

### **JOB DESCRIPTION**

<b><u>JOB TITLE:</u></b>	Specialist Occupational Therapist
<b><u>GRADE:</u></b>	Band 6
<b><u>DEPARTMENT</u></b>	As Designated
<b><u>LOCATION:</u></b>	As Designated
<b><u>RESPONSIBLE TO:</u></b>	As Designated
<b><u>ACCOUNTABLE TO</u></b>	As Designated

### **MAIN PURPOSE OF THE JOB**

To be responsible for the assessment and management of a caseload of service users who present with a variety of complex Occupational Therapy needs, diverse presentations and a range of mental health physical health, neurological conditions, cognitive and/or learning disabilities.

In partnership with the Service Users and Carers where appropriate, develop collaborative intervention plans, ensuring regular reviews to monitor progress and adapt as necessary.

To consider Carer needs and ensure Carer and family are involved in Care Planning where appropriate.

To deliver evidenced based Occupational therapy interventions.

The post holder will work as a member of the Multi-disciplinary Team ensuring that high quality individualised care is delivered which ensures safety and a commitment to promoting recovery and wellbeing and maximising independence.

Coordinate treatment planning & interventions, reviews and discharge planning.

Provide clinical supervision and leadership to staff as delegated by Clinical Lead.

To provide compassionate care that is based on empathy, kindness, respect and dignity.

To incorporate a client centred philosophy into clinical practice and client centred collaborative care.

To act as an identified deputy in the absence of the Clinical Lead.

## **VISION AND VALUES**

**Our Vision is:** “To work together, with compassion and care, to keep you well over the whole of your life.”

**Our Values are:-**

- Caring Compassionate
- Respectful
- Honest and Transparent

## **ORGANISATIONAL CHART**

Please see Service Descriptor

## **COMMUNICATION & RELATIONSHIPS**

Work collaboratively with colleagues directly involved in the delivery of health care, both in the community as well as in hospital inpatient settings and will develop good working relationships and networks with other community resources and providers, both statutory and non-statutory.

Communicate clinical assessments and interventions to Service Users and Carers in an understandable manner promoting wellbeing which inspires hope to the service user and carer.

Demonstrate the ability to overcome barriers to communication, supporting Service User's understanding by adapting the approach used (eg use of Interpreters where English is not a first language, alternative and augmentative communication methods), to ensure that they can access and engage effectively with services.

Utilise and develop a high level of interpersonal and communication skills that promote and maintain therapeutic relationships with service users, their families and carers, in the delivery of Occupational Therapy assessments and interventions.

Demonstrate negotiating, empathic and motivational skills to manage situations where highly complex and highly sensitive material/information is being discussed, ensuring professionalism is maintained.

Advocate on behalf of the Service User within a range of services ensuring, as far as possible, that they reflect their needs and wishes. This would require the courage to voice concerns about practice and service delivery.

Contribute effectively to multi-disciplinary clinical discussions reporting and escalating professional concerns and respond to changes to risks in a timely manner.

Provide reports, information and advice (verbal and written) to Service User, professionals and Carers /Family.

Utilise communications in accordance with Caldicott Principles, Data Protection, Freedom of Information Act and Trust Policies and procedures.

To use de-escalation skills when working in highly antagonistic, hostile and emotive clinical areas to ensure the safety of self, clients and others.

### **KNOWLEDGE, SKILLS, TRAINING AND EXPERIENCE**

Be HCPC Registered Occupational Therapist.

Have a nationally recognised professional Occupational therapy qualification.

Evidence of post registration clinical experience and clinical skills training.

Knowledge and application of evidence based OT interventions.

Excellent interpersonal skills.

Engagement Skills.

Knowledge and understanding of the Clinical Audit process and its application.

IT skills

### **ANALYTICAL AND JUDGEMENTAL SKILLS**

Undertake assessment, intervention and evaluation of Service Users presenting with a variety of complex occupational therapy needs, and diverse presentations and with a range of mental health conditions, neurological conditions, cognitive and/or learning disabilities.

Ability to exercise clinical and professional judgement which may be in conflict with other professions or the service user.

Make a judgement on whether clients have the capacity to give informed consent and seek additional advice and expertise when necessary.

Advocate on behalf of Service Users and Carer to ensure that Trust and Local Authority Statutory responsibilities are met.

Demonstrate clinical reasoning when selecting appropriate Treatments / Interventions, taking into consideration the Service User's clinical presentation, risk issues, vulnerability, and willingness to engage in services and Interventions.

Reflect and critically appraise own performance knowing when to seek advice and support from more experienced clinicians.

Undertake a comprehensive occupational analysis of Service User's health needs.

Develop a treatment plan Planning following assessment to maximise functional ability and promote independence.

Demonstrate clinical reasoning when selecting appropriate Treatments / Interventions, taking into consideration the Service User's clinical presentation, risk issues, vulnerability, and willingness to engage in services and Interventions.

Assess and manage risks to service users and others, who present with complex and significant risks, involving possible harm to self or others. Formulate appropriate interventions and Risk/Safety Planning. To utilise the support of colleagues, other Services or Team Manager as required.

Understand and Apply policies and procedures which ensure that the Trust and Local Authority statutory responsibilities are being met.

### **PLANNING AND ORGANISATIONAL SKILLS**

Manage a caseload of service users with differing clinical presentations whose condition may fluctuate in severity and complexity.

Manage own time within the requirements of the service and Service Priorities. Prioritise caseload and workload effectively, utilising the support of clinical and operational supervision.

Facilitate timely goals and interventions with service users both in an inpatient environment and community.

Meet deadlines for reports in accordance with statutory requirements and provide timely professional reports as requested by Multi-disciplinary Team members and clinical / line managers.

Maximise Service User and Carer participation. Convene and, Chair meetings relating to the care of Service Users and Carers (eg CPA Reviews, MDT Meetings and Family Meetings).

### **PHYSICAL SKILLS**

Be required to use a keyboard and computer screen.

Be appropriately trained and capable of using authorised breakaway techniques as required.

Be able to transport equipment to various sites as required.

### **RESPONSIBILITIES FOR PATIENT/CLIENT CARE**

Following the completion of a comprehensive Core Assessment, develop and provide an individualised, evidence based programme of Care , including service users with highly complex needs/challenging behaviours. At all times work in collaboration with

Service Users, and Carers ensuring that the Service User is treated with Compassion, Respect and Dignity.

Assess, manage and evaluate risk as an ongoing process using the Risk Assessment Tools identified by the Trust. Escalate Risks and Communicate effectively with Partners and seek advice from more experienced staff and Teams such as Safeguarding, MAPPA, MARAC as appropriate.

Manage distress and conflict in the day to day work with Service Users who, as an expression of their needs may at times be difficult to engage and/or demonstrate significant risk behaviours.

Provide effective Care and Therapeutic Interventions to Service Users presenting with a range of difficulties.

To work collaboratively with service users and carers with intervention planning and discharge planning.

Coordinate any transitions across Pathways provided by the Trust, ensuring high level of communication is maintained.

Provide specialist clinical advice to Service Users/Carers, staff, statutory agencies, 3rd sector partner agencies and the public.

Recognise and anticipate situations that may be detrimental to the health and well being of service users and their carers and advise and treat on the promotion of health and the prevention of physical/mental and behavioural deterioration.

Assist Service Users to develop plans to promote wellbeing and independence including determining problems, identifying goals and setting individual objectives.

To ensure Carer needs are considered and Carers are involved in Care Planning as appropriate.

Work flexibly to meet the needs of Service Users across pathways which may regularly include working extended and flexible hours over 7 days a week.

Demonstrate flexibility in the role. This may involve working across clinical pathways to support the needs of the service, whilst ensuring the delivery of high quality care at all times.

## **POLICY AND SERVICE DEVELOPMENT**

Adhere to HCPC and Royal College of Occupational Therapy (COT) Professional Standards and Conduct, Trust Policies and requirements of the Mental Health Act and other Legislation.

Understand and apply National, Trust and Local Service Legislation, Policies, Procedures and Guidelines for Health and Social Care and be involved in their development where appropriate. (eg comment on proposals and draft documents).

Support and where appropriate lead the development of local services taking into account national and local best practice, policies and procedures, which influence the local and national agenda.

Support more experienced staff and actively contribute to the decision-making processes, which directly affect the service provision within the locality.

Participate in the effective monitoring, review and evaluation of the service provided.

Be involved as required in any work representing the Team and its activities as delegated by the Team Lead.

Understand and contribute to statutory issues which impact on Service Users and Carers. Perform statutory duties, subject to having received the appropriate training.

### **FINANCIAL AND PHYSICAL RESOURCES**

Be required to sign documentation, time sheets etc, to acknowledge and confirm that services have been provided to service users by other agencies i.e. Interpreters.

Recommend equipment for loan to clients and train others in the use of specialist equipment.

Required to handle small amounts of petty cash as per Trust Policy.

Be responsible for the security, care and maintenance of equipment e.g. video camera, digital camera, Voice Output Communication Aids, ensuring standards of infection control and safety are maintained – including equipment loaned to clients via other agencies.

Advise clinical lead on resource requirements.

### **HUMAN RESOURCES**

Be required to mentor students on placement and undertake appropriate training and development to facilitate this.

Be required to provide guidance and to delegate tasks to less qualified staff, vocationally qualified staff / support workers as indicated in the assessment, formulation and care plan.

Be responsible for ensuring that you are actively involved in your continual professional development (CPD) plan via the Appraisal process, mandatory training, clinical training, supervision and reflective practice.

Provide spontaneous and planned education and instruction to service users, carers, and colleagues involved in patients' care.

Contribute to the development and delivery of educational training programmes to groups of people both within and external to the organisation.

Be involved in the Recruitment & Selection process of less experienced staff in line with Trust Policy.

Provide clinical supervision to professionally registered and vocationally qualified staff/ support workers to ensure high quality and safe care provision. To delegate clinical and non-clinical work as appropriate.

Contribute to and carry out appraisal to less experienced professionally registered staff and vocationally qualified staff/ support workers in accordance with Trust Policy.

### **INFORMATION RESOURCES**

Responsibility, via paper or electronic systems, for maintaining accurate and contemporaneous records and securely storing and retrieving necessary information/documentation as per Trust Policy.

Responsibility for adhering to guidance when using specialised assessments.

Use Digital Recording Equipment as per Trust Policy.

Responsibility for maintaining own knowledge of current legislation.

Responsibility for devising, evaluating and maintaining intervention plans and risk assessments within time frame as per trust policy.

Responsibility for maintaining own knowledge of current legislation.

Responsibility for adhering to guidance when using specialised assessments.

Record data requested by Pathway Manager and Clinical Lead to contribute to Monitoring Clinical Priorities and improving Quality.

Delegated responsibility for the recording of minutes, as required, ensuring appropriate distribution to other services both within and outside of the Trust i.e. MAPPA, Child Protection or CPA.

### **RESEARCH AND DEVELOPMENT**

Contribute to the collection of data for compilation of a variety of audits and clinical returns.

Ensure that all clinical practice is evidence based. Keep up to date with relevant research in the field in order to evaluate current practice and implement service improvement.

Monitor and commit to service effectiveness via the Clinical Governance Agenda in order to improve quality and clinical effectiveness and work towards continually improving the Service User/Carer experience and satisfaction of services.

Share any knowledge gained via specific training sessions, workshops, and presentations etc with colleagues in order to develop and underpin good practice.

### **FREEDOM TO ACT**

Work within professional guidelines and be accountable for own professional actions.

Work autonomously, prioritising and managing own workload and time efficiently and effectively .

Adhere to professional code of conduct, Trust Policies and Procedures while working within clinical and professional standards identified by the RCOT/HCP.

Access management supervision from designated clinical supervisor as per Trust policy.

### **PHYSICAL EFFORT**

Frequent light effort for short periods of time.

Sometimes be required to transport equipment to various sites in the locality.

### **MENTAL EFFORT**

Be expected to deal with frequent interruptions due to the unpredictability of the work and the service user group.

Frequently be required to exert prolonged concentration during interviews, assessments and treatments of service users.

Be required to provide a high level of concentration in the writing of records and all required documentation, to meet deadlines.

Problem solving for service users who have complex physical, mental health and communication needs.

### **EMOTIONAL EFFORT**

Frequently work with service users and their carers who directly exhibit potentially severely challenging and emotional behaviours and will frequently be exposed to very distressing and very emotional circumstances.

May have regular contact with individuals presenting with trauma associated with childhood abuse; physical, sexual or emotional.

Regularly deliver unwelcome or distressing news to service users and/or their families and communicate life-changing events.

### **WORKING CONDITIONS**

Be required to frequently work in areas not subject to health and safety regulations e.g. service user's homes with exposure to unpleasant working conditions such as dirt, dust, smells or bodily fluids.

Be exposed to potential verbal and physical aggression from both service users and carers.

Work alone in service users home and adhering to Trust lone working policy.

Be required to work at various locations throughout the Trust area including from home as per Trust policy.

Have a base but be expected to use mobile technology to input into IT systems.

## **SAFEGUARDING**

Every employee has a responsibility for safeguarding and protecting adults and children from abuse, regardless of the setting in which the care takes place. It is every employee's responsibility to be aware of relevant Trust Policies. All employees should take part in training in order to maintain their skills. Front line practitioners should access regular supervision and support in line with local procedures.

## **HEALTH AND SAFETY**

Contribute to maintaining a safe environment of care through effective risk management. Identify risks and develop appropriate strategies to manage the risks including responding appropriately to untoward/emergency situations.

## **TRUST CLINICAL GOVERNANCE STRATEGY**

It is the responsibility of all health care professionals to play an active role in delivering the clinical governance agenda. There is a specific responsibility for individual health care professionals to be involved in auditing their own and their team's clinical performance, and to engage in activities, which continuously improve, the quality of services they provide.

### **Information of a Confidential Nature or Access to Confidential Information**

"To be aware of the nature of information dealt within the NHS and to work in a manner which ensures confidentiality and security of this information"

## **INFECTION CONTROL**

All Trust staff (clinical and non-clinical, including locum and agency staff employed by external contractors) have a personal responsibility to ensure the risk of infection to themselves, service users and visitors is minimised by ensuring that they (1) are familiar and adhere to, current Trust policy and guidance on infection prevention and control, (2) participate in the Trusts induction programme and statutory/required training in infection prevention and control and (3) consider infection prevention and control as part of their appraisal and/or personal development plans'.

## **CALDICOTT RESPONSIBILITIES:**

1. **Justify the purpose (s) of every proposed use or transfer** - every proposed use or transfer of patient-identifiable information within an organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed by an appropriate guardian.
2. **Don't use it unless it is absolutely necessary** - Patient-identifiable information should not be used unless there is no alternative, **where this is the case permission should be obtained.**

3. **Use the minimum** necessary - Where use of patient-identifiable information is considered to be essential, each individual item of information should be justified with the aim of reducing identification.
4. Access should be on a strict **need-to-know** basis - Only those individuals who need access to patient-identifiable information should have access to it, and they should only have access to the information items that they need to see.
5. Everyone with access to it should be **aware of their responsibilities** - Action should be taken to ensure that those handling patient-identifiable information are aware of their responsibilities and obligations to respect patient confidentiality.
6. **Understand and comply with the law** - Every use of patient-identifiable information must be lawful. Each department must have someone responsible for ensuring that the organisation complies with legal requirements.

#### **ACCESS TO CONFIDENTIAL INFORMATION:**

To be aware of the nature of information dealt with within the NHS, and to work in a manner which ensures confidentiality and security of this information.

This job description is not intended to be an exhaustive list of the duties and responsibilities of the post and the post holder may be requested to carry out any other duties appropriate to the grade or post.

The post may change over time to meet organisational requirements and the job description may be changed after consultation with the post holder at any time.

#### **JOB DESCRIPTION AGREEMENT**

**Post Title:** .....

**Post Holder's Name:** .....

**Post Holder's Signature:** .....**Date:** .....

**Line Manager's Name:** .....

**Line Manager's Signature:** .....**Date:** .....

### **PERSON SPECIFICATION**

	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b><u>Education and Qualification</u></b>	<p>Recognised Occupational therapy degree/ qualification</p> <p>HCPC Registration</p> <p>Evidence of post-registration training in OT interventions relevant to the post.</p>	<p>Member of Royal College of Occupational Therapy</p>
<b><u>Knowledge and Experience</u></b>	<p>Awareness and understanding of professional accountability, HCPC and RCOT standards and other local and national initiatives</p> <p>Proven track record of post registration clinical experience relevant to the post.</p> <p>Awareness and understanding of professional accountability, HCPC and RCOT standards and other local and national initiatives.</p> <p>Experience of working within a multi-disciplinary team</p> <p>Experience of providing Occupational Therapy services.</p> <p>Awareness of equal opportunities legislation and policies</p> <p>Experience of collaborative working across agencies and professional disciplines.</p> <p>Proven ability to manage a clinical caseload in a flexible manner as required.</p> <p>Experience of supervising students / non registered staff</p>	<p>Understanding of difficult to manage/challenging behaviours.</p> <p>Undertaking Appraisals</p> <p>Coordinating and supporting staff in the day to day provision of clinical services.</p>
<b><u>Skills and Competencies</u></b>	<p>Proven ability to carry out and provide comprehensive written assessments of individuals with complex needs.</p>	<p>Clinical Leadership.</p> <p>Training &amp; Induction of staff.</p> <p>Delegation skills.</p> <p>Debriefing skills.</p>

	<p>Risk Assessment and Risk Management / Safety Planning skills.</p> <p>Demonstrate an understanding of effective &amp; appropriate treatment options including a range of evidence based clinical approaches as identified in N.I.C.E. Guidance).</p> <p>Demonstrate effective written and verbal communication skills.</p> <p>Evidence of a high level of professional, organisational and leadership skills (self &amp; others).</p> <p>Effective interpersonal skills.</p> <p>Ability to work effectively with other professionals using a multi-agency approach.</p> <p>Ability to work autonomously and within a team.</p> <p>Effective time and case management skills</p> <p>Good conflict resolution skills.</p> <p>Ability to adapt within a changing environment.</p>	Teaching/Presentation skills.
<b><u>Role/Team specific requirements</u></b>	<p>Flexible and adaptive</p> <p>Ability to work under pressure.</p> <p>Open and non-judgemental, anti-discriminatory approach to clinical, managerial and leadership roles.</p>	
<b><u>Personal Characteristics</u></b>	<p>Friendly, outgoing, approachable, confident manner</p> <p>Innovative and creative</p>	
<b><u>Additional Requirements</u></b>	<p>Ability to meet the mobility and geographical requirements of the post.</p>	