

Therapies Service Job Description

JOB TITLE:	Clinical Specialist Occupational Therapist – Elderly Care
ACCOUNTABLE TO:	Professional Lead for Occupational Therapy
BASED AT:	Royal Berkshire Hospital
BAND:	Band 7 Agenda for Change
HOURS:	37.5 (weekend working required for this post)

RESPONSIBLE FOR

Delivering a clinically excellent Occupational Therapy service to both elderly patients across the inpatient wards and outpatients in specialist clinics. Outpatient services include the Movement Disorders Clinic and the Falls Clinic.

To have line management and clinical leadership responsibilities in conjunction with the Team Lead Occupational Therapist for Elderly Care.

KEY RELATIONSHIPS

Internal: Occupational Therapy Professional Lead, Physiotherapy Professional Lead, Therapies Operational Leads, Therapies Team Leads, Therapies Workforce and Education Team, other Physiotherapists, Occupational Therapists and assistants within the Trust; referring clinicians, other disciplines and services including medical staff, nursing staff, admin team, and others.

External: GPs and Primary Care staff, private sector collaboration, volunteers, Higher Education Institutes, voluntary sector, clinical specialists in other Trusts, other referring and receiving Trusts, patients, relatives and carers.

JOB PURPOSE

- To be an Occupational Therapy clinical expert in the management of Elderly Care patients for the Royal Berkshire NHS Foundation Trust Hospital (RBFT).
- To use expert Occupational Therapy knowledge and advanced clinical reasoning skills to provide specialist support and advice to the Occupational Therapy team and other healthcare staff, and to manage own caseload of patients with highly complex conditions as an autonomous practitioner.

- To undertake a Clinical Specialist Occupational Therapist role within the Elderly Care department, including all Elderly Care wards and supporting the running of Elderly Care outpatient clinics including but not limited to: Movement Disorder Clinic and Falls clinic, and also support the Elderly Care department at the Royal Berkshire NHS Foundation Trust working alongside a Consultant.
- Interpret and analyse clinical and non-clinical data to form accurate diagnoses and prognoses, informing complex decision making ensuring the delivery of high quality patient focused care.
- To develop clinical and leadership skills under the guidance of the Inpatient Operational Lead Occupational Therapist, Team Lead Occupational Therapist and Physiotherapist for Elderly Care, Matrons, and Consultants for Elderly Care, further developing the clinical specialty of Elderly Care at the Royal Berkshire Hospital.
- To support the Elderly Care Occupational Therapy Team Lead in seeking opportunities to identify and engage in developments in professional practice and the transformation of service delivery.
- To deputise for the Elderly Care Occupational Therapy Team Lead on agreed clinical and service development groups and boards.
- To provide advanced training, advice and clinical education to service providers, service users and service commissioners.
- To support the development of a learning based culture. This will include the provision of training, supervision and appraisal for Occupational Therapists, support staff and students.
- To keep up to date with latest research, national standards and practice guidelines for the specialty, advising the Team Lead Occupational Therapist and Physiotherapist for Elderly Care of any changes/service developments that are needed.
- To contribute to the wider service research agenda through initiating or supporting research activity.

MAIN DUTIES AND RESPONSIBILITIES

CLINICAL AND PROFESSIONAL

Patient Care

- To be professionally and legally responsible and accountable for all aspects of your clinical and professional activities.
- To apply advanced clinical knowledge and leadership skills to ensure that service users receive high quality care/services based on their needs and that all providers deliver these services to the best of their abilities and in a timely manner.
- To develop and maintain close working relationships and communication with users, consultants, commissioners and other existing and potential referrers in order to maximise the effectiveness of the Elderly Care service whilst ensuring high levels of patient care.
- To provide an advanced standard of Elderly Care assessment, treatment and management for patients from all referral sources, in order to maximise patient rehabilitation outcomes.
- To formulate, evaluate and reassess individualised management and/or treatment plans, using a highly specialist level of clinical reasoning skills and utilising a wide range of treatment skills and options to formulate and carry out a specialised programme of care.
- To deliver specialised Occupational Therapy intervention and treatment for patients, based on best available clinical practice and evidence.
- To practice independently at a clinical specialist level, whilst effectively assessing risk.
- To contribute to all relevant clinical governance areas that impact on the service as required.

Service Development

- To contribute to specified clinical training programmes for service users and Occupational Therapists across the Elderly Care pathways.
- To support the Occupational Therapy Apprentices to develop and progress in their clinical practice and their university studies.
- To work with the Therapies and Nursing Practice Educators to identify learning needs of the team and ensure these are addressed.
- To develop and maintain knowledge and skills required to practice at a clinical specialist level and further develop skills with support from consultants.
- To develop and maintain personal, clinical and leadership skills through supervision and a personal development plan.
- To maintain an up to date knowledge of current developments within the NHS and Elderly Care Occupational Therapy.
- To contribute to service and business developments as required.
- To take an active lead for clinical governance for the specialty, undertaking audits and practice reviews against relevant national standards, ensuring maintenance of safe and effective practice.

- To recommend patient-centred policy changes that will improve the treatment and rehabilitation pathways offered.
- To continually horizon-scan for innovative solutions to addressing the challenges faced by the service, in order to meet the needs of the patients, commissioners and staff of the Elderly Care service.

MANAGEMENT AND ADMINISTRATION

Physical Resources

- To adhere to departmental equipment and financial policies.
- To comply with all Trust health, safety and security policies and procedures, including adherence to infection and control measures.
- To attend mandatory and statutory training and be familiar with local procedures within speciality areas of work.

Human Resources

- To act as a panel member in relevant staff recruitment.
- To support the training and development of staff across the Elderly Care service.
- To support the Team Lead Occupational Therapist for Elderly Care to effectively manage the staffing resources available to cover the work demand across Elderly Care services.
- To participate in the Trust appraisal scheme.
- To attend and be an active participant in departmental staff and peer group meetings.
- To be responsible for own personal and professional development and to keep abreast of new developments within Elderly Care Occupational Therapy and the NHS.

Information resources

- To maintain an accurate and evaluative record keeping system.
- To maintain and provide accurate and timely statistics and information as required within the required timescales.

Planning and Organisation

- To contribute to the planning and organisation of clinical teaching for the Elderly Care service using evidence-informed practice, clinical audit and clinical outcomes measures.
- To ensure that the agreed quality standards of service, based on professional guidelines and standards service frameworks, are achieved and maintained.

COMMUNICATION

- To communicate effectively with all healthcare providers and agencies to ensure effective and efficient clinical care.
- To communicate effectively with patients, their carers and relevant service users, to promote collaborative care, whilst respecting the right to self-determination and confidentiality.
- To initiate and maintain contacts with local and national clinical interest groups appropriate to the clinical field, and to disseminate and share information as appropriate
- To demonstrate the ability to communicate complex and sensitive information in an understandable form to patients, carers and other staff, including imparting often unwelcome news.
- To be able to manage potentially distressing, stressful or emotional situations in an empathetic manner.
- To resolve verbal complaints and be competent in conflict management.

RESEARCH / AUDIT / QUALITY

- To design and implement relevant research and audit programmes.
- To actively participate in clinical governance projects as required.

EFFORT

- To carry out assessments and treatments of patients in ward settings, as well as within patients own homes and the Therapy Department such as the ADL kitchen, clinic rooms and inpatient gym, , with moderate physical effort involved, over several periods of the day, working independently in the clinic setting and supporting consultants.
- To work in an environment where there are frequent disruptions to work patterns due to demands from patients, carers and other clinical staff or students, including responding to phone calls.
- To sensitively deal with distressing or emotional circumstances regarding patient care
- To support other team members in the management of challenging patients.

WORKING CONDITIONS

Criteria	Description
Physical	Bending, kneeling, crouching and stretching positions, repetitive movements and may include cramped conditions (e.g. between Plinths/beds). To carry out assessment and treatment of patients with moderate physical effort (e.g. manoeuvring patients with and without mechanical aids)

Emotional	To deal sensitively with patients/relatives/carers, who may also have a language barrier, high levels of anxiety/aggression or have difficulty coming to terms with the prognosis/diagnosis. To communicate unwelcome news to staff, patients, relatives and carers, e.g. limited expectations for rehabilitation.
Working Conditions	The post holder will use display screen equipment during their work to assess clinical data, participate in CPD activities and during educational presentations. The job involves potential to be exposed to highly unpleasant working conditions on a daily basis e.g. dealing with bodily fluids, foul linen and barrier nursed patients, also exposure to sharps.
Mental	To concentrate throughout the day on assessing and treating patients, completing patient records/reports, teaching clinical/manual skills and supervising staff. To deal with frequent interruptions throughout the day from staff, patients and relatives with queries/problems/seeking advice, some of which will require immediate attention. To deal sensitively with patients who may be depressed, have a language barrier, mental health problems, high levels of anxiety/agitation/aggression, communication difficulties, behavioural issues, social problems, be in pain or have difficulty coming to terms with their diagnosis/prognosis. To be constantly aware of and alert to the rapidly changing conditions of patients during occupational therapy treatment and to respond quickly.

GENERAL

General responsibilities

- To have responsibility for the health, safety and welfare of self and others and to comply at all times with the requirements of health and safety regulations.
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with Trust policies.
- To report immediately any clinical incident and complete a clinical incident monitoring form.
- To comply with the Trusts policies including equal opportunities.
- To comply with the requirements of the Data protection Act 1994.
- To carry out such duties as may be required by the Professional Lead of Therapies consistent with the responsibilities of the grade.
- To attend any mandatory training and induction courses as designated by the Trust.
- To abide by HCPC/RCOT rules of professional conduct and local professional and quality standards.
- To comply with professional guidelines regarding the role and duties of a Therapist.
- To adhere to all Trust policies and guidelines at all times, including procedures on infection prevention and control in order to minimise patient risk and ensure high quality patient care.

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder. The post holder might be required to work across the Trust at any time throughout the duration of his/her contract, which may entail travel and working at different sites.

Policies and Procedures

The post is subject to the policies, practices, procedures and conditions of service determined by the Trust.

Confidentiality

Your attention is drawn to the confidential aspects of this post. Any matters of a confidential nature, including information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms must under no circumstances be divulged to any unauthorised person or persons. Breaches of confidence will result in disciplinary action which may result in dismissal.

You should also be aware that regardless of any disciplinary action taken, a breach of confidence could also result in a civil action for damage.

Equality of Opportunity and Diversity

The Royal Berkshire NHS Foundation Trust operates an Equality of Opportunity and Diversity policy. The policy aims to ensure that no job applicant, employee or former employee suffers direct unlawful or unfair discrimination, or is disadvantaged by any conditions or requirements which cannot be justified.

Fire

You are required to comply with the agreed fire procedures, taking the appropriate action if the fire alarm sounds, and to attend relevant training programmes as required.

Health and Safety at Work Act

You are required to take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to co-operate with the Trust to ensure that statutory and departmental safety regulations are followed.

Safeguarding adults and children

Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager, consultants

Medical Questionnaire

The appointment is subject to the completion of a satisfactory medical questionnaire which may involve a medical examination. You may also be required to undergo medical examinations in the future and/or at intervals stipulated by the employing Trust.

Smoking Policy

The Royal Berkshire NHS Foundation Trust has a *Smoke Free* policy. Smoking is not permitted in any of the Trust's properties or in Trust grounds.

Infection Control

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- i) Follow consistently high standards of infection control practice, especially with reference to hand decontamination, adherence to dress/ uniform code, and for clinical staff, aseptic technique
- ii) Be aware of and follow all Trust infection control guidelines and procedures relevant to their work.
- iii) Participate in mandatory training and annual updates

CANDIDATE SPECIFICATION

POST: Clinical Specialist Occupational Therapist in Elderly Care

DATE: August 2023

AREA	ESSENTIAL	DESIRABLE
Knowledge and Experience	<ul style="list-style-type: none"> To have a degree in Occupational Therapy HCPC registered Extensive post graduate clinical experience Working at a masters level, as demonstrated by ongoing CPD, evidence-based project work Substantial specialist experience in a relevant field of practice and working with complex patients In-depth understanding of a broad range of admissions and outpatient referrals, complex therapy interventions with frail, plus-sized or otherwise more complex patients in regards to manual handling and care provision Comprehensive evidence of a biopsychosocial approach to management of conditions. Service development within a multi-faceted organisation Experience of working in a busy and dynamic environment Experience of working in an inter-disciplinary manner Comprehensive understanding of the pillars of clinical governance Experience of using research and other evidence to inform and drive practice Experience of mentoring and training clinical staff and students, across multidisciplinary teams 	<ul style="list-style-type: none"> Previous experience of working in a clinical specialist role An understanding of the needs of service commissioners Previous experience working with consultants in a specialist capacity Leadership course MSc in relevant subject
Skills	<ul style="list-style-type: none"> Excellent problem solving skills Excellent time management skills Competent IT skills Ability to effectively promote Elderly Care services and the role of Physiotherapists to internal and external colleagues and agencies 	
Personal and people development	<ul style="list-style-type: none"> Maintains current awareness of professional practice issues and NHS Developments Maintains HCPC registration 	
Communication and relationship skills	<ul style="list-style-type: none"> Able to give clear, concise written and verbal reports in English Awareness of confidentiality Excellent communication skills, including the ability to process and share highly complex information Able to deal with people who have difficulty communicating Commitment to departmental and professional issues and activities Demonstrates professional independence Demonstrates leadership attributes and motivational skills Able to pass on highly specialist skills/knowledge to others within formal and informal settings, including large multidisciplinary groups 	<ul style="list-style-type: none"> Experience of proactively engaging with service users and commissioners Experience of presenting at meetings

	<ul style="list-style-type: none"> • Aware of Equal Opportunities • Good team building and team working skills • High level of understanding of roles of other members of the multidisciplinary team, and own role within the team • Able to give constructive feedback 	
Analytical skills	<ul style="list-style-type: none"> • Able to analyse and interpret a range of complex facts and situations • Able to think logically • Able to assess, plan and progress treatments appropriately • Able to critique research papers 	