

Job Description

1. JOB DETAILS

Job title: Community Team Clinical Lead (Occupational Therapy) Band 7

Accountable to: Operational Manager Eden ICC.

Location: Eden ICC.

2. JOB SUMMARY

All staff are expected to work to the Trust Values:



Kindness – Kindness and compassion cost nothing, yet accomplish a great deal.



Respect - We are respectful to everyone and are open, honest and fair – respect behaviours.



Ambition – We set goals to achieve the best for our patients, teams, organisations and our partners.



Collaboration – We are stronger and better working together with and for our patients.

As a senior Occupational Therapist in a multi-disciplinary team, you will be working with other health and social care professionals to develop the ethos of multi-disciplinary, integrated care and seamless services ensuring that patient care is delivered to the highest possible standard.

As the Clinical Lead for Occupational Therapy the post holder will be responsible for:

- Providing highly specialist clinical input on agreed days and carrying a clinical load of complex cases demonstrate advanced competence in highly complex decision making, assessment and the management of clinical needs within the specialist area of practice

- Actively managing and supporting the development of individuals and the team through appraisal, personal development planning, coaching and mentoring
- Provide professional assurance and quality governance in occupational therapy.
- Leading on the implementation of clinical protocols / pathways in identified service lines
- Work with the Professional Lead to implement the Allied Health Professions strategic plan.
- Further develop rehabilitation and recovery focused services to enable more people to be independent for longer, manage their health needs and lead healthy, active lives in their community
- Supporting the service in its implementation of clinical effectiveness programs by taking part in any agreed research and audit projects, leading on key aspects when identified as appropriate
- Provide strategic clinical leadership in occupational therapy using the most up to date and evidence based theory
- Offer expert clinical advice for service users, carers, staff and other professionals
- Make a contribution to training, teaching and supervision of colleagues
- Work in partnership with service users, carers and other agencies to ensure effectiveness of outcomes

North Cumbria Integrated Care NHS Trust has adopted the Model of Human Occupation (MOHO) as the underpinning theoretical model of practice for occupational therapy and uses the associated evidence based assessment tools and intervention processes.

The post holder will have the autonomy, legitimacy and authority to make changes within the clinical practices of the team to move the service forward.

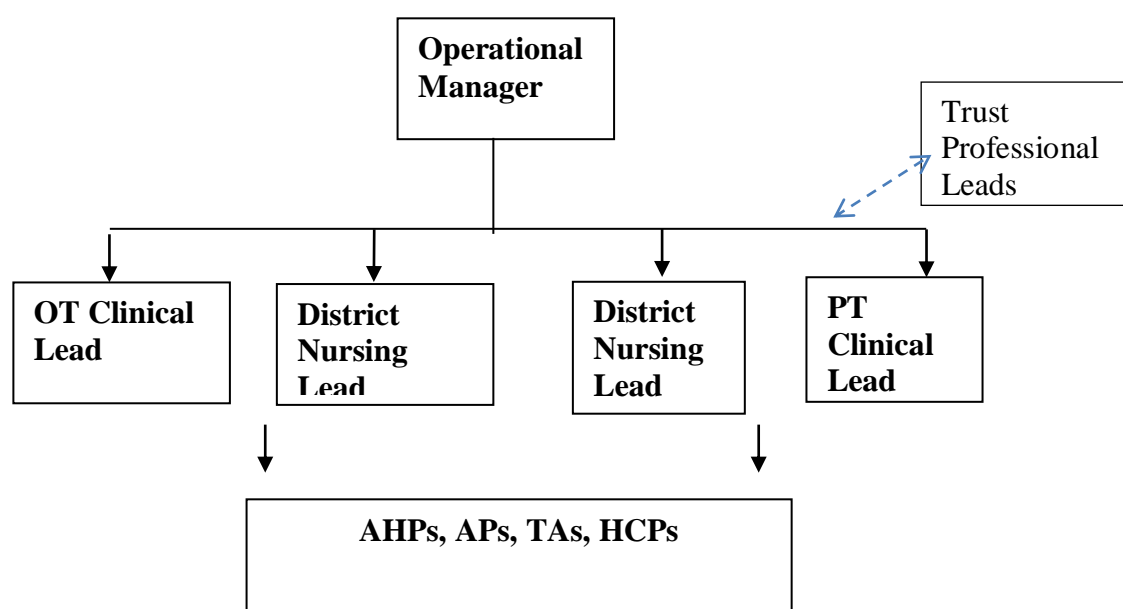
This is primarily a clinical post, the post holder will spend approximately 80% of their time in their clinical role and 20% in the “clinical leader” role. The post holder may occasionally deputise for the Community Manager and Team Leader or other Clinical Leaders.

3. ROLE OF DEPARTMENT

The Community Care Group provides a range of adult community health services to people living within North Cumbria

We work closely with Commissioners, GPs, Acute Services, Community hospitals, CHOC, Cumbria County Council Adult Social Care and third sector organisations. It's key community health focus is to provide care to prevent hospital admissions, facilitate early discharge and where possible to enable patients to manage their own conditions and remain in their own homes, enhancing both their independence and quality of life.

4. ORGANISATIONAL CHART



5. KEY WORKING RELATIONSHIPS

The post holder will work collaboratively with Commissioners, GPs, other NHS Trusts, Third Sector organisations, Local Government, Community Assets, private providers, senior managers and clinicians across locality, network, professional and organisational boundaries to establish a multi-disciplinary, integrated approach to delivering health and social care in Cumbria.

The post holder will lead clinical, nursing, therapy and specialist staff at all levels, empowering staff to work differently to meet the needs of the patient, providing high quality, safe and effective care.

The post holder will work closely with the Network Quality and Safety Manager.

6. DUTIES AND RESPONSIBILITIES OF THE POST

Principle Responsibilities:

Clinical Duties & Responsibilities:

1. Provide specialist assessments of patients, formulate and implement plans for treatment and/or management of their problems, based on an occupation focused, evidence based approaches in line with NICE guidance.
2. Exercise autonomous professional responsibility for the assessment, treatment and discharge of patients ensuring appropriate assessment, formulation, and interventions, communicating with the referrer and others involved with the care on a regular basis.
3. Provide highly specialist advice and guidance re assessments and interventions to other members of staff and to patients and carers.
4. Contribute to designing and implementation of the evidence based framework of care for the patient.
5. Undertake positive risk assessment and risk management for individual patients and provide advice to other professions and supervisees on risk assessment and management.
6. Communicate highly complex and potentially highly contentious information in a highly skilled and sensitive manner in situations with service user who may be extremely hostile or highly emotional requiring the highest level of communication skills.
7. Communicate in skilled and sensitive manner information concerning the assessment, formulation and treatment of patients under their care and to monitor and evaluate progress during the course of treatment.
8. Act as a first line for staff clinical queries about referrals, formulations, treatments and risk issues.
9. Ensure the service operates in line with Trust policies and protocols
10. Liaise with GP's as required, in an advisory capacity relating to patient care / support needs.

Supervision, Teaching & Training:

1. Ensure supervision framework is in place and provide regular clinical supervision.
2. Provide advice, consultation and training in appropriate evidence-based therapies to staff working within Eden Locality.
3. Develop and support the Allied Health Professionals and occupational therapy learning and training plan to embed an inclusive learning culture across occupational therapy services at every level.
4. Deliver training to ensure staff develop their leadership skills and maximise results from innovative, evidenced based practice.
5. Participate in regular clinical and professional supervision in line with policy.
6. Gain and maintain specialist knowledge and skills.
7. Contribute to appraisals.

Management, Policy & Service Development:

1. Contribute to the development, evaluation and monitoring of the service's strategic and operational policies, through the deployment of professional skills in research, service evaluation and audit.
2. Advise management on those aspects of the service where there are clinical practice issues and work with the management to rectify the situation
3. Contribute to recruitment, retention and appraisal processes taking a long term view of capacity building and sustainability in relation to training and developing a skilled workforce
4. Carry out service reviews where the need is indicated and make recommendations for service delivery that will improve population health outcomes within the resources available
5. Have up to date knowledge of confidentiality, data protection and the freedom of information Act and their impact on the service. To ensure all staff utilise these guidelines appropriately.
6. Ensure staff adhere to the countywide protocols for Vulnerable Adults and Child Protection.
7. In conjunction with senior clinical and network colleagues regularly monitor the quality and effectiveness of service provision and support its ongoing development, ensuring a rehabilitation focused service.
8. Contribute to the ongoing development and implementation of a 'needs led' approach to services; monitoring and reviewing the quality of health and social care packages to patients and their Carers, including direct consultation with patients and their Carers to inform them of service developments and enable them to contribute to strategic planning.
9. Take a lead role in governance, and risk management within the service

IT Responsibilities:

1. Collect minimum patient data as requested by the operational manager.
2. Assist the operational manager/team leader in the collection and analysis of service output and outcome data
3. Maintain an electronic diary on Outlook in order to facilitate the effective booking of meetings and supervision

Research and Service Evaluation:

1. Participate, as a senior clinician/supervisor, in the evaluation, monitoring and development of teams through the deployment of professional skills in research, service evaluation.
2. Utilise theory, evidence-based literature and research to support evidence based practice in individual work and work with other team members and colleagues
3. Ensure systems are developed to embed the evidence-base that delivers best practice; outcomes are of a high standard and value for money, and contribute to achievement of national and local targets [e.g. record keeping and audits; supervision; lessons learnt; risk management; referral criteria; clinical audit; clinical effectiveness]
4. Undertake appropriate research as required by the service.

General:

1. Contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external training and developmental programmes, in consultation with the postholder's professional and team leader.
2. Maintain the highest standards of record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practice and the Trust policies and procedures.
3. Maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific service user group.

7. WORK SETTING AND REVIEW

The post holder is responsible for working within own competence, skill and experience as confirmed within the relevant professional bodies Code of Conduct.

The Operational Manager or Team Leader will set objectives and review the post-holder's work. This could include involvement in corporate issues outside the immediate sphere of responsibility. The portfolio of the role is therefore flexible.

The post-holder will have autonomy attributed to the responsibilities outlined in section 6, and freedom to act as agreed by the line manager and in line with experience and professional codes of conduct, and will be expected to work unsupervised in areas agreed through objective setting and review processes.

Participate in monthly management supervision of self and team and regular supervision with professional lead for occupational therapy

You will be expected to work flexibly across a range of community settings according to service need including patients home, residential homes, step up step down units, community and acute hospitals, GP surgeries.

8. INDIVIDUAL RESPONSIBILITIES

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

9. CONFIDENTIALITY

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.

10. HEALTH AND SAFETY

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

11. RISK MANAGEMENT

All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.

12. EQUALITY AND DIVERSITY

All employees of the Trust have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.

13. SAFEGUARDING

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

14. INFORMATION GOVERNANCE

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

15. GREEN STATEMENT

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.

PERSON SPECIFICATION

POST TITLE: Band 7 Clinical Lead Occupational Therapist

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified to degree level or equivalent experience • Evidence of post registration qualifications/ professional development in related health field • Royal College recognised Degree/Diploma in Occupational Therapy • Membership of relevant professional body • Registered with Health Professional Council 	<ul style="list-style-type: none"> • Post registration qualification in teaching/ assessing (ENB 998/NST 307) • Training and/or qualification relating to clinical supervision • Independent non-medical prescribing qualification • Post graduate teaching qualification • Leadership qualification
Experience	<ul style="list-style-type: none"> • Experience post qualification • Experience of providing supervision. • Demonstrable experience of providing teaching/training 	Community Health Care rehabilitation
Knowledge	<ul style="list-style-type: none"> • Demonstrable interest in continuing developing knowledge and skills in area specialism • Evidence of continuing professional development. • Ability to manage complex caseload • Ability to drive high level multi disciplinary practice to maximum potential • Ability to engage in audit/ research process in order to influence care according to best practice • Computer literate • Knowledge of relevant national policies pertaining to profession 	<ul style="list-style-type: none"> • Conference presentations of publications in this area (e.g. in peer-reviewed journals, book chapters)

	<ul style="list-style-type: none"> • Knowledge of up to date practice using research and evidence based learning 	
Skills and Aptitudes	<ul style="list-style-type: none"> • Skills in the use of methods of assessment, diagnosing, formulation / interventions, and evaluation • Well developed skills in the ability to communicate effectively, orally and in writing, complex and highly technical and/or clinically sensitive information to service user, their families, and other professional colleagues both within and outside the NHS. • Well developed skills in providing clinical supervision and consultation to other professional and non-professional groups. • Ability to teach and train others, using a variety of complex multi-media materials suitable for presentations within public, professional, academic settings • Ability to identify and employ mechanisms of clinical governance as appropriate, to support and maintain clinical practice in the face of regular exposure to highly emotive material and potentially challenging behaviour • Ability to work sensitively and supportively with staff who are retraining and/or changing their way of working • Leadership skills • Ability to develop staff and their levels of skills and expertise • Ability to understand the NICE guidelines and the role of such guidelines in the NHS 	

Personal Circumstances	<p>Able to travel independently.</p> <p>Able to work 24/7 and flexibly across a range of in-patient and community settings.</p> <p>The resilience necessary to overcome obstacles and resistance.</p> <ul style="list-style-type: none"> • Sensitivity towards organisational and political complexities. • Evidence of being a team player. • Ability to work flexibly inside and outside of office hours. 	
Other requirements	Develop a culture that promotes equality and values diversity (Level 4)	