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Job description and person specification
Specialist Occupational Therapist, Community Neuro Rehabilitation Service

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Job Title: Specialist Occupational Therapist Community Neuro Rehabilitation Service		**AfC Reference No:** SOT/AHP/220811/CNRS
Business Group: Integrated Care		**Band: 6**
Staff Group *Please indicate ✓* *This section must be completed*	• *Administrative Services* • ***Allied Health Professionals*** ✓ • *Health Science Services*	• *Nursing and Midwifery* • *Support Services*
Hours or Programmed Activities: 0.6 WTE Part Time 6/7 day working	**Base:** Stockport NHS Foundation Trust 4th Floor Beckwith House, Stockport	
Accountable to: Head of Therapies via Operational Pathway Lead and Team Leader		
Responsible for: Band 5 Occupational Therapist, Assistant Practitioner and Therapy Assistants		
Professionally Accountable to: Head of Therapies via Operational Pathway Lead		

Job Summary:

The post holder will work as part of an integrated Community Neuro Rehabilitation Service. managing a varied caseload of patients with stroke and neurological conditions. They will participate in CPD, clinical audit and in-service training.

They will be an autonomous practitioner, both professionally and legally accountable for all aspects of their professional and clinical work.

They will assess, diagnose, plan and deliver treatment programmes to patients in their care, providing highly specialised neuro-rehabilitation using evidence-based treatments to ensure patients receive high quality care; meeting standards and guidelines.

They will promote independence, function and integration within the community using a multi-disciplinary approach.

Excellent communication, organisational and team working skills are required as well as the ability to work autonomously and under pressure.

They will have the opportunity to support and develop Band 5 therapists within the team and act as a clinical educator to students.

They will undertake evidence-based audit and research projects to further their own and team's

clinical practice and make recommendations to the clinical and team leaders for changes to practice. They may lead the implementation of specific changes to practice or contribute to service guidelines.

Organisation Chart

Head of Integrated Therapies and Borough Wide Services
|
Operational Pathway Lead
|
Team Leader
|
Clinical Lead Occupational Therapist
|
Specialist Occupational Therapist
|
Occupational Therapist
|
Assistant Practitioner
|
Therapy Assistant

JOB DESCRIPTION

Main Duties and Responsibilities

- To manage a caseload of patients with stroke and neurological conditions within the Community Neuro Rehabilitation Service, thereby working within a variety of clinical settings including patients homes, clinics and workplace environments.
- To perform specialist occupational therapy assessments of patients with diverse presentations and complex physical and psychological conditions to provide a diagnosis and develop and deliver an individualised treatment programme.
- To be responsible for own caseload in the clinical setting, including patients with complex needs, working without direct supervision. Access to advice and support from a Senior OT is available if required; clinical work is not routinely evaluated.
- To undertake moving and handling assessments including complex presentations in the community.
- To have an active role in multi-disciplinary team working.
- To maintain documentation in accordance with departmental and Trust policies.
- To be able to plan and carry out realistic treatment programmes appropriate to each patient, using evidence-based practice.
- To provide supervision to junior, support staff and students.
- To cover for absent colleagues as required.

Communication

- To communicate effectively with patients and carers, team members, OT colleagues and other agencies.
- To participate and work as a member of the multi-disciplinary team discussing decisions with regard to patient treatment programmes.
- To provide support and education regarding aspects of occupational therapy, e.g., equipment fitting and rehab programmes.
- To write professional clinical reports with supervision, as appropriate, from senior staff.
- To record personally generated clinical observations and complete accurate records.
- To be familiar with occupational therapy organisational structure and communication links.
- To ensure that up-to-date written and electronic records and activity data are maintained in accordance with professional and Trust standards.
- To be able to deal effectively with complex/sensitive situations.
- To be responsible for maintaining accurate and comprehensive patient treatment records in line with HCPC standards.

Responsibility for Patient Care

- To undertake occupational therapy assessments for a designated caseload, addressing occupational performance and skill deficits, enabling the patient in all areas of activities of daily living.
- To work with patients to identify occupational therapy goals as part of the overall patient's treatment.
- To plan and implement individual interventions, in collaboration with the patient, using graded activity to achieve therapeutic goals.
- To plan and prioritise your own workload.
- To have a supervisory role for band 5 clinicians
- To order, appropriate equipment and minor adaptations to aid independence, e.g. grab rails, bathing equipment.
- To be professionally and legally accountable for all aspects of your own work.
- To comply with the RCOT Code of Ethics and Professional Conduct.
- To monitor, evaluate and modify treatment in order to measure progress and ensure effectiveness of intervention.
- To move and handle patients and equipment safely in accordance with Trust and national guidelines.
- To demonstrate on-going personal development through participation in internal and external development opportunities, recording learning outcomes in a portfolio.
- To appropriately manage Trust policies, COSHH, Infection Control and understand wearing of PPE in line with covid restrictions that may occur during an occupational therapy intervention.

Planning and Organising

- To demonstrate good time management in relation to clinical/non clinical work.
- To plan and prioritise own workload
- Assist with the supervision and co-ordination of junior staff, students and assistants on a daily basis as required by the team leader.
- Ensure that your own practice and that of staff under your supervision meet the required professional standards of Occupational Therapy practice.
- To be responsible for organising and planning own caseload to meet service and patient priorities. Readjusting plans as situations change/arise.

Responsibilities for Physical and / or Financial Resources

- To comply with Trust guidelines regarding the safe use of equipment and removing from use faulty equipment.
- To monitor the safe return of OT equipment
- To ensure stock control procedures are adhered to.
- To comply with Trust policies regarding use of petty cash.
- To be aware of general financial constraints within area of work.

Responsibility for Policy and Service Development and Implementation

- To participate in the planning, evaluation and audit of practice, clinical pathways and protocols within this area.
- Work within clinical guidelines and have a good working knowledge of national and local standards and monitor own and others quality of practice as appropriate.
- To participate in methods of obtaining patient views and patient participation in service development.
- To contribute to the maintenance and development of local standards.
- To be aware of local and National Health Service policy and developments that impact on service provision.

Responsibilities for Human Resources and Leadership

- To contribute to the induction, training and education of students and other staff within the clinical setting.
- To participate in structured and informal teaching
- Participate in the staff appraisal scheme and be responsible for complying with your agreed personal development programme to meet set knowledge and competencies
- To be able to evaluate their own efficiency and effectiveness by self review and that of supervising senior.
- To actively promote occupational therapy by taking part in career conventions, Trust open days etc
- To be responsible for maintaining own competency to practice through CPD activities, and maintain a portfolio which reflects personal development.
- Maintain and develop current knowledge of evidence-based practice in the area of practice
- To accept the challenge of supporting OT students from Salford University and other Universities
- To supervise delegated tasks to band 5 and therapy assistants.
- To undertake the supervision of junior staff as delegated by senior member of staff.

Responsibilities for Teaching and Training

- To be responsible for teaching student OTs to graduate level on OT skills and knowledge within core clinical areas.
- Teach, assess and contribute to the performance assessment and appraisal of band 5 OTs, Assistant Practitioners and therapy assistant staff.
- To be an active participant in the team in-service training programme.

Responsibilities for data and information resources

- To contribute to the Trust, Directorate's and team's clinical governance arrangements and quality agenda.
- To demonstrate understanding and application of national guidelines and legislation relating to health and social care in physical health service provision.
- To maintain accurate patient records and statistics in accordance with Trust and departmental guidelines/ policies.

Research, Development and Audit

- To undertake clinical audit and research and development, participating in the departmental programme.
- Undertake evidence-based projects and develop improvements to service delivery and clinical practice, making recommendation for change to the therapy manager.
- Undertake the measurement and evaluation of your work and current practices through the use of evidence based practice projects, audit and outcome measures, either individually or with more senior therapists.
- Be an active member of the in-service training programme by attendance at and participation in, in-service training programmes, tutorials, individual training sessions, external courses and peer review.
- To undertake as directed the collection of data for use in service audit and research projects. To manage and undertake research into specific areas of clinical practice and service delivery using a range of research methodologies as part of MDT audit and departmental research initiatives.
- Be actively involved in professional clinical groups, such as the Trust Journal Club, Clinical Interest Groups, Peer Review Groups and other professional development activities.

Physical Skills and Effort

- To move and handle patients and equipment safely in accordance with Trust and national guidelines.
- Able to complete therapeutic moving and handling safely and appropriately.

General Duties for all Employees

Hand Hygiene

To assist the Trust in reducing healthcare acquired infections (HCAI's) all staff should be familiar with all the Trust's Infection Prevention policies which are appropriate to their role. You are required to attend mandatory training in Infection Prevention and be compliant with all measures known to be effective in reducing HCAI's"

Safeguarding

All Stockport Foundation Trust employees are required to act in such a way that at all times safeguards and promotes the health and well-being of children, young people and vulnerable adults. Familiarisation with and adherence to the policies and procedures relating to child protection and safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns and they must therefore be aware of child and adult safeguarding procedures and who to contact within the Trust for further help and guidance. It is an essential requirement of all employees as is participation in mandatory safeguarding training in accordance with the employees roles and responsibilities.

Prevention

To actively work with patients/clients/service users to identify appropriate opportunities in Making Every Contact Count for preventative interventions which may reduce the risk of future harm to health and wellbeing and to provide brief advice and refer or signpost to sources of further information and support which may include advice on lifestyle behaviour and social care needs as well as safety and management of long term conditions.

Data Protection, Confidentiality and Information Governance

The post holder must abide by all relevant Trust and departmental policies including information governance, confidentiality and data protection and, undertake the annual data security awareness mandatory training. The post holder is reminded that any breach of the Trust's information governance and security policies and procedures, including data protection legislation, will result in disciplinary action.

Data Protection Legislation – the post holder is required to process all personal data relating to patients and staff, whether in paper, electronic or other media, in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR), ensuring the security and confidentiality of data at all times.

The post holder must not for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

Health & Safety

Under the Health and Safety at Work Act 1974, the Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. Equally the post holder is required to work within the Trust Health & Safety Policy and fulfil a proactive role towards the management and control of risk. This entails the identification, assessment and the immediate reporting, using the Trust Incident Reporting System, any incident, accident, hazard or near miss involving patients, service users, carers, staff, contractors or members of the public.

The Post holder has a personal responsibility to adhere to a statutory and departmental duty of care for their own personal safety and that of others who may be affected by their acts or omissions at work

Harassment & Bullying

As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

Dignity & Respect

All employees have a duty to promote a harmonious working environment in which all persons are treated with dignity and respect, whilst fulfilling our legal obligations under equality legislation and associated codes of practice.

The Trust takes the right of the patient/service user to be treated with dignity and respect seriously. We will treat every patient/service user and carer as a valued individual, with respect for his/ her dignity and privacy. Our aim is to give each patient/service user the care we would want for our families and ourselves.

Quality Improvement

Our mission is to make a difference every day helping people to live their best lives. We have a trust wide approach to quality improvement and we expect everyone to contribute to improving our services by always learning and continually improving our services. For all staff, it is about learning from what has worked well as well as what has not, being open to change and improvement and working in smarter and

more focused ways to improve our services. The Trust encourages and provides opportunities for staff at all levels to engage in the Trust's approach to quality through quality improvement projects, clinical audit, innovation and quality assurance.

No Smoking Policy

The Trust operates a No Smoking Policy which states that smoking is prohibited within all Trust premises and on the site. This includes entrances, exits, cars, lease cars, car parks, pavements and walkways, areas hidden from general view and residences. As an employee of the Trust you are expected to comply with this policy, failure to do so may result in disciplinary action being taken under the Trust's Disciplinary Policy & Procedure.

To undertake any other duties which is deemed appropriate to the band when requested by Senior Staff.

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the postholder

Date:

Manager's Signature: _____

Postholder's Signature: _____

PERSON SPECIFICATION

Post: Specialist Occupational Therapist (CNRS)

Band: 6

Requirements	Assessment Method – Application Form (AF) / Test (T) / Interview (I) / References (R)				
	Essential (E) / Desirable (D)	**AF**	**T**	**I**	**R**
Education & Qualifications					
• Diploma/Degree in Occupational Therapy.	E	✓			
• State Registration with the Health Professions Council.	E	✓			
• Evidence of continual professional development.	D	✓		✓	
• Fieldwork Education Course.	D	✓		✓	
• Membership of RCOT	D	✓		✓	
• Normal Movement Training	D	✓		✓	
Knowledge					
• Broad knowledge of current best practice in occupational therapy in physical and psychological health.	E	✓		✓	✓
• Application of the Occupational Therapy process with designated patient group.	E	✓		✓	✓
• Knowledge of occupational therapy models of practice.	E			✓	
• Knowledge and application of standardised assessments.	E			✓	
• Understanding of therapy outcome measures.	E			✓	
• Computer literacy.	E	✓			
• Knowledge of government policy and current practice.	D			✓	
• Knowledge of the principles of clinical governance since its application.	D			✓	
• Knowledge of intermediate care and community/support services.	D	✓		✓	
• Knowledge of discharge planning processes.	D	✓		✓	
• Up to date in professional practice and new research.	E	✓		✓	
Experience					
• Previous experience as a Band 5 Occupational Therapist.	E	✓		✓	
• Experience in clinical areas covered by occupational therapy teams.Advice and support of junior staff, support staff and /or	E	✓		✓	
	E	✓		✓	

students.					
• Post registration experience in a stroke and/ or neuro-rehabilitation in a clinical setting.	E				
• Experience of research or audit.		✓		✓	
• Experience working in the acute hospital and community setting	D D	✓ ✓		✓ ✓	
Skills & Abilities					
• Ability to analyse professional and ethical standards.	E			✓	
• Understanding of team dynamics.	E	✓		✓	✓
• Effective written and oral communication skills.	E	✓	✓	✓	✓
• Ability to work autonomously and set own priorities.	E	✓		✓	✓
• Ability to work under pressure.	E	✓		✓	✓
• Ability to reflect and critically appraise own performance.	E	✓		✓	
• Application of health, safety and risk management policies.	E	✓		✓	
• Willingness to participate in appraisal/ supervision.	E	✓		✓	
• Basic splinting skills.	D	✓			
• Good interpersonal skills.	E	✓		✓	✓
• Ability to organise and respond efficiently to complex information.	E	✓		✓	
• Ability to build effective working relationships.	E	✓		✓	✓
• Positive attitude towards people with disability.	E	✓		✓	
• Ability to work collaboratively within the integrated therapy team and multi-disciplinary team.	E	✓	✓	✓	✓
• Supervisory skills.	E	✓	✓	✓	
• Training and facilitation skills.	E	✓		✓	
• Presentation skills.	E D	✓	✓	✓	
Work Related Circumstances					
• Occupational Health Clearance.	E		✓		
• Flexible approach to work.	E			✓	
• Ability to move and handle patients.	E	✓		✓	
• Able to remain professional, calm and polite under pressure	E	✓			
• Holds current driving licence and car owner with insurance for business use	D	✓			