

Job Description

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| Job title: | Professional Lead Occupational Therapist |
| Directorate: | |
| Department: | Occupational Therapy |
| Professionally accountable for: | Professional accountable for the occupational therapy staff working in a directorate |
| Responsible to: | Operationally responsible to the General Manager /Director operational services, Professionally to the Director of occupational therapy |
| Accountable to: | Director of operational services and the Director/Deputy Director of occupational therapy |
| Pay band: | 8a |
| On call requirement: | No |
| Disclosure required: | Enhanced CRB |
| Professional Registration: | Current registration with the HPC as an occupational therapist |

Job outline:

To lead the occupational therapy service across the [insert] service, developing clinical initiatives and strategic plans for occupational therapy in conjunction with the Operational Director and the Director of occupational therapy, providing clinical leadership and expert opinion to the directorate.

Scope & Authority:

- To coordinate the OT service providing professional management, leadership and supervision to the occupational therapy service in [insert] directorate and to ensure that services are of a high quality and adhere to professional, national and local standards.
- To have a key role in the development of the governance agenda by ensuring occupational therapy contribution to the provision of quality clinical care and performance standards.
- To lead on the implementation of professional and directorate strategies and plans as part of the professional and operational leadership team.
- To provide expert clinical advice and input for clients with highly complex problems and needs, where there may be barriers to understanding.
- To communicate specialist information on service development and clinical issues within the service and across other providers.

Key Result Areas:

We are an Equal Opportunities Employer operating a No Smoking Policy

Clinical

- Operate as an expert occupational therapy practitioner and manage an appropriate clinical caseload of clients with highly complex and challenging needs.
- Lead on and promote evidence based practice in occupational therapy and mental health services.
- Provide a highly specialised range of clinical interventions and demonstrate knowledge of professional models of practice.
- Monitor, evaluate and modify treatment in order to measure progress and ensure effectiveness of interventions.
- Provide highly specialist mental health assessment, formulation, intervention, review and where appropriate CPA including care co-ordination for service users, their families and carers.
- Lead the development of multi-disciplinary best practice clinical guidelines and protocols.
- Have a basic working knowledge of the medication prescribed for the persons in their care. To include usual dosage, common side effects and the need for any special monitoring. Any reported or observed side effects must be brought to the attention of the prescriber.
- Supervise the work of more junior staff including clinical specialists and provide support and guidance.
- Ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and Trust standards and to provide specialist occupational therapy reports relevant to the practice setting. This will require standard key board skills.

Communication

- Ensure effective communication with all parts of the service, other agencies and people who use services and their carers.
- Ensure representation in strategic meetings and raise awareness of the contribution of occupational therapy.
- Develop and maintain effective communication structures, facilitating two-way communication on professional and Trust issues. Resolving disagreements and promoting cooperation where necessary.
- Provide specialist advice to the care group, internal and external stakeholders
- Liaise regularly with the Director/Deputy Director of occupational therapy/operational area on professional and service issues.
- Work with professional leads and the IGT OT Lead.
- Work collaboratively with professional leads from other disciplines to shape service direction
- Communicate effectively with clients and their carers and ensure that communication difficulties are addressed sensitively where there are barriers to understanding

Leadership

- Work as a senior representative of the profession to determine Trust wide policies and standards and ensure their successful implementation across the Trust.
- To model an ability to deal with the emotional demands of the role, with its frequent exposure to distressing and emotional circumstances.
- Promote a positive image of the Trust and to establish appropriate professional networks to raise the profile of the occupational therapy service.
- Represent the Director of occupational therapy when appropriate at relevant national and local meetings.
- To be responsible for and effectively manage delegated budgets

- To act as a designated pin holder for the Integrated community equipment store, to an agreed threshold
- To act as an investigator for serious untoward incidences inquiries this will involve occasional exposure to highly distressing circumstances when interviewing carers and relatives. (Training will be provided)

Staff and Training

- Support operational managers in overseeing the operational management of occupational therapy staff. To provide operational management if required.
- Supervise occupational therapy staff and ensure all staff receive a performance review and personal development plan on an annual basis in conjunction with the operational manager.
- Provide leadership and professional/clinical supervision and mentorship to occupational therapy staff in the care group.
- To complete an annual training analysis for occupational therapy staff in locality care group and identify appropriate training plans in collaboration with the Director of occupational therapy.
- To contribute to the occupational therapy development plan by providing training activities as appropriate.
- To run regular speciality away days
- To ensure that all occupational therapy staff, students and agency staff receive the appropriate induction and training.
- To ensure the availability of high quality practice placements in liaison with the Practice Education Coordinators.
- To contribute to skill mix reviews and workforce planning undertaken by team managers
- To ensure that staff adhere to Health and Safety guidelines and maintain safe environments and working practices.

Research and Development

- Identify priorities for occupational therapy research and development, working with the Director of occupational therapy and education providers.
- Engage actively in practice development, evaluation, audit and research activities relevant to occupational therapy and the directorate, carrying out complex audits as necessary.

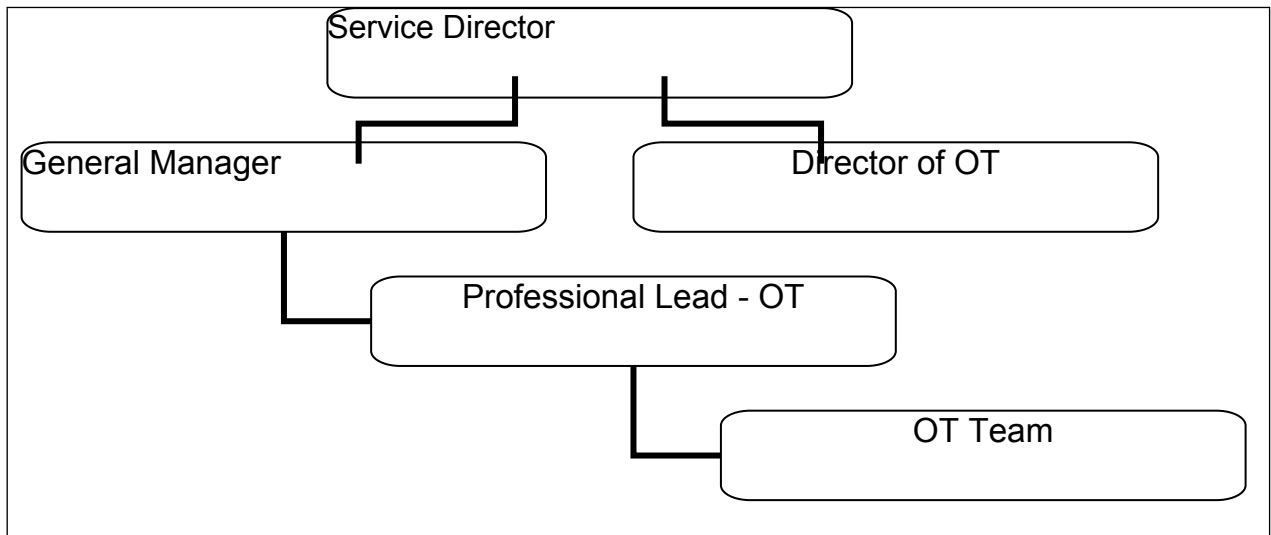
Staff Leadership and Management

- To provide effective leadership and management to staff which promotes high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities. The Trust's success will be dependant on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation. Managers will be expected to:
 - Understand the Trust's key priorities and those of your care group and translate these into key priorities for your care group
 - Ensure clarity and effectiveness in developing and designing roles
 - Ensure management of staff is consistent with Trust's HR Policies to the achievement of equality, equity and optimum performance.
 - Complete annual Appraisals for all staff which reflect these priorities and ensure staff have access to appropriate training and development
 - Communicate regularly through meetings with teams and individuals and provide opportunity for two-way feedback

Generic Professional Lead Occupational Therapist

- Promote an effective team ethos.
- Promote equality, diversity and rights, and treat others with dignity and respect ensuring services are developed, managed and delivered to meet the specific needs of those belonging to protected characteristics.
- Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity and outcomes in working practices.
- Contribute to developing and maintaining equality of opportunity in working practices by complying with legislation and organisational policies. Advise colleagues about equality, diversity and human rights policies and procedures and ensure they are followed.
- Ensure that colleagues are treated fairly. Behave in a non-discriminatory way and challenge the discriminatory behaviour of others. Be supportive of colleagues or service users who wish to raise issues about discriminatory practice or experience.

Position in the Organisation & Key relationships



All staff are required to:

- Abide by the standards of behaviour expected by their professional body and the standards of behaviour expected of all staff in the Trust disciplinary policy and procedure.
- Adhere to all Trust policies and procedures and are responsible for making themselves aware of these policies and procedures.
- Treat information relating to patient, employees and businesses of the Trust in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. At all times employees are required to comply with the provisions of the Data Protection Act.

Generic Professional Lead Occupational Therapist

- Maintain their own awareness of, and comply with, policies and procedures relating to Health and Safety (whether statutory or Trust), and assist in ensuring the compliance of other staff.
- Support the Trust's visions and values and in particular the promotion of a positive approach to diversity, equality, rights, and treating others with dignity and respect; to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply by adhering to the Trust's Equality and Diversity Policy.
- Demonstrate the core principles of safeguarding and protection Human Rights; treating people with dignity, fairness, equality, respect and autonomy.
- Develop and maintain positive relationships with all colleagues, taking account of their age, religion or belief, ethnicity, sex, marital or civil partnership status, sexual orientation, gender identity, pregnancy or maternity status and any disability. Ensure that they are approachable and that their conduct towards colleagues is open and honest, dealing with differences in opinion, in ways which avoid offence.
- Take responsibility for the safeguarding and protection of children and young people and vulnerable adults very seriously, as does The Trust. The Trust works with adult and children's social care to ensure that the integrated service has systems in place to equip staff with the knowledge and skills to recognise abuse, and take action to safeguard and protect vulnerable adults and children and young people. It is expected that all staff familiarise themselves with the appropriate structures and policies and with the Sussex child protection and safeguarding procedures and the Sussex multi-agency policy and procedures for safeguarding vulnerable adults and undertake the relevant essential training and further training appropriate to their role.

Person Specification

| Job title: | Professional Lead Occupational Therapist | | |
|--|---|-----------|---------------|
| Directorate: | As per the Job Description | | |
| Department: | Occupational Therapy | | |
| Pay band: | 8a | | |
| | Essential | Desirable | Evidenced by |
| A – Qualifications | | | |
| ▪ Degree/Diploma in occupational therapy | ✓ | | A / C |
| ▪ Evidence of master level post qualification study | ✓ | | A / C / I / T |
| ▪ Registration with the HPC as an occupational therapist | ✓ | | |
| ▪ Practice Education training | ✓ | | |
| ▪ Management/Leadership training | ✓ | ✓ | |
| ▪ Training in the use of standardised occupational therapy assessment tools | ✓ | | |
| B – Knowledge/Experience | | | |
| ▪ Extensive experience as a qualified occupational therapist in mental health | ✓ | | A / C / I / T |
| ▪ Broad experience of working with clients with a range of mental health problems | ✓ | | |
| ▪ Experience of both group and individual work | ✓ | | |
| ▪ Experience of multidisciplinary working | ✓ | | |
| ▪ Experience of supervising staff and students | ✓ | | |
| ▪ Experience as a Care Coordinator | ✓ | | |
| ▪ Experience in a clinical area related to the post | ✓ | | |
| ▪ Experience of multi-agency work | ✓ | | |
| ▪ Leadership experience | ✓ | | |
| ▪ Experience in applying a range of assessment tools and a comprehensive knowledge of occupational therapy clinical approaches used in mental health | ✓ | | |
| ▪ Research experience | ✓ | | |
| ▪ Member of the British Association of Occupational Therapists | | ✓ | |
| ▪ Expert knowledge of occupational therapy interventions | ✓ | | A / C / I / T |
| ▪ Lived experience of mental health issues | | ✓ | A / I |
| C – Skills | | | |
| Communication/Relationship skills: | | | A / C / I / T |
| ▪ Able to communicate complex condition related information to service users, carers and colleagues | ✓ | | |
| ▪ Lead others in the development of knowledge, ideas and work practices including policies and strategies. | ✓ | | |
| ▪ Develops, sustains and evaluates partnership working with individuals, groups, communities and agencies. | ✓ | | |
| ▪ Delegate work to others | ✓ | | |

| | Essential | Desirable | Evidenced by |
|---|-----------|-----------|---------------|
| <ul style="list-style-type: none"> ▪ Analytical & Judgement skills ▪ Ability to act as lead specialist occupational therapist for the clinical area, provide a high level of specialist advice in complex situations | ✓ | | A / C / I / T |
| <ul style="list-style-type: none"> ▪ Planning & Organisational skills: ▪ Ability to coordinate occupational therapy activity across the area in collaboration with operational managers ▪ Demonstrate track record of writing and delivering key strategies | ✓ ✓ | | A / C / I / T |
| <ul style="list-style-type: none"> ▪ People Management/Leadership/Resources ▪ Ability to set up and maintain clinical and professional supervision system for junior staff, including appraisal, allocation of work, and appointment. ▪ Management of delegated budget when appropriate | ✓ ✓ | | A / C / I / T |
| <ul style="list-style-type: none"> ▪ IT skills: Ability to use Trust IT systems including e-mail and electronic clinical records | ✓ | | A / C / I / T |
| <ul style="list-style-type: none"> ▪ Physical skills: Ability to participate in training in de-escalation techniques and breakaway | ✓ | | A / C / I / T |
| <ul style="list-style-type: none"> ▪ Abilities | | | |
| <ul style="list-style-type: none"> ▪ Mental Effort: Ability to be able to concentrate on complex client assessment and intervention Ability to be able to deal with conflicting demands | ✓ ✓ | | A / C / I / T |
| <ul style="list-style-type: none"> ▪ Emotional Effort: Ability to deal with distressing or emotional circumstances due to complex nature of work with service users Ability to carry out investigations into untoward incidents. | ✓ ✓ | | A / C / I / T |
| D – Approach/Values | | | |
| <ul style="list-style-type: none"> ▪ Demonstrate support for the values and beliefs of the Care Group and those of the Trust | ✓ | | I |
| <ul style="list-style-type: none"> ▪ Demonstrate an understanding of the practices of Human Rights in the delivery of this role | ✓ | | |
| <ul style="list-style-type: none"> ▪ Team working | ✓ | | I |
| <ul style="list-style-type: none"> ▪ Ability to travel across sites | ✓ | | I |
| <ul style="list-style-type: none"> ▪ Punctual and flexible across hours of work when required | ✓ | | I |

To be evidenced by key:

A – Application

C - Certificate

I – Interview

T - Test

Approved by:

Approved
Manager

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Date

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