

**Job Title: Team Lead Occupational Therapist**

**Band: 7**

**Responsible to: Clinical Therapies Lead for Bedded Rehabilitation**

**Accountable to: Head of Clinical Services- Inpatients and WICS-Inner North West Division**

**Base: Rotational between Athlone Rehabilitation Unit/ Alexandra Rehabilitation Unit**

#### **JOB PURPOSE**

- To be an active member of the bedded Rehab Units, providing a comprehensive, specialist rehabilitation occupational therapy service aimed at maximising functional ability and independence.
- To use advanced clinical skills to lead in the assessment and evaluation of programmes of care for patients who meet the eligibility criteria for the rehabilitation unit
- To provide a high standard of therapy and rehabilitative care to patients using an evidence based approach
- To work within professional standards and clinical guidelines, promote best practice and to undertake all aspects of clinical duties as an autonomous practitioner.
- To build and maintain key relationships with referring services to facilitate appropriate referrals and an understanding of the role of the occupational therapy and the multidisciplinary team.
- To be responsible for the supervision and line management of junior staff, including rotational occupational therapists and occupational therapy students.
- To facilitate and lead the team in effective discharge planning processes.

#### **Key Working Relationships**

##### **Internal**

- **Nursing staff**
- **Healthcare assistants**
- **Medical team**
- **Admin**
- **Discharge coordinator**
- **Speech and language therapist**
- **Dietician**
- **Occupational therapists**
- **Physiotherapists**
- **Team Lead Physiotherapist**
- **Clinical Therapies Lead**
- **Pharmacist**
- **Matron**
- **Ward Manager**
- **Rehab Assistants**
- **Head of Clinical Services**
- **Clinical Screener**
- **Housekeeper**
- **Domestic staff**

##### **External (if applicable)**

- **Social Worker**
- **Patients**
- **Patient Families/Carers**
- **Third sector**
- **Discharge Hubs**
- **CIS**
- **Reablement**

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- **CNWL (Older Adults Mental Health Team)**
- **Care Agencies**
- **Equipment provider (NRS)**
- **Transport (HATS)**
- **Nursing home (Sanctuary)**

## **MAIN DUTIES AND RESPONSIBILITIES**

**The post holder will be responsible for:**

### **Clinical and General Duties**

- To use advanced clinical skills to lead in the assessment and evaluation of programmes of care for patients who meet the eligibility criteria for the rehabilitation unit
- To undertake uni-professional, multi-professional and specialist occupational therapy assessments using evidence-based outcome measures on the rehabilitation unit. Clients will have complex multi-pathologies, including neurological conditions, cognitive impairments, mental health disorders, musculoskeletal conditions, history of falls and age related conditions
- To manage and prioritise own clinical caseload and other responsibilities independently demonstrating a flexible approach to the needs of the service.
- To be professionally and legally accountable for all aspects of own work – ensure that work within professional standard and clinical guidelines
- To be innovative in your practice and constantly seek out opportunities to learn and develop in your role and model this to junior staff and colleagues in the wider MDT
- To agree goal orientated programmes in conjunction with the client, his/her family and multi-disciplinary professionals involved, and provide appropriate Occupational Therapy intervention and multidisciplinary treatment programmes.
- To provide a high standard of therapy and rehabilitative care to patients using an evidence based approach and through the use of outcome measures.
- To assess for and prescribe assistive equipment to enable the client to maintain independence in activities of daily living.
- To adjust the environment to suit the clients' needs by providing appropriate equipment and/or adaptations to the home in accordance with relevant policies and procedures.
- To instruct patients/carers on safe use of equipment/adaptations or techniques to increase their safety, independence and quality of life, providing written instructions where possible.
- To make specialist recommendations to other agencies to ensure appropriate levels of care and support are provided in order to maintain functional ability.
- To offer advice and education to carers and / or family around safe manual handling techniques, risk assessment and home management programmes.
- To regularly review group treatment programmes and with other team members be responsible for planning, preparing and implementing daily group treatment session.
- To ensure that clients positioning, seating and wheelchair needs are met in conjunction with the multidisciplinary team and /or specialist wheelchair services.
- To support in the screening of clients referred to CRU with regards to established criteria for admission
- To write functional assessment, progress and home visit / discharge reports as appropriate and to ensure that copies are sent to the relevant professionals involved in the client's care.
- To deal sensitively with distressing or emotional circumstances regarding client care such as realistic expectations of rehabilitation outcome e.g. palliative diagnosis or long term adjustment to disability.
- To deal in a professional manner with clients and carers who are suffering from illness or pain states that may lead to anxiety or aggressive behaviour.
- To demonstrate ability to manage clients with challenging behaviours, and be able to apply appropriate management strategies e.g. cognitive impairment.
- To adapt clinical practice to suit the needs of individual client circumstances, including cultural, religious and linguistic differences.

- To assist in the development of service delivery in order to facilitate the effective use of resources and implement appropriate changes.
- To evaluate therapy practise and set standards of good practise, following the Royal College of Occupational Therapy (RCOT) and the PCT standards and guidelines relating to professional practise.
- To participate in clinical governance objectives as designated by the Community Rehabilitation Services (CRS) or Central London Community Healthcare (CLCH), e.g. Continuing Professional Development (CPD) audit and risk assessment
- To comply with the Trust Manual Handling, Lone Working and Risk Assessment policies at all times.
- To advise clinical therapies lead on issues which may impact service delivery, including clinical caseload capacity and junior staff performance.
- In conjunction with other team members, actively participate in the promotion of CRS , through presentations and education of referrers.
- To act as a specialist resource providing education, training and advice to junior members of the team and other professionals / disciplines.
- To provide clinical supervision and competency attainment for Band 5 and 6 OT's , discharge coordinator's and rehab assistants ensuring that they have an up to date Professional Development plan annually, through the KSF structure.
- To be responsible for Occupational Therapy student clinical placements, and provide training, supervision and teaching as required.
- To participate in the recruitment and selection process in conjunction with other senior staff
- To be responsible for non-clinical induction of assistants and staff as required.
- To maintain up to date and accurate client case notes in line with College of Occupational Therapists (COT) professional standards and local trust policies.
- To share information with others, observing data protection guidelines and other relevant legislation at all times.
- To be responsible for gaining valid, informed consent for assessment and treatment interventions, following legal and professional guidelines and to follow these guidelines in circumstances where clients do not have capacity to provide informed consent.
- To participate in research, clinical governance and audit projects in order to evaluate service provision and development of clinical protocols.
- To be accountable for own professional actions, recognising own professional limitations and boundaries, seeking advice when necessary from the line manager.
- To work within defined departmental and national protocols/policies and professional code of conduct.
- To identify clinical and managerial training needs through an individualised personal development plan and KSF Structure.
- To participate in the rotation between Athlone Rehab Unit and Alexandra Rehab Unit with the other B7 OT. Whilst at Athlone the post will focus on developing your managerial skills and leading on quality improvement and service development for both units. Whilst at Alex the focus will be on enhancing clinical skills and providing clinical leadership to the team. You will carry a caseload, while on rotation at Athlone you will have a smaller caseload.

### **Knowledge and Skills**

- To contribute to clinical team decisions by discussing own and others input around client needs, ensuring well-co-ordinated rehabilitation programmes and care plans are implemented.
- To discuss information relating to complex conditions to clients, carers, and families; including disease process, impairment and its' impact on rehabilitation goals and function.
- To demonstrate skills in motivating clients and/or carers to engage in therapeutic intervention.
- To demonstrate empathy with clients, carers, families and colleagues ensuring that effective communication is achieved in particular where there may be barriers to understanding exist e.g. cognitive impairment, or limited safety awareness following a stroke/head injury.
- To use communication, reasoning and negotiation skills in the management of conflict across a range of situations e.g. disagreements with care planning.
- To establish productive working relationships with colleagues from health, local authority and the voluntary sector to ensure effective communication regarding ongoing client care and service development.

- To represent CRU at various PCT, social services, voluntary and health meetings, and disseminate information appropriately, e.g. clinical governance forums and OT professional development meetings.
- To utilise and apply previous clinical knowledge regarding multiple pathologies and impact on an individual's functional performance.
- To be aware of and advise on resources available to support clients within the community, e.g. voluntary agencies and daycentres.
- To provide specialist OT advice to all agencies involved in individual client care, e.g. social services, in order to formulate care plans.
- To participate in continuous professional development and KSF Process and have a personal development plan ensuring that objectives set reflect the service and trust plans, including specific objectives relating to clinical specialism and areas of delegated responsibilities.
- To attend relevant training and development in order to maintain, consolidate and develop specialist skills and knowledge required for best clinical practice.
- To actively participate in multi-disciplinary and community OT in - service training programmes.
- To demonstrate advanced clinical report writing skills showing breadth of knowledge of a clients' impairment, and rehabilitation potential in order to justify treatment plan recommendations.
- To have an understanding of national clinical guidelines, service frameworks, and legislation, in order to interpret them locally.
- To apply advanced reasoning skills in all client treatment in order to adapt and modify intervention as required taking into account cognitive, motor, and psychosocial aspects of function.
- To use clinical judgement skills to report any untoward changes in clients' health status immediately to either the GP, Consultants, Nurse or emergency services as appropriate
- To participate proactively in clinical / peer supervision and professional development, using reflection and analysis to inform and influence practice and identify training needs.
- To organise and co-ordinate multidisciplinary meetings and case conferences in order to provide a comprehensive and seamless service for all clients.
- To undertake any other appropriate additional duties as required by the Clinical Team Leader.
- To demonstrate manual / therapeutic handling skills in order to facilitate normal patterns of movement during functional tasks (including upper limb facilitation and positioning).
- To demonstrate appropriate skills in order to use specialist equipment and demonstrate various treatment methods with clients during assessment and treatment e.g. hoists.

#### **Effort and Environment**

- To carry equipment to and from a client's home in order to complete assessment and treatment e.g. Alton shower board weighing 4.8kg.
- To have the ability to respond to stressful situations, manage time effectively, make adjustments and reprioritise workload due to frequent demands from clients, other clinical staff and students.
- This job may involve exposure to unpleasant working conditions e.g. bodily fluids including faeces, unpleasant smells, varying levels of cleanliness and hygiene in a person's home and occasional exposure to verbal and physical aggression.
- In order to carry out treatment programmes therapists may have to work in restricted environments e.g. limited space within a client's home.
- The post holder may be required to undertake any other duties after discussion and training if necessary.

Person Specification

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Factors	Criteria	Assessment
Education/Qualification		
Essential	<ul style="list-style-type: none"><li>Diploma/Degree in Occupational Therapy</li><li>Current HCPC registration</li><li>Evidence of CPD relevant to the treatment of adults with physical/cognitive disabilities</li></ul>	AF/IV
Desirable	<ul style="list-style-type: none"><li>Membership of BAOT</li><li>Training in appraisal/supervision</li><li>Post graduate qualification in OT, rehabilitation or other health related topic</li></ul>	
Experience		
Essential	<ul style="list-style-type: none"><li>Minimum 2 years relevant clinical experience as a Band 6 OT</li><li>Appropriate clinical experience post registration (including experience of working in rehabilitation at Senior level)</li><li>Experience as an OT in at least three of the following areas:<ul style="list-style-type: none"><li>People with neurological conditions</li><li>Elderly people in a rehabilitation setting (in-patients/community)</li><li>Older adults mental health.</li><li>People with conditions affecting physical function.</li><li>Being involved with assessment and implementation of minor and major adaptations to a person's home on the grounds of disability</li><li>Clients following fractures and falls</li><li>Accident and Emergency</li><li>Assessing and treating patients with cognitive impairment including delirium</li></ul></li><li>Experience of working within a multi-disciplinary team</li><li>Experience of supervising staff</li><li>Experience in supervising students</li><li>NHS experience</li><li>Experience in leading on a quality improvement or service development initiative</li></ul>	AF/IV
Desirable	<ul style="list-style-type: none"><li>Experience of research and clinical audit</li><li>Experience of working with social services</li><li>Experience in setting up and running activity based group programmes</li></ul>	
Skills and Knowledge		
Essential	<ul style="list-style-type: none"><li>Advanced skills in the assessment and treatment of people with complex multi-pathologies</li><li>Ability to apply core Occupational Therapy skills across a range of clinical conditions within a client centred, goal setting approach</li><li>Ability to design treatment/rehabilitation plans for individuals with complex cognitive presentations.</li><li>Ability to problem solve, prioritise and demonstrate advanced clinical reasoning</li><li>Advanced communication and documentation skills, in both verbal and written format</li></ul>	AF/IV

	<ul style="list-style-type: none"> <li>• Skills in supervision and appraisal of assistants, junior therapists &amp; students</li> <li>• Presentation skills appropriate for teaching of junior staff, students &amp; peers within an in-service training setting</li> <li>• Computer literacy - Working knowledge of MS Office applications</li> <li>• Personal and professional responsibility</li> <li>• Ability to self-motivate</li> <li>• Efficient Time management skills</li> <li>• Ability to work as a team member</li> <li>• Flexibility, adaptability and reliability</li> <li>• Advanced knowledge and understanding of complex medical conditions and applicable rehabilitation</li> <li>• Knowledge of outcome measures and evidence based practice associated with people with physical disabilities</li> <li>• Knowledge of recent national policies and legislation relating to health and social care provision</li> <li>• Knowledge and understanding of relevant NICE and RCOT clinical guidelines</li> <li>• Advanced knowledge of the MCA and DOLS</li> </ul>	
Desirable	<ul style="list-style-type: none"> <li>• Knowledge of research and audit processes</li> <li>• Knowledge and understanding of the role of social services and voluntary agencies</li> </ul>	AF/IV
<p>* Assessment will take place with reference to the following AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate</p>		