

Candidate Information Pack



Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff have met the demands of the Covid-19 pandemic over the last two years, and we continue to work hard to reduce waiting lists for vital non-Covid services.

As an organisation, we've made significant improvements for patients and staff in the last two-and-a-half years. This is reflected in our most recent Care Quality Commission (CQC) inspection (from February 2020), which found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change and are at the start of delivering our five-year strategy, "Caring for our local communities". This was agreed with staff and partners in November 2020 and provides clarity about our role in the local health and care system. First and foremost, we will be a community focused provider of consistently high quality local and acute care. We will work with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce are reflective of the local communities which we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity of joining us.

Ben Travis
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben', followed by a long, horizontal, slightly wavy line that extends to the right.

Our vision, values and priorities

Our vision

To work together to provide high quality care to every patient, every day.

Our priorities



Quality

Continually improve safety and quality



Patients

Put patients at the heart of everything we do



People

Support and develop our workforce to live our values every day



Partnership

Work effectively with partner organisations



Money

Ensure we spend every penny wisely

Our values



We treat our colleagues with respect and compassion



We take responsibility for our actions



We learn, develop and share knowledge



We work together for patients and colleagues



We work as a team to improve quality

General Information

Review of this job description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

General Data Protection Regulation 2018

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Professional registration

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and

Strategic Risk Management Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks

to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

Infection Control

All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline

JOB DESCRIPTION

JOB TITLE:	Occupational Therapy Team Lead Surgery and Orthopaedics QEH
HOURS:	37.5 hours per week
GRADE:	Band 7
REPORTS TO:	Occupational Therapy Site Lead QEH
RESPONSIBLE FOR:	All Occupational Therapy Staff Working in Orthopaedic and Surgical Team at QEH
BUDGET MANAGED:	Responsibility for Safe Use of Equipment & Stock Maintenance

JOB PURPOSE

The Occupational Therapy Team Lead provides professional and clinical leadership to Occupational Therapy staff in the Orthopaedic & Surgical Team based at the QEH site.

The post holder supervises the day to day running of the Orthopaedics & Surgery team and is line managed by the Occupational Therapy Site Lead at QEH. To achieve this, the post holder works in close collaboration with the OT Site Lead QEH, and the other Band 7 Occupational Therapy Team Leads.

The Occupational Therapy Team Lead is a highly experienced clinician in orthopaedics and surgery who independently manages a significant and highly specialised clinical caseload.

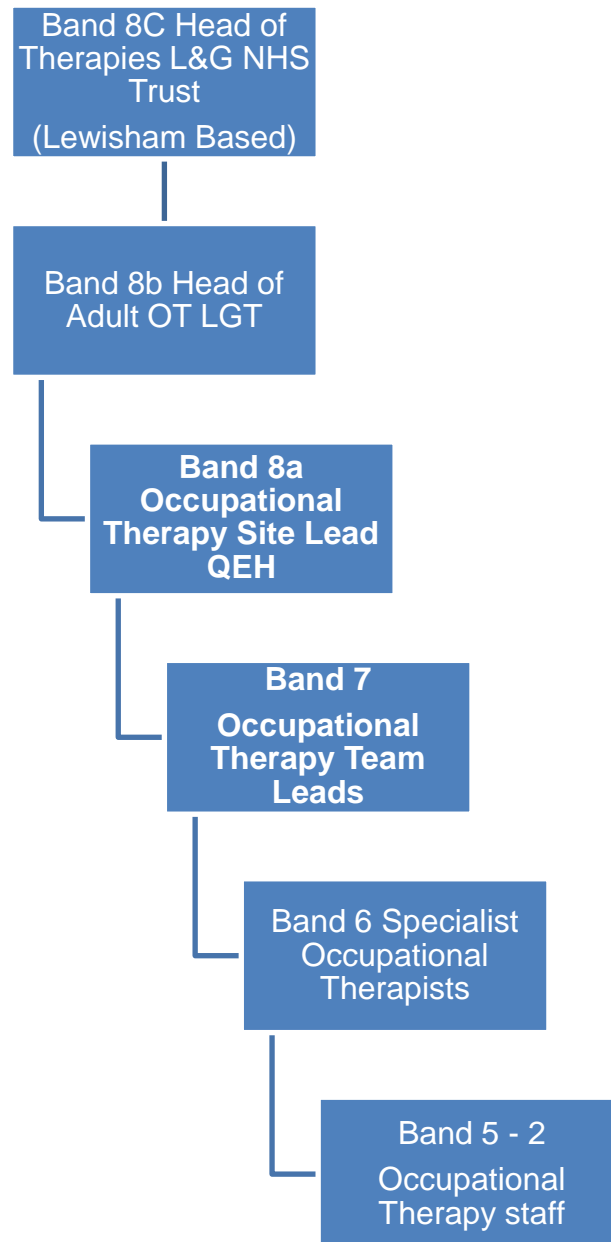
In conjunction with the OT Site Lead, the post holder coordinates a rolling programme of education, clinical evaluation, audit and research within the pathway team at QEH.

As part of the senior clinical Occupational Therapy team on the QEH site, the post holder will deputise for Clinical Pathway Leads as required.

The post is based on the Queen Elizabeth site but may at times be asked to work on other sites in order to maintain service levels

7-day working for Therapies is under development within the Trust and the postholder may be required to undertake a different working pattern, including weekends, in the future.

ORGANISATION CHART



KEY RELATIONSHIPS

INTERNAL INCLUDE: Therapy Managers and Therapy leads, own Teams, referring clinicians, MDTs, on ward, therapy administrative team, HR, other Trust Committees and own clinical teams

EXTERNAL INCLUDE: GPs, Community Services, Social services, Local authorities, AHP managers and leads, Voluntary services, College of Occupational Therapists, Health professions council, DoH Networks and Policy Groups, Higher Education Institutes, Colleges and Schools

DUTIES AND RESPONSIBILITIES

Clinical

1. To undertake all aspects of clinical duties and to carry a significant caseload of patients as an autonomous practitioner, including those with highly complex presentations
2. To work at an advanced level and to be professionally and legally accountable for a highly-specialised patient caseload and to decide priorities for own work area, balancing other patient related and professional demands
3. To be professionally and legally responsible and accountable for all aspects of own work, and of the pathway teams' work. This will include the management of clinical risk, clinical governance, knowledge of indications and precautions of chosen techniques in line with National and Trust clinical guidelines and protocols where they exist.
4. To assess patients' capacity, gain valid informed consent to treatment and where such capacity is lacking/absent to work within a legal framework in the management of the patient
5. To undertake the comprehensive assessment and accurate diagnosis of patients, including those with an extremely complex presentation, using investigative, palpatory, analytical and clinical reasoning skills
6. As appropriate to the job role, to request diagnostic procedures that will inform clinical decision making
7. To undertake physical treatment techniques utilising highly developed manual skills
8. To formulate individualised clinical management programmes, utilising a wide range of treatment skills and options to plan a highly-specialised programme of care
9. To use recognised outcome measures to evaluate the effect of Occupational Therapy interventions and ensure that treatment programmes are progressing appropriately.
10. To provide spontaneous and planned expert advice, teaching and instruction to relatives, carers, other disciplines and agencies. To promote understanding of the aims of Occupational Therapy and to ensure continuation of the treatment programme. To be consulted by staff within the pathway, the Trust and externally.
11. To participate in and where indicated, initiate multidisciplinary/multi-agency team meetings and case conferences to ensure the co-ordination of patient care. This may include the review of patient progress and discharge planning
12. To ensure accurate, comprehensive and up to date clinical records are maintained in accordance with Trust guidance and professionally agreed criteria
13. To identify and employ suitable verbal and non-verbal communication skills with patients where there may be barriers to understanding or the inability to accept diagnosis. To facilitate the best possible communication outcome in every situation and use appropriate services e.g. interpreters, SALT

14. To ensure that individual practice and that of the pathway team is user focused and patient views are incorporated into treatment planning
15. To employ appropriate skills such as persuasion, motivation and negotiation to gain co-operation in the continuation of the agreed treatment programme
16. To communicate with empathy, patient information which may be of a complex and sensitive nature including details of prognosis or disability that may be unwelcome
17. To receive highly complex patient related information from patients, relatives, carers and other professionals to effectively plan and develop individual case management
18. To communicate and advise regarding highly complex patient related information effectively to ensure collaborative working within the Occupational Therapy service and with other professionals across health and other agencies to ensure the delivery of a coordinated multidisciplinary service
19. To be integral in discharge planning including liaison with referring hospitals or community staff to which patients are discharged, providing timely discharge reports
20. To produce comprehensive patient related reports for other disciplines or agencies relating to assessment findings and/or treatment outcomes
21. To undertake an extended scope role as appropriate to the needs of the service (an extended scope practitioner undertakes delegated responsibility on behalf of medical practitioner(s) including the independent management of complete episodes of care of patients from referral to discharge)
22. To undertake the measurement and evaluation of own work through audit, outcome measurement, the application of evidence based practice and research where appropriate. To identify and initiate audit projects to review current clinical practice within the pathway
23. To lead the implementation and evaluation of Trust wide Occupational Therapy clinical outcomes within a designated pathway and monitor adherence with professional and national standards
24. To work to Trust and British Association of Occupational Therapy clinical guidelines and have a good working knowledge of relevant national standards to which quality of practice should be monitored
25. To raise Occupational Therapy staff awareness of current clinical developments and the implications these may have on clinical practice
26. To be accessible and provide expert clinical advice to colleagues in particular for highly complex case management
27. Once considered competent, to participate in week-end, bank holiday and extended working rotas where clinically appropriate
28. To fully participate in whatever pattern of working is required by the service in the future

All clinical staff are accountable and responsible for their own clinical competence and should limit their actions to those for which they are deemed competent in line with guidance from their professional bodies.

Education, Training and Research

1. To educate patients/relatives/carers regarding the nature of the condition and the aims of Occupational Therapy intervention
2. To be responsible for maintaining own competency to practice through continuing professional development activities including reflective practice, review of current research and relevant literature, maintenance of a personal portfolio and the attendance of specialist training courses as identified within a personal development plan
3. To participate in peer review as appropriate
4. To take an active role in appropriate uniprofessional and multiprofessional research initiatives
5. To lead on teaching for all of the designated pathway staff
6. To inform, deliver and evaluate specialist in-service training programmes, to initiate implementation of new working practices
7. To prepare, co-ordinate, participate and contribute to the delivery of a specific in-service training programme for staff in the designated pathway
8. To train, assess and confirm competency of staff undertaking high risk procedures within the pathway
9. To undertake the tuition, supervision and performance assessment of undergraduate Occupational Therapy students. This will include working with universities to ensure the standard of practice and teaching meets the standards set by the degree level qualification
10. To provide specialist teaching and instruction to other disciplines to ensure a consistent approach to patient care
11. To be an educational resource and assist/support colleagues undertaking higher education, audit and research projects
12. To participate in mandatory/statutory training as required by the Trust and national standards
13. To maintain state registration with the Health and Care Professions Council (HCPC) and to provide evidence of that registration annually upon request

Service Management

1. To manage day to day workload and maintain level of service across the pathway and assist other members of the team to make appropriate prioritisation choices. To ensure the effective exchange of information across the pathway team and coordination of service delivery
2. To use prioritising and time management skills to meet the unpredictable and conflicting needs of the service
3. To ensure clear and open channels of communication exist within the Occupational Therapy pathway team. To ensure the cascade of corporate, strategic ideas and information to all pathway staff

4. To initiate and maintain communication links, collaborative working patterns with other nationally recognised experts and networks in the speciality
5. To organise, plan and lead Occupational Therapy pathway meetings and to attend staff and managerial meetings as requested by senior Therapy managers
6. To be responsible for management of informal conflicts, disagreements and complaints in any area within the pathway by using highly developed negotiation skills
7. To ensure all incidents, accidents and complaints within the pathway are reported and documented in the appropriate timeframe and in line with Trust policy. To ensure senior Therapy managers are made aware of all incidents, accidents and complaints
8. To monitor the quality of care provided in the designated pathway and promote a culture of evidence based practice across the Trust
9. To lead in the interpretation of professional and national standards for the speciality, recommending and implementing changes in clinical practice across the Trust where indicated
10. To take responsibility for the regular inspection and safe use of equipment. To advise appropriate personnel of the need to review availability of suitable resources for patient care. To comply with Health & Safety requirements and follow the policy for safe disposal of equipment
11. To be aware of the cost/benefit implications in the selection and ordering of appropriate equipment to be provided to the patient for long term use as an individual and by the pathway team
12. To maintain and provide accurate and timely activity information both as an individual and for the designated pathway. To do this in accordance with local and national requirements to help inform service delivery and evaluation
13. To adhere to the policies and procedures of the Trust and Occupational Therapy service
14. To undertake other duties commensurate with the grade as requested by senior Therapy managers

Service Development

1. To act as the clinical Occupational Therapy lead responsible for the development of a designated Occupational Therapy speciality.
2. To propose and implement service agreed policy and service changes for designated pathway. The post holder will liaise closely with senior Therapy managers with whom all policy decisions rest.
3. To contribute to developments within the Occupational Therapy service and the wider multidisciplinary/multi-agency team and if requested lead related project groups
4. If requested to represent the Occupational Therapy service at Trust service development meetings to ensure specialist Occupational Therapy advice and guidance is included in new service proposals

Human Resource Management

1. To undertake supervision, performance and day to day management of all staff who report to the post holder across the pathway
2. To participate in the Trust individual performance review processes as both appraiser and appraise. To be responsible for the appraisal and professional development of the designated pathway Occupational Therapy staff in line with the requirements of the Trust ensuring all pathway members have a comprehensive development plan
3. To ensure that staff are aware of and comply with Trust policies and procedures undertaking action as necessary under relevant policies e.g. sickness management
4. To be responsible for the clinical standards of the Occupational Therapy staff reporting to the post holder within the designated pathway
5. To facilitate effective team working within the pathway, leading, assisting and supporting other team members
6. To deputise for senior staff where appropriate
7. To assist in recruitment, selection and retention procedures for the Occupational Therapy service
8. To contribute to the clinical induction of Occupational Therapy staff

GENERAL RESPONSIBILITIES

This job description is intended to be an interpretation of the general scope and proposed responsibilities of the post at the time of writing and does not form part of the contract of employment. Therefore, you may be required to undertake other duties and responsibilities commensurate with your role. The job and priorities for action will be periodically reviewed. This will be done by the line manager in consultation with the post holder.

The post holder will maintain patient confidentiality at all times, will recognise and adhere to the Trust's Standing Orders and standing Financial Instructions, will be responsible for accurate computer data entry and data quality and will carry out their duties with regard to accepted standards of professional practice.

The Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. The Trust welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar any candidate from employment. This will depend on the circumstances and background to the offence(s).

As the Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Health & Safety:

The post holder, like all other employees must take reasonable care at all times, and be aware of their responsibilities under Health & Safety at Work Act (1974), infection control and other

legislation and ensures that agreed safety procedures are pursued in a way that maintains a safe environment for all employees, patients and visitors at all times.

Data Protection Act:

The post holder must maintain the confidentiality of information about patient, staff and Health Service business in accordance with the Data Protection Act (1998).

All employees of Lewisham and Greenwich NHS Trust must not, without prior permission, disclose any information regarding patients or staff. In circumstances where it is known that a member of staff has communicated to an unauthorized person, those staff will be liable to dismissal. Moreover, the Data Protection Act (1998) also renders an individual liable for prosecution in the event of unauthorized disclosure of information.

Infection Control:

Infection Control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:

- Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.
- Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy.
- Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

PRODUCED BY: Leanne Hunt Occupational Therapy Site Lead QEH

DATE PRODUCED: 4th August 2022

PERSON SPECIFICATION

JOB TITLE: Occupational Therapy Surgical Orthopaedic Team Lead QEH

Criteria	Essential	Desirable
Education and Qualifications	<p>Diploma / Degree in Occupational Therapy.</p> <p>HCPC registration</p> <p>Working at M level (e.g. module) or equivalent experience/qualification</p> <p>Undertaken a range of relevant postgraduate courses</p> <p>Undertaken clinical educators training</p>	<p>BAOT</p> <p>Member of Special interest Group</p> <p>MSC in related subject</p> <p><i>Undertaken appropriate managerial training</i></p>
Skills and Abilities	<p>The ability to discuss advanced clinical reasoning in the management of highly complex cases</p> <p>The ability to identify and act upon adverse clinical signs</p> <p>Able to communicate at advanced level including complex information to patients, Carers, team and other health professionals.</p> <p>Excellent ability to work effectively in a team environment</p> <p>Excellent time management skills with ability to organise, prioritise and delegate.</p> <p>Ability to self direct learning, be critical and evaluate own learning needs, demonstrated in a CPD portfolio.</p> <p>Demonstrates excellent leadership ability and motivational skills</p> <p>Able to provide a high standard of clear concise, written and verbal reports in English</p> <p>Ability to collect and present data for service performance information</p> <p>Excellent teaching and presentation skills IT skills, including using hospital data bases, word processing, excel, email and power point</p> <p>Ability to manage own stress and work in a stressful and unpredictable environment.</p>	<p>IT skills - Ability to create and/or format data and/or complex spreadsheets using computerised systems</p>

	To show empathy and fairness to give support to others	
Experience	<p>Wide ranging post graduate Occupational Therapy experience including having held senior position in relevant speciality</p> <p>Significant experience of relevant specialist pathway</p> <p>Experience of working autonomously and unsupervised</p> <p>Experience in managing limited resources and high workloads</p> <p>Experience in leading and completing audit and evidence based projects.</p> <p>Experience of supervision and appraisal of Occupational Therapy staff and students with ability to give constructive feedback and performance management when necessary</p> <p>Evidence of actively participating in in-service training and presenting to large MDT groups, undergraduate and postgraduate staff and evaluating effectiveness of training</p> <p>Experience and ability to work collaboratively within MPT</p> <p>Evidence of leading change management and innovation in clinical practice</p>	<p><i>Previous experience at band 7 Level</i></p> <p>Research experience including publication in recognised journal.</p> <p>Presented at national level or external courses relevant to subject area</p> <p>Actively involved in developing research links with other academic institutions</p> <p><i>Evidence of presenting to MDT groups, undergraduate and postgraduate staff</i></p>
Knowledge	<p>Extensive specialist knowledge of evidenced based Occupational Therapy for designated specialist pathway</p> <p>In depth knowledge of national guidelines and standards pertaining to specialist pathway and Occupational Therapy</p> <p>Robust understanding of clinical governance and its implication for Occupational Therapy</p> <p>Awareness and understanding of NHS structure, current issues and developments</p> <p>Understanding of the legal responsibilities of the profession</p>	
Other	<p>Self motivated with a clear vision of role / commitment to speciality</p> <p>Demonstrate professional independence</p>	Use of own transportation.

	<p>Work in a flexible manner and adapt to changing environments</p> <p>Physically fit and able to comply with Trusts moving and handling guidelines, therapeutic handling</p> <p>Professional manner and appearance</p> <p>Available for weekend duties, 7-day and altered working patterns where clinically appropriate</p>	
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PRODUCED BY: Leanne Hunt Occupational Therapy Site Lead

DATE PRODUCED: 4th August 2022