

COMMUNITY HEALTH NEWHAM

JOB DESCRIPTION

JOB TITLE	Occupational Therapist
GRADE	Band 7
DEPARTMENT	Extended Primary Care Team
REPORTING TO	Clinical Lead Occupational Therapist
ACCOUNTABLE TO	General Manager
RESPONSIBLE FOR	Designated junior staff and students

JOB SUMMARY

The Extended Primary Care Team enables the provision of multi-disciplinary care and support to vulnerable adults, with the most complex medical and social needs, in a range of community settings. Nursing, therapy and support staff work in multi-disciplinary teams across four localities, liaising closely with local GP's to provide the majority of community health services for adults (with primarily a physical disability) living in the community.

The aim of the Extended Primary Care Team is to reduce unplanned hospital admissions by supporting clients in their own homes and to facilitate rehabilitation following discharge from hospital.

The occupational therapist works as part of the multi-disciplinary team, providing specialist client- centered occupational therapy interventions, to enable clients to maximise their independence in daily activities in their own homes.

MAIN DUTIES AND RESPONSIBILITIES

General

- To provide specialised client-centered occupational therapy interventions to clients (aged 16 or over) who are resident in the community and are referred primarily due to a physical disability. This includes clients who may present with complex physical, cognitive, psycho-social and housing needs as a result of a wide range of medical conditions.
- To be an influential member of the multi-disciplinary team, providing expert, integrated, client- centred, goal-orientated rehabilitation for clients.
- To work as an autonomous practitioner in managing a defined caseload of complex cases, in a community setting. To evidence high levels of problem solving and clinical reasoning skills in line with evidence based/client-centred principles. To formulate a diagnosis and treatment plan designed to reduce the impact of disability from a comprehensive assessment of the client's needs.
- To take a lead role in the supervision, teaching and appraisal of junior occupational therapists, rehabilitation support workers, students and other members of the multi-disciplinary team.
- To work collaboratively with members of the multi-disciplinary team in the planning, development and evaluation of the Extended Primary Care Team, taking a lead for designated projects. To continually engage with and develop the provision of occupational therapy within community services.

SPECIFIC RESPONSIBILITIES

Clinical

1. To be professionally and legally responsible for all aspects of own professional activities. To adhere to and apply The College of Occupational Therapists' Code of Ethics and Professional Conduct (College of Occupational Therapists 2015)
2. To independently manage a caseload of complex cases, providing specialist occupational therapy assessment and interventions to clients with complex physical, cognitive and psycho-social needs arising from their medical conditions. To provide this service in the most appropriate setting to the client, e.g. clients' homes, workplace and other community settings, working closely with the client, his/her family/carer and other professionals in doing this.
3. To be responsible for prioritising the occupational therapy referrals within the service to ensure that clients with urgent needs are seen within appropriate timescales.
4. To establish excellent therapeutic relationships with clients/family/carers to gain their participation in the therapeutic process by employing advanced interpersonal skills (e.g. communication, reasoning, negotiation skills, motivational tactics) and overcoming any barriers to communication (e.g. different languages, lack of understanding of the spoken word, visual or hearing impairments, fear, anxiety).
5. To assess for and diagnose any functional, physical, cognitive, perceptual, psychological and sensory deficits using functional assessments together with specialised standardised and non-standardised assessment batteries.
6. Based on the analysis of the assessment and a risk analysis, to determine occupational therapy aims and treatment goals as part of the overall care plan, and then to formulate intervention options which reduce the impact of disability.
7. To work closely with the client/family/carers to encourage participation in the therapeutic process. To negotiate and agree decisions relevant to the client's management whilst respecting their diversity. To identify and select with the client/family/carers the most appropriate intervention options, which balance the complex interactions of risk, safety, client choice, independence, areas of conflict, eligibility for services and cost effectiveness.
8. To develop specialised occupational therapy treatment programmes in collaboration with clients, carers and other involved professionals (e.g. physiotherapists, speech and language therapists, district nurses, clinical lead professionals, home care agencies) to be carried out in the client's home or community as appropriate.
9. To plan, coordinate and deliver client-centred interventions on either an individual or group basis, using the principles of graded activity and a wide range of treatment techniques e.g. functional and remedial activities, splinting, equipment provision, education and health promotion.
10. To use specialised therapeutic moving and handling skills in the assessment and treatment of clients, including providing advice and training to client/family/carers on correct handling techniques, having undertaken specialised manual handling risk assessments.
11. To assess the need for special equipment and/or adaptations in line with the eligibility criteria set out by Newham Social Services. To prepare and present the case to the joint Health and Social Care Equipment and Adaptations Panels, and then to be responsible for the installation of that equipment, conducting a risk assessment and any necessary training (e.g. how to use a hoist), to ensure that the client and their carers are safe in its use.
12. Using specialised clinical reasoning and critical thinking, to analyse the assessments made by others for equipment and adaptations. To act as an approved signatory on a one to one basis and as Chair of the Equipment Panel and Chair of the Adaptation panel held jointly by Newham Social Services and Community Health Newham.
13. To provide specialist advice on lifestyles, role, functional abilities, self care and the physical environment after taking account of the effects of any medical conditions on the individual and his/her family/carers, e.g. energy conservation, fatigue management.
14. To prescribe and coordinate interventions to be carried out by others, such as rehabilitation support workers or home carers, and to train them to carry out the therapeutic programmes as appropriate to the home or community environment.

15. To work with clients and their carers in stressful circumstances, providing emotional support, e.g. in coming to terms with the impact of a new and/or on-going diagnosis and its long-term implications for their daily lives.
16. To use advanced clinical reasoning, critical thinking and reflection to monitor, evaluate and modify treatment, evaluate outcomes and thus ensure effectiveness of interventions.
17. To use comprehensive knowledge of other multidisciplinary roles and external agencies to determine the need for referral to other disciplines/agencies and to initiate such referrals.
18. To participate in client-related meetings as required and prepare written handling plans.
19. To provide verbal and written information to support the client's discharge from the service which informs health and social care providers of the outcomes of interventions and of ongoing health and social care requirements.
20. To provide expert occupational therapy clinical advice to staff across the four EPCT localities and to other health care professionals, in relation to the area of specialist knowledge and skills (occupational therapy in the field of physical disability).
21. To participate in the triage of all referrals into the extended primary care team, determining appropriateness and urgency of referrals for nursing, physiotherapy and occupational therapy.
22. To maintain professional links with the Clinical Lead Occupational Therapist, regarding occupational therapy clinical governance and professional issues.
23. To identify and manage the potential difficulties and risks involved in working alone in a variety of community settings (e.g. verbal or physical aggression, challenging behaviour, working in unhygienic environments) and to do this for staff to whom work is delegated. To complete incident forms as necessary.
24. To maintain accurate and up-to-date documentation which is consistent with legal, professional and organisational requirements.
25. To ensure that services offered are responsive to the needs of all users, including their cultural, religious and linguistic needs, and the needs of users with disabilities.

Management/Administration

1. To ensure that services are provided in accordance with the policies and procedures of East London NHS Foundation Trust, The College of Occupational Therapists Code of Ethics and Professional Conduct (College of Occupational Therapists 2015), the NW Locality's policies and procedures; and Newham Social Services policies and procedures when assessing for and issuing equipment or when assessing for and formulating recommendations for adaptations to clients' homes.
2. To be responsible for the day to day management and provision of occupational therapy assessments and interventions in the NW locality by reviewing the appropriateness of referrals, prioritising referrals and managing junior staff on a day to day basis.
3. To work with the General Manager and Clinical Lead Occupational Therapist, using specialist knowledge and skills, to develop and evaluate the Extended Primary Care Team, e.g. through the use of audit and outcome measures, taking a lead responsibility for designated tasks.
4. To use specialist knowledge and skills to actively influence policies, procedures and service developments within the Extended Primary Care Team by working with the General Manager and Clinical Lead Occupational Therapist to ensure that the service meets the needs of the clients and also meets national and local priorities, e.g. by identifying unmet need and service pressures, by identifying and applying evidence based practice.
5. To support senior staff in the development and implementation of the Trust's clinical governance strategy, participating in multidisciplinary audits, investigation of complaints, user involvement activity and other mechanisms of service evaluation and monitoring.

6. To ensure that the agreed quality standards of service, based on NW Locality, professional (College of Occupational Therapists) and national guidelines (e.g. National Service Frameworks) are maintained by self and designated junior staff.
7. To collect relevant statistical information and activity data in accordance with Trust, professional and NW Locality requirements. To ensure that designated junior staff do likewise.
8. To maintain accurate and up to date documentation (e.g. including comprehensive progress and discharge reports) in multi-disciplinary records which is consistent with legal, professional, organisational and NW Locality requirements. To be responsible for ensuring that designated staff maintain record keeping standards.
9. To attend and participate in NW locality, Extended Primary Care Team and professional clinical governance meetings, undertaking tasks which result from these meetings, e.g. risk assessments relevant to clinical duties.
10. To deputise for General Manager and/or Clinical Lead Occupational Therapist by carrying out agreed delegated tasks, e.g. attendance at and participation in meetings, especially those where the area of specialist knowledge and skills is relevant.
11. To act as a representative for the NW Locality, Extended Primary Care Team and/or the occupational therapy profession in Trust-wide developments.
12. To prioritise and manage the clinical and non-clinical responsibilities of the post on a daily basis. To assist junior staff and students to do likewise.
13. To provide clinical leadership to other occupational therapists in the team. To be involved in their recruitment and take responsibility for their professional support, supervision and appraisal.
14. To be responsible for the security, care and maintenance of any equipment being used with clients, ensuring standards of infection control and safety are maintained.

Education and Training

- 1 To maintain and develop own professional knowledge and skills in relation to occupational therapy in the field of physical disability and community rehabilitation. To be conversant with professional developments and current evidence base in this field, evidencing critical appraisal skills and a sound understanding of clinical governance
- 2 To develop and maintain an agreed area of specialist knowledge and skills in relation to occupational therapy in the field of physical disability, e.g. seating/posture and positioning and/or splinting, and to act as an expert resource to other occupational therapists and members of the multi-disciplinary team for this subject area.
- 3 To participate in staff and service development through attendance at meetings and in-service training sessions, including taking a lead responsibility for designated sessions.
- 4 To undertake management and leadership training as required to meet the needs of the post, e.g. appraisal, supervision skills, time management, audit.
- 5 To participate in mandatory training (including fire training, life support, basic food hygiene and movement and handling training).
- 6 To actively participate in regular clinical supervision and yearly appraisal using reflection and analysis to inform practice, develop skills and identify training needs in relation to the needs of the service and personal development.
- 7 To provide leadership, support, guidance, teaching, clinical supervision and appraisal to junior occupational therapists and rehabilitation support workers.
- 8 To be responsible for providing leadership, advice, support and training to other staff groups with regard to specialist area of rehabilitation for clients with complex physical disabilities.
- 9 To act as a Professional Practice Educator, providing training and education for occupational therapy students on professional practice placements within the NW Locality and to provide written reports for the relevant academic institution regarding the student's performance.

- 10 To be responsible for maintaining a CPD portfolio which clearly demonstrates that competencies required within the post are achieved and maintained.

Communication

- 1 To communicate effectively and work collaboratively with therapy, nursing and medical colleagues, as well as outside agencies (e.g. Social Services, home care agencies, voluntary sector) to ensure the delivery of a coordinated multi-disciplinary service, e.g. providing written reports or verbally reporting complex and sensitive information in case conferences, multidisciplinary client discussion meetings, or where patients require major adaptations.
- 2 To communicate verbally and non verbally with the client/family/carers during assessment and treatment sessions in order to fully understand their needs, to motivate, train and teach them.
- 3 To communicate complex information regarding the assessment and treatment to clients and their family/carers, ensuring that this information is understood (e.g. where the client does not speak English, has a hearing impairment, altered emotional state, cognitive/learning/emotional disability, or where the client does not understand or accept a clinical decision).
- 4 To work with advocacy and interpreting services for families where English is not the first language in order to ensure effective communication and sensitivity to religious and cultural needs.
- 5 To liaise closely with Newham Adult Social Care Occupational Therapy Team by presenting a case of need when clients require equipment and adaptations.
- 6 To adhere to Trust, professional and local policies and standards in relation to confidentiality.
- 7 To work in partnership to develop new innovative ways of working, to provide a higher quality of service to residents of Newham, with colleagues within Community Health Newham, the wider East London NHS Foundation Trust and other organisations.

This job description is an outline only of the duties to be performed and will be reviewed and altered in light of the changing needs of the service, after consultation with the post holder.

COMMUNITY HEALTH NEWHAM

PERSON SPECIFICATION

JOB TITLE	Occupational Therapist
GRADE	Band 7
DEPARTMENT	Extended Primary Care Services, North West Locality
REPORTING TO	Clinical Lead Occupational Therapist
ACCOUNTABLE TO	General Manager
RESPONSIBLE FOR	Designated junior staff and students

ESSENTIAL REQUIREMENTS

Qualification

1. Occupational Therapy Degree or equivalent
2. Registration with Health and Care Professions Council
3. Evidence of successful completion of courses relevant to area of specialist knowledge and skills
4. Maintenance of continuous professional development portfolio

Skills/abilities

1. Specialist skills in relation to occupational therapy in the field of physical disability/community rehabilitation.
2. Ability to work, communicate and negotiate with a wide range of professionals as a member of a multi-disciplinary team e.g. other health professionals, Social Services and other statutory and voluntary organisations.
3. Ability to establish a therapeutic relationship with the client/family/carer, motivating them to participate in the therapeutic process.
4. Ability to undertake all aspects of the occupational therapy process:
 - conduct an initial assessment on the complex needs of clients
 - administer and interpret standardised tests relevant to this client group when diagnosing specific problems e.g. perceptual and cognitive deficits
 - analyse the assessment information, then devise and implement occupational therapy treatment programmes specific to the individual client
 - evaluate treatment programmes and modify them accordingly
 - plan and coordinate treatment to be implemented by others e.g. rehabilitation support workers
 - devise and implement discharge plans to ensure a safe and effective discharge
5. Advanced clinical reasoning skills, using knowledge, an occupational therapy model and experience to inform sound clinical judgment and decision making. Ability to apply these skills to effectively scrutinise the reasoning of others in supervision and Major Equipment and Adaptation Panel settings
6. Ability to diagnose specific problems, devise and implement appropriate treatment programmes, and evaluate and modify the program
7. Ability to apply specialist knowledge and skills in advising others on the care and treatment of clients in relation to specific specialism
8. Evidence of good communication skills, both written and verbal, in relation to clinical and other areas of work.
9. Ability to demonstrate excellent interpersonal skills with the client/family/carers including, listening, empathy and negotiation, ensuring that effective communication is achieved, particularly where barriers to understanding exist
10. Ability to provide emotional support to the client/family/carers in stressful situations, e.g. coming to terms with the

impact of a new, ongoing or deteriorating diagnosis and its implications for their daily lives

11. Ability to carry out therapeutic intervention, including gross and fine motor activities, using manual dexterity skills and physical stamina, e.g. using equipment or using manual handling techniques therapeutically during treatment
12. Evidence of development of an area of specialist skill in the field of physical disability/community rehabilitation, e.g. seating/posture and positioning and/or splinting
13. Ability and commitment to working within a non-discriminatory client-centred framework
14. Ability to apply safe manual handling techniques to clients with complex disabilities arising from multiple pathologies
15. Ability to work with both individuals and groups in a therapeutic setting
16. Ability to manage clients and family/carers who can exhibit challenging behaviours
17. Evidence of ability to clinically lead, supervise and manage junior staff and students
18. Ability to reflect and critically appraise own and others performance
19. Ability to manage workload independently, with excellent organisational, prioritisation and time management skills, taking into account both clinical and non-clinical elements
20. Ability to assist and educate junior staff in prioritising their work load
21. Ability to train others (junior staff, students, other disciplines) on both an individual and a group basis in the theory and practice of occupational therapy and in area of specialist knowledge
22. Ability to apply specialist occupational therapy knowledge and skills in providing advice on policies, procedures and service delivery in relation to Extended Primary Care Team
23. Ability to lead and manage occupational therapy provision within the NW Locality on a day to day basis
24. Ability to take on the responsibility of deputising for the General Manager and/or Clinical Lead Occupational Therapist, e.g. in meetings both internal and external to the Trust.
25. Ability to assist with departmental managerial procedures
26. Ability to take a lead role in delegated tasks or projects e.g. audits
27. Ability to engage and lead services in processes of change
28. Ability to use a computer to enter statistics, produce assessment reports and use electronic patient record and equipment ordering systems e.g. RIO, ELMS, EPR, EMIS
29. Ability to keep appropriate clinical and departmental records including statistics

Knowledge

1. Specialist knowledge of the theory and practice of occupational therapy in relation to physical disability and community rehabilitation
2. Evidence of understanding of physical disability issues
3. Knowledge of legislation and national policy affecting Occupational Therapy with clients with physical disabilities in the community
4. Knowledge of the roles of the multi-disciplinary team and other agencies involved in community rehabilitation.
5. Knowledge of standardised assessments and their application to this client group
6. Knowledge of the principles of clinical governance and its application

Experience

1. Minimum of 3 years clinical post registration occupational therapy practice, including work with adults with complex physical disabilities and community rehabilitation
2. Experience in training, supervising and managing others
3. Experience of service development

Other requirements

1. Ability and willingness to work on a number of different sites and within the community
2. Evidence of a flexible approach to work
3. Must demonstrate sensitivity to and respect for the needs and aspirations of clients and carers from all ethnic backgrounds

4. Commitment to delivering occupational therapy that is grounded in and focused on occupation