managing situations where there may be barriers to understanding or consent such as communication difficulties, elderly confused client or where the atmosphere is highly emotive and potentially distressing e.g. terminally ill or severely disabled clients, condition related information and results of assessments to clients, carers and other professionals which may include sensitive, contentious and/or very complex information.
- Provide and receive very complex sensitive information in an understandable form to clients, carers, colleagues, students, and other professionals where motivational, persuasive, empathetic and re-assurance skills are required.
- Establish robust communication networks with clients, carers, and other health and social care professionals involved in the clients care and with other members of the Occupational Therapy Service, multi-disciplinary team, multi-agency team carers and voluntary sector both formally and informally.
- Share acquired knowledge and skills with members of the Occupational Therapy Service and multi-disciplinary team, peers, students and others as requested by the Head of Service using a variety of teaching methods and presentation skills, which includes service related information to senior managers and ensure occupational therapy continues to be at the forefront of any future developments, as well as coordinate and disseminate written, verbal and IT information within the area of responsibility
- Liaise with staff communicating complex, contentious, sensitive information between them and other agencies as appropriate and provide concise and detailed verbal and written reports at relevant meetings detailing outcomes of clinical input, audit information, risk assessments service requirements, service changes etc.
- Communicate effectively in the management of demanding situations requiring negotiation, problem sharing and conflict resolution.
- Liaise with therapy leads across the Health Board sharing best practise, raising awareness of local and national issues and developments, promoting multi-disciplinary working and collaborative practices.
- Liaison with community and other agencies to arrange appropriate client support services.
- Develop and provide effective communication within the Occupational Therapy Service across the Health Board, and partner agencies, utilising negotiation and persuasive skills, to ensure effective service delivery.
- Ensure that effective links are made with key managers and operational staff working within acute services both within

the Health Board and with other agencies.

## **Planning and Design**

- Be responsible for the management of self, workload and caseload managing a highly specialist complex client caseload autonomously.
- Develop the work plan/ programme for the staff and client group within this area.
- Implement and monitor departmental and Health Board policies and procedures, professional and national standards and guidelines to facilitate the smooth running of the service, and to communicate any problems or discrepancies to the Head Occupational Therapist.
- Develop and implement effective systems, procedures and protocols within the clinical teams across the acute and community hospitals liaising with the Head of Occupational Therapy Services on a Health Board wide basis.
- Responsible and accountable for the clinical and operational management and leadership of the Occupational Therapy Service in locality.
- Construct an annual training needs analysis and implement a system within budgetary limits for the education, training and induction of staff and students within the clinical areas of responsibility. Ensure all staff attends mandatory induction and training.
- Provide adequate written information to inexperienced staff and students prior to commencing work or clinical placements.

## **Improvement, Monitoring, Policy/Service Development**

- Responsible for managing, leading, planning and delivery of the Occupational Therapy service across the clinical teams in the designated acute and community hospitals
- Contribute to the development of the Health Board wide Occupational Therapy Service and general service delivery, liaising with Allied Health Professionals and other disciplines and be proactive in the development of clinical networks.
- Attend Occupational Therapy Service meetings as directed and contribute to the personal and professional growth of the service.
- Adhere to the standards of practice for Occupational Therapy (COT / HPC and service specific) and ensure that minimum requirements are met, evaluate practice against standards and review if necessary. Following Health Board, Directorate, Occupational Therapy Service and professional standards, policies, protocols and guidelines.

- Demonstrate an understanding of specific national policies, legislation, guidelines and implement appropriately for area of responsibility.
- Handle complaints, consulting with the Head of Occupational Therapy Services and coordinate the appropriate responses and evaluate the service provided and facilitate future development and innovative working practices.
- Advise the Head of Service and deputies on issues related to service planning and development in designated clinical area. This requires an understanding of local authority operational policies and their impact on the joint working of the team. Assist in the development & implementation of joint (Health and Social services) policies. Propose and contribute to changes in working practices and procedures for own area
- Assist in the formulation of joint working policies with other professional groups and agencies
- Assist in the development of policies, training and clinical programmes for the whole service.
- Responsibility for performance monitoring in designated area.
- Establish and monitor relationships with colleagues both multi-disciplinary and multi-agency to improve effectiveness of service delivery and reduce duplication.

## **Clinical**

- Work autonomously to undertake complex occupational therapy assessments and interventions as part of a designated caseload within this setting, addressing physical and mental health performance and skill deficits by diagnosing the clients' problems, using analytical skills to formulate solutions, which will enable the client in areas of self-maintenance, productivity and leisure.
- Understand the implications of relevant clinical investigations on occupational therapy management of patients and be responsibility for making decisions in respect of accepting referrals and discharging clients from the service.
- Identify issues of risk by undertaking comprehensive risk assessments within clinical and departmental settings, identifying and putting safe working practices into place
- Provide advice and support to junior and senior staff in the management of complex cases across the clinical areas/teams using a broad range of clinical experience to inform and advice on appropriate planning and interventions, interventions may include: Specialised individual or group intervention programmes, Participation in multidisciplinary intervention programmes, Prescription, provision and instruction on the safe use of adaptive

equipment, utilising specialised knowledge of a broad range of equipment, Instruction of the client and/or carer in adaptive techniques and Fabrication and application of splints

- Co-ordination of commencement of services within the community, including delivery of equipment to facilitate client's safe discharge home and provision of individual manual handling plans to inform community services of appropriate handling needs.
- Identify appropriate services to meet the ongoing rehabilitation needs of individual clients. Due to the specialist nature of the service and the resultant wide catchment area, this involves awareness of nationwide centres and services. This will include elements of cross- boundary working which require in-depth knowledge of a range of external policies and procedures.
- Monitor and evaluate treatment to measure progress and ensure effectiveness of the intervention and record outcomes for all clients on caseload, audit outcomes and share with peers and members of MDT.
- Autonomously carry out specialist standard and non-standard assessments. Work with clients to negotiate and identify their treatment goals as part of their overall intervention plan.
- Undertake specialist handling techniques, positioning, and normal movement to undertake frequent client moving and handling involving use of static postures and manual dexterity to facilitate assessments and interventions involving all activities of daily living.
- Respect the individuality, values, and cultural and religious diversity of clients and contribute to the provision of a service sensitive to these needs. Applying an elevated level of understanding of the effect of disability and provide training and advice on lifestyle changes and adaptations to the clients' social and physical environment.
- Visit clients' homes single-handed to review home environment and check appropriateness of environment to accommodate bulky items of equipment such as beds, pressure relieving mattresses and hoists.
- Transport and fit equipment in the client's home, observing relevant environmental factors. This will include instruction in the correct use of the equipment e.g. toilet aids to clients, relatives and carers and will include the safe handling of inanimate loads within national safety limits. This is often carried out single-handed, utilising the lone worker policy appropriately.
- Participate in multi-disciplinary team meetings, contributing to decisions regarding the client's care.
- Directs junior and support staff in their delivery of, and responsibility for client care.
- Work with other agencies to contribute to the discharge process by communicating the discharge requirements of clients on own caseload.

- Exercise delegated responsibility with regards to the provision of Occupational Therapy Service to clients on behalf of the team taking account of service/resource capacity.
- To be responsible for ensuring high quality clinical records of individual client care are maintained and audited in line with national and departmental standards.

## **Management, Training & Leadership**

- Be proactive role in the recruitment and retention of Occupational Therapy staff across the service in conjunction with the Head of Occupational Therapy Services.
- Ensure that all staff have relevant and up to date job descriptions and personal specifications.
- Initiate, plan and implement induction, training and education of students and support staff in this setting.
- Manage monitor and evaluate staff information such as leave, sickness, and absence. To be responsible for the submission of accurate and timely payroll data to comply with Health Board requirements.
- Provide clinical leadership, specialist professional advice and practical guidance within the team regarding complex cases.
- Motivate staff to maximise performance and facilitate ideas to enhance job satisfaction. Identify and minimise interpersonal conflict.
- Delegated responsibility for managing the performance of the Occupational Therapy staff within acute services across the Health Board.
- Deliver training to all staff through their Development Programmes and be a resource for training of peers and other health professionals.
- Contribute to the planning of work experience placements and take managerial responsibility of occupational therapy students on practice placement within the Health Board.
- Participate in the Health Board Development Programme and competency framework, responsibility for making decisions in respect of service provision and staffing within your area.

## **Finance and Budget**

- Management of budget as delegated by Head of occupational therapy service. Authorised to receive cash payments from individuals in respect of the sale of occupational therapy goods appropriate to the area.

- Responsible for maintaining stock, advising on resources required to undertake Occupational Therapy in this designated area and authorised signatory for ordering equipment within financial controls.
- Ensure safe use of equipment in intervention programmes, be responsible for the security of equipment and report any shortfalls maintenance requirements to the Head of Service.
- Maximise the use of available resources to the benefit of client care.
- Recognise the need for good personal time management, punctuality and consistent reliable attendance and monitor the performance of all staff.

### **Digital and Information**

- Ensure that up to date written and where used electronic records and activity data are maintained in accordance with Professional, Health Board and Team specific requirements and standards. Ensure service performance data is collected as agreed and when submitted is accurate and timely.
- Assist Head of Service to improve performance management data by analysing existing data and proposing innovative approaches.
- Work with the Head of Occupational Therapy Services in being proactive to develop electronic systems to be used for efficient delivery of the service.

### **Research Development. Evaluation & Audit**

- Initiate the planning, evaluation and audit of practice, clinical pathways and protocols within area. Undertake audit of clinical information using research methodology.
- Critically evaluate current research and apply to practice.
- Participate in local audit, research and development appropriate to area.
- Collect comprehensive data on activity and statistical information providing expert advice on professional issues on current service delivery and future need in order to facilitate evaluation of the services and inform future developments.
- Demonstrate active membership of COT and / or Special Interest Group to support current evidence-based practice.
- Lead relevant audit projects within area of responsibility/speciality.





Essential Qualifications & Knowledge	Desirable	Essential Experience	Desirable
<p>BSc (Hons) Occupational therapy Degree or Diploma in occupational therapy Masters or its equivalent level of advanced post grad training or experience</p> <p>Post registration training in area of clinical expertise and clinical leadership, Accredited fieldwork educator</p> <p>Registered member of the Health Professions Council</p> <p>Hold a recognised management qualification</p> <p>Knowledge of national policies &amp; procedures and current best practice relevant to the client groups encompassed within the Service and ability to apply locally</p> <p>Knowledge of the principles of clinical governance &amp; audit and ability to apply to practice, evidence of clinical audit and research</p> <p>Knowledge, understanding &amp; experience of the roles of other professionals &amp; the principles of partnership working with key stakeholders in the service area</p> <p>Detailed knowledge &amp; understanding of professional ethics, standards &amp; code of conduct and their application in practice</p>	<p>Registered member of the British Association of Occupational Therapy</p> <p>Hold a Counselling Qualification</p>	<p>Substantial experience in Occupational Therapy including experience at a higher clinical level</p> <p>Experience of delivering Occupational Therapy Student Clinical Practice Placements</p> <p>Experience of leading a project, developing a new service, or service/practice innovation</p> <p>Experience of lecturing, teaching, presenting to groups of professionals</p> <p>Experience of operational management and professional leadership such as Appraisal, Performance Management &amp; Conflict</p> <p>Experience of financial/ resource management</p> <p>Experience of recruitment processes</p> <p>Experience in managing change and adjusting plans quickly and responsively in the light of new information or changed circumstances</p>	
Essential Aptitude and abilities	Desirable	Other Essential Criteria	
<p><b>Adhere to and can demonstrate SBU Values &amp; Behaviours</b></p> <p>Advanced interpersonal skills including developed oral and written communication skills with people from a wide variety of backgrounds, to work effectively with individuals and groups</p> <p>Advanced clinical reasoning skills and is able to make highly specialist clinical decisions following assessments of complex cases, negotiating appropriately with others where opinions differ</p>	<p>Welsh Speaker (Level 1)</p>	<p>Ability to travel within geographical area. Able to work hours flexibly.</p> <p>Able to reflect and appraise own performance and that of others demonstrating good analytical and reflective skills and is able to identify areas for own and others personal development. Established negotiating skills and management of conflict negotiating and motivational skills</p>	

