



Hampshire Hospitals
NHS Foundation Trust

Application & Recruitment Pack



**LIFE CHANGING
CHANGING LIVES**

hampshirehospitalscareers.co.uk



Welcome from *Chief Executive Officer* Alex Whitfield

Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

We expect the post holder to uphold the trust's CARE values:

COMPASSION caring about our patients and our staff

ACCOUNTABLE and responsible, always improving

RESPECT for all colleagues, patients and their families

ENCOURAGING and challenging each other to always do our best

We are really excited to hear from you and look forward to receiving your application.

Yours sincerely



Alex Whitfield, chief executive

Job Description

Job Title	Clinical Specialist Occupational Therapist
Department	Therapy Services
Division	Family and Clinical Support
Salary Band	Band 7
Accountable To	Professionally accountable to Therapy Services Manager Managerially accountable to Acute Therapy Team Lead
JOB SUMMARY	
<ul style="list-style-type: none"> Leading and participating in the delivery of the Therapy service in the Acute clinical setting which includes the adult medical and surgical wards and the “Front Door” (ED/AAU/SSW) providing a high standard of advanced Therapy assessment, treatment and advice to patients who may have a complex presentation. To take a leadership role in managing the delivery of and participating in the 7 day service To take a leadership role in the advanced assessment and treatment of patients within the specialty, and to maintain records as an autonomous practitioner. To provide skilled clinical leadership and be responsible for service development, and to set and monitor standards of practice, implementing policy and policy changes in own clinical area. To take a lead role in supervision and teaching of Therapists and students and MDT staff with regards to Therapy practice. To undertake quality improvement project(s) to further team and departments clinical practice. Make recommendations to team lead/service lead and representing the department within the Trust in implementation. 	
KEY RESULT AREAS/RESPONSIBILITIES	
<ul style="list-style-type: none"> To undertake a comprehensive assessment of patients including those with diverse or complex presentations / multi-pathologies, using investigative and analytical skills. Formulate and deliver an individual therapy management and/or treatment plan based on a sound knowledge of evidence-based practice and treatment options using clinical assessment, reasoning skills and knowledge of treatment skills. To evaluate patient’s progress, reassess and alter treatment programmes as required. Involve carers with treatment when appropriate, which can include teaching and assessment of their ability to be safety. To provide advice, teaching and instruction to relatives, carers, and other professionals, to promote understanding of the aims of therapy and to ensure a consistent approach to patient care. To provide spontaneous and planned advice on specialised Therapy intervention and treatment based on theoretical knowledge and relevant practical experience. To supervise, appraise and assist in the development of Therapy and assistant staff where appropriate and to supervise undergraduate occupational therapy students as required. To ensure a high standard of clinical care for the patients under your team’s management, through 	

assessment and evaluation of treatment outcomes.

- To keep up to date with clinical developments, analysing current research and discussing and implementing changes in clinical practice in consultation with senior staff.
- To lead and participate in the implementation and review of seven day working within Acute team
- Work within Trust clinical guidelines and professional guidelines and to have a robust working knowledge of national and local standards and monitor own and others quality of practice as appropriate.
- To demonstrate a sound understanding of clinical governance and clinical risk and to demonstrate this in daily practice and monitor this within the team.
- To be responsible for maintaining accurate, comprehensive, and contemporaneous patient treatment records in line with professional standards of practice and to monitor the records written by junior staff, assistants, and students.
- To comply with, and ensure colleagues comply with, the Trust Manual Handling Policy and local therapeutic handling guidelines at all times with / without the use of equipment / machinery.
- To demonstrate the mental ability to remain concentrated and focused throughout a working day and respond to a variety of patient and staff emotional needs, in an empathetic manner.
- To demonstrate the physical ability to carry out occupational therapy assessment and interventions, including the regular use of manual techniques and therapeutic handling. This frequently includes heavy patients and confined spaces and may involve moving and positioning immobile patients with altered tone.
- To maintain and provide accurate and timely statistics and information as required, and to ensure that other staff in the clinical area do likewise.

To produce letters, presentations, and reports using various computer packages

CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS

- Assess patient understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment.
- To be able to manage potentially stressful, upsetting or emotional situations in an empathetic manner.
- To represent the Therapy service and/or individual patients at MDT meetings, Therapy meetings and external meetings.
- To deal sensitively with patients who have high levels of anxiety and aggression that may be caused by pain, dementia, limited mobility, distressing news, and inability to cope with prognosis or illness.
- To manage and support colleagues in a job that involves occasional exposure to unpleasant working conditions – smell, dirt, bodily fluids, sputum, vomit and occasional exposure to verbal and physical aggression.

COMMUNICATION

- To attend appropriate ward rounds, meetings and case conferences when required and to liaise with and advise other disciplines, as appropriate, to achieve comprehensive, effective and confidential patient management through to discharge.
- To ensure that reports and discharge summaries are completed and sent in accordance with department policy in order to facilitate prompt access to information by other health care professionals.
- To initiate and maintain contacts with local and national clinical interest groups appropriate to the clinical field, demonstrating the ability to share and disseminate knowledge with colleagues.
- To demonstrate the ability to communicate complex and sensitive information to patients, carer's and other staff, including imparting unwelcome news.
- To promote the use of a range of verbal and non-verbal communication tools to enable the team to communicate effectively with patients, carers and other staff to progress rehabilitation and treatment programmes. This will include patients who may have difficulties in understanding or communicating. For example, patients may be dysphasic, depressed, deaf, and blind or who may be unable to accept diagnosis.
- To ensure the team organise and use interpreters when required to ensure effective communication occurs with patients who are hard of hearing or have a poor understanding of English.
- To provide referring GP's, Consultants, and other disciplines with effective and timely communications about patients both verbally and in the writing of discharge letters and reports.
- To ensure timely and effective communication with senior staff (Team Lead and or Service Lead) on all professional matters.
- Confidently represent the team/Therapy services/ Trust in a range of meetings with internal and external providers, within your scope of knowledge.

PLANNING AND ORGANISATION

- To achieve the effective daily management of a caseload of patients including responding to urgent referrals, prioritising clinical work and balancing other patient related and professional activities in accordance with departmental standards.
- To delegate tasks effectively within the clinical environment whilst retaining the professional responsibility of appropriate delegation.
- To deal with any issues of professional behaviour or attitudes, quality or safety in a timely manner.
- To be flexible around the patient's needs, supporting and co-ordinating multi-professional inter-agency groups to achieve service improvements and optimise outcomes for patients.
- To ensure all care delivered empowers patients to recover their independence at the earliest opportunity.

RISK MANAGEMENT

- To report all complaints and accidents to the immediate senior member of staff as soon as possible and document accordingly.
- To investigate Datix reports and complaints, when delegated by Team or Service Lead
- To ensure that all equipment defects are reported to the operational team manager immediately and that appropriate action is taken by those concerned.

BUDGETARY AND RESOURCE MANAGEMENT

- Have an awareness of budgetary control within Therapy services and to manage resources within the department as part of a Therapy team looking to minimise waste.
- To ensure an adequate level of materials and equipment, such as walking aids and consumables, is available to the service.
- To aid departmental procurement by enabling and assisting patients wishing to buy their own equipment.

STAFF MANAGEMENT

- To adhere to the Code of Conduct for NHS Managers.
- To be responsible for the day-to-day operational management of the Therapy service in your clinical area.
- To provide cross cover to the Basingstoke/Andover/Winchester Therapy teams and support them in the absence of their Senior Therapist.
- To provide an efficient and effective Therapy service within the clinical area by appropriate management of the team members and their caseloads.
- To propose policy changes concerning the Therapy management of patients, and to guide the Therapy team to provide an efficient and effective service in this clinical area.
- To participate in the Trust Appraisal Scheme, both as appraisee and as an appraiser.
- To attend and be an active participant in departmental staff and peer group meetings.
- To contribute to the managerial matters of the division and department including development and implementation of departmental policies.
- To work with the Therapy Services Manager in developing the strategic and operational management of the therapy service.

TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES

- To be responsible for and actively record own personal professional development.
- To be pro-active with regard to learning from other Therapy staff within the department, and other Multi-Disciplinary Team staff in the Trust
- To be an active member in the in-service training by the attendance and delivering of presentations and training sessions at staff meetings, tutorials, training sessions in house and by attending external courses and practising reflective practice.
- To supervise and lead on the professional development of Therapists on rotation through the clinical area.
- To be responsible, for the training of Therapy staff, assistants, and students on placement within the clinical area.

- To provide specialist advice, teaching and training to other members of the MDT.
- To ensure that, as an individual practitioner, the post holder makes reasonable efforts to maintain background knowledge in the specialty area, analysing current research and discussing and implementing changes in clinical practice accordingly.
- To undertake with others the measurement and evaluation of your work and current practices through the use of evidence based practice, outcome measures and audit, and make recommendations for change.
- To ensure that the agreed quality standards of service, based on professional guidelines and standards, national and local guidelines are maintained and to work with the operational team manager in this area.
- To participate in appropriate work-related research projects and clinical trials as required.
- In line with the Trust's commitment to Clinical Governance, to participate in and initiate clinical audit and the evaluation of clinical effectiveness.

TRUST VALUES

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

The post holder will be:

- **Compassionate, caring about our patients.**
- **Accountable and responsible, always looking to improve.**
- **Respectful for all and show integrity in everything.**
- **Encouraging and challenging each other to always do our best.**

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

ORGANISATION STRUCTURE

Click into the cells to add job titles only – you can add more direct reports (subordinates) or colleagues to each level by using the 'Organisation Chart Tools' tab in Microsoft Word 2010 (the tab will appear when you click into a cell. If using an earlier version of word, please contact the IT service desk for assistance in creating organisation hierarchy charts.



Person Specification

Job Title: B7 Clinical Specialist	
Training & Qualifications	
<ul style="list-style-type: none"> • • 	
Essential	Desirable
<ul style="list-style-type: none"> • Degree in Occupational Therapy/Physiotherapy • HCPC registration • Continued Professional Development diary including evidence of reflective practice, in service training and courses attended and clinical governance gained • Post Graduate Courses relevant to the clinical specialty 	<ul style="list-style-type: none"> • Recognised post-graduate qualification e.g. MSc.or equivalent experience • Post graduate course(s) in management • Member of special interest group
Experience & Knowledge <i>What level of experience and the context of the knowledge gained</i> <i>Experience should be specific and should indicate what you want experience in and at what level or depth. Beware of general statements such as the commonly found "Good communication skills". Exactly what communication skills are required?</i> <i>Be very, very careful about using time periods of experience, e.g. "five years' experience of working in a management role". With the Equality Act of 2010, it is likely to be illegal if you use this as a point to short list or appoint. The strong advice is to specify the actual types and levels of experience being sought, rather than use time periods.</i>	
Essential	Desirable
<ul style="list-style-type: none"> • Experience at Band 6 level 	<ul style="list-style-type: none"> • Previous experience at Band 7 level

<ul style="list-style-type: none"> • Broad range of experience at junior level including, medical, surgery, neurology, musculoskeletal and elderly care • Knowledge & experience of a wide range of approaches to the management of acute medical and respiratory conditions, demonstrated by advanced clinical reasoning • Experience of managing other Therapists • Teaching in a clinical setting • Student supervision/clinical education • Multidisciplinary team working 	<ul style="list-style-type: none"> • Broad range of experience in junior or intermediate level including, medical, surgery, neurology, musculoskeletal and elderly care • Knowledge & experience of a wide range of approaches to the management of acute medical and respiratory conditions, demonstrated by advanced clinical reasoning • Experience of managing other Therapists • Teaching in a clinical setting • Student supervision/clinical education • Multidisciplinary team working
<p>Skills & Ability</p> <p><i>This section should outline the essential and desirable skills, knowledge and personal attributes required for the post.</i></p> <p><i>Consider communication, relationship, analytical and judgemental skills, planning and organisational ability. Physical skills required</i></p>	
Essential	Desirable
<ul style="list-style-type: none"> • Remains updated with professional practice and new research • Understand the legal responsibilities of the profession • Understanding of Clinical Governance and the implications for therapy services including experience of quality issues and audit • Effective verbal and written communication & interpersonal skills. • Demonstrates ability to lead a team • Deputise for more senior colleagues • Demonstrate understanding and appropriate application of all principles surrounding risk management, Trust's policies of data protection, equal opportunities and Health and Safety • Able to carry out moderate to intense physical effort throughout the working day and carry out concurrent activities 	<ul style="list-style-type: none"> • Skills service development • Ability to coordinate internal/external • Competence in range of skills • Effective presentation skills

<ul style="list-style-type: none"> Ability to cope with working in a stressful and unpredictable environment 	
Other Specific Requirements <i>This does not include personality traits such 'friendly', 'happy' or 'energetic'</i> <i>Example of other specific requirement –</i> <i>A driver may be required to hold a specific type of licence</i>	
Essential	Desirable
<ul style="list-style-type: none"> Able to recognise own & other's stress & act on it appropriately Well motivated Committed to maintaining improving own standards Committed to providing high quality care as demanded through the Clinical Governance Agenda Ability to travel between other Trust sites at short notice as required Expectation to participate in 7 day working patterns when required Hold a current full manual UK driving licence 	

Post holders signature: Date:

Managers' signature: Date:

Appendix A

ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

Governance and Risk

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

Safeguarding

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

MCA

All employees are required to have regard for the Mental Capacity Act code of Practice, regardless of their role within the organisation. Employees are responsible for ensuring that they use the Act as appropriate in the course of their day to day duties. Training is available to staff, as are materials to help support employees to embed the provisions of the Act.

Training & Personal Development – Continuous Professional Development

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

Sustainability and Carbon Reduction

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.