

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title:</b>	Clinical Specialist Occupational Therapist
<b>Band:</b>	Band 7
<b>Department:</b>	Pathways Service
<b>Location and mobility:</b>	Your normal place of work will be HMP Aylesbury. However, you may be required to work at any other location of the Trusts interests, including travelling to appropriate meetings, outside of the borough, as required.
<b>Accountable to:</b>	Strategic Lead for Pathways Service
<b>Responsible to:</b>	Principle Occupational Therapist
<b>Responsible for:</b>	Occupational therapy staff including OT Support staff and sessional workers as required.
<b>DBS checks:</b>	DBS – enhanced disclosure required

### MAIN TASKS AND RESPONSIBILITIES:

1. To be responsible for the day to day operational management of the therapy programme, ensuring the service is appropriately focused on priorities, integrated with the multi-disciplinary teams and responsive to client needs.
2. To regularly review the service, evaluating if it is responsive to need, achieves positive outcomes, is cost effective and is of value to those who use the service.
3. To assist managers of the service to plan future treatment options within the Pathways Team.
4. To work collaboratively with multi agency managers across the prison estate and the LPP to plan the continuity of services and work as a unified team for the benefit of inmates.
5. To work collaboratively with all stakeholders in the establishment to support the overall pathways of residents' into the community where appropriate.
6. To work collaboratively with officers in the team and be responsive to the demands placed on prison staff to ensure and collaborate approach to service delivery.
7. To take a lead role for service developments within Occupational Therapy and the Pathways Team.
8. To provide joint professional leadership, supervision and guidance for staff in the team, keeping up to date regarding professional developments and guidance from the College of Occupational Therapists and cascading this information, integrating it into departmental practice.

9. To advise the appropriate managers on the day-to-day running needs of the service highlighting any unmet needs in service provision.
10. To be a member of middle management within the service, taking the lead for specific managerial tasks as appropriate.
11. To coordinate the placement of students within the OT service, working closely with the senior therapists who are acting as fieldwork educators.
12. Be involved in developing standards, guidelines and protocols for the service.
13. Support the evaluation of practice through audit and the application of evidence.
14. Participate and oversee the monitoring of standards of care through audit, observation and apply evidence and lessons learnt to inform future practice
15. Where necessary manage staff performance in line with trust policy.

### **Communication**

1. To professionally manage and communicate sensitive or contentious information adhering to associated policies and protocols
2. Using appropriate methods and channels of communication when dealing with complex staff issues or work planning/scheduling
3. Effective written communication skills to includes reports, assessments, supervision
4. Effective verbal communication skills to include interactions with patients, MDT, families/carers, supervisees.

### **Patient care**

1. To participate clinically within the treatment programme and occupational therapy service which may include:
  - carrying a small complex caseload
  - carrying out specific short term clinical work
  - Joint working with less experienced staff
  - Running treatment groups
  - Contributing to assessment and formulation processes
2. To carry out a range of standardised and functional assessments to provide:
3. To undertake collaborative treatment planning.
5. To provide daily formal and informal advice and support to occupational therapists and other staff in the team, particularly regarding complex cases.
6. To assess the fluctuating needs of the patient group and develop appropriate programmes.
7. To monitor that occupational therapy assessment, treatment and evaluation are carried out to a professionally competent standard by other members of the team.

8. To plan, run and evaluate group and individual treatment sessions, using graded activities to achieve treatment aims.
9. To engage with residents with difficulty engaging in the programme, contributing to team discussions regarding the clinical approach to individuals and communicating this clearly to all staff working with the residents'. This may include: aggressive, disinhibited or repetitive behaviours.
10. To work in collaboration with other staff to ensure a co-ordinated care package including joint keywork sessions with operational staff.
11. To ensure that relevant records, reports and treatment statistics are produced to a competent standard in line with professional guidelines, Trust policy, performance requirements and established service systems.
12. To represent the service with other agencies e.g. the whole prison establishment, prison stakeholders, probation service, the voluntary sector, social services etc, in order to foster good community, and inter-disciplinary relationships.
13. To work in accordance with professional guidelines issued by the College of Occupational therapy which are relevant to the field of mental health and forensic care.
14. To actively liaise with other prison and forensic OT providers regarding developments in the field, and share this information with the team
15. To maintain a comprehensive professional practice portfolio.
16. To promote a positive and professional identity for Occupational Therapy within the prison and the service.
17. To maintain State Registration with the HCPC
18. To keep up to date regarding the HCPC's registration requirements, cascade information to therapy staff and actively guide and support staff to pursue relevant CPD activities.

### **Professional Conduct**

The post holder must comply with the College of Occupational Therapists Code of Practice for Occupational Therapists, and the Trust & Directorate Guidance on Professional Conduct.

### **People (HR) Management**

1. To provide supervision and guidance to junior staff in the team, keeping up to date regarding professional developments and guidance from the College of Occupational Therapists and cascading this information, integrating it into departmental practice.
2. To be actively involved in service development working closely with the whole team.
3. To assist in the induction of new team members as delegated by the strategic clinical lead.

### **Information Management**

1. To ensure that relevant records, reports and treatment statistics are produced in line with the trusts Data Recording Policy, service policy and departmental guidelines.
2. To ensure that relevant records, reports and treatment statistics are produced to a competent standard in line with professional guidelines, Trust policy, performance requirements and established service systems.
3. To attend multi-disciplinary clinical meetings and to support and share information regarding professional practice with other disciplines.

### **Policy Development**

1. To develop and implement directorate policies relating to the management of risk and good practice within the rehabilitation areas of the service.
2. To work collaboratively with multi agency managers across the prison estate and the LPP to plan the continuity of services and work as a unified team for the benefit of residents.
3. To be involved in service wide initiatives and developments working closely with the whole team.

### **Service Development**

1. To ensure a comprehensive in-service training programme for therapy staff is enabled.
2. To directly provide staff professional development opportunities via teaching sessions.
3. To support the delivery of staff support / reflective groups across the whole prison establishment.
4. To provide liaison and in-put to linked college of occupational therapy.

### **Resource Management**

1. Management of OT equipment and materials budget.
2. Effective use of supervision
3. Liaise with strategic team Lead to manage any absence from work and annual leave.
4. Liaise with service team leads regarding training needs or requests.

### **Systems and Equipment**

1. To demonstrate and understand the appropriate use of security systems i.e alarms, keys, access areas.
2. To have relevant IT skills to complete reports and assessments and document clinical notes.

