

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Clinical Lead Occupational Therapist
<b>BAND:</b>	Band 7
<b>DEPARTMENT:</b>	Newham Health Team for Adults with Learning Disabilities
<b>DIRECTORATE:</b>	Newham Mental Health and Learning Disabilities
<b>REPORTING TO:</b>	Deputy Team Manager/Clinical Service Manager
<b>ACCOUNTABLE TO:</b>	Borough Director

### JOB SUMMARY

Serving people with learning disabilities in the London Borough of Newham, the Newham Learning Disability Community Health Team is multidisciplinary. The Team is committed to facilitation and liaison with local health and social care services in order that people with learning disability can access mainstream services where possible and that their experience and outcomes are good. Additionally the Team provides specialist input to clients where this is required.

Providing a high quality community based occupational therapy service to adults with learning disabilities in Newham, the postholder will be the Lead Occupational Therapist, a member of the Senior Management Team and have management responsibility for junior OT staff. The postholder will contribute to the continuing development of occupational therapy and of the multidisciplinary Team.

Acting autonomously the postholder will manage a defined caseload of complex cases independently, evidencing problem solving and clinical reasoning skills in line with evidence based and client-centred principles. Occupational therapy will be provided in the setting most appropriate for the client's needs e.g. home, school, college, day opportunity placement, team base or other community facilities.

### KEY RESPONSIBILITIES

- Ensure a high standard of clinical care for the clients under your management and those of more junior staff providing a comprehensive and appropriate occupational therapy service to clients, families and carers
- Take a major role in the advanced assessment and treatment of clients who may have acute, chronic or complex presentation and determine clinical diagnosis and intervention required
- Accurately assess clients' needs and direct to other services as appropriate
- Maintain records as an autonomous practitioner
- Assist with the day-to-day responsibility for the leadership, delivery, management and evaluation of the OT Team.
- Plan and organise efficiently with regard to patient management and use of time
- Provide leadership to the OT Team alongside the Deputy Team Manager/Clinical Service Manager, and deputise as requested
- Assist the Deputy Team Manager/ Clinical Service Manager to ensure staff are inducted, supervised and continue to maintain competences in Occupational Therapy



- Communicate effectively with health and social care professionals and outside agencies regarding client care and progress
- Communicate with other members of the Team regarding policies, service development and management plans
- Undertake a complex clinical caseload working as an autonomous practitioner at a highly specialist level in collaboration with other agencies and health and social care professionals

## MAIN DUTIES AND RESPONSIBILITIES

### Patient Care

- Manage independently a caseload of complex cases providing a specialist occupational therapy service to adults with learning disabilities with complex physical, cognitive, psychological, social, sensory and emotional needs, taking account of people's diversity
- Specialist clinical skills to carry out OT assessment and interventions: therapeutic and activity based interventions for people with Learning Disabilities
- Establish a therapeutic relationship with clients and carers to gain their participation
- Demonstrate high level of manual handling skills
- Have a high level of dexterity and precision when using manual occupational therapy skills
- Be responsible for all aspects of own professional activities
- Adhere to and apply the Code of Ethics and Professional Conduct for Occupational Therapists
- Be exposed to bodily fluids e.g. urine, faeces, sputum, blood, vomit and noxious smells
- Maintain intense level of concentration frequently during assessments, teaching sessions and using technical equipment
- Respond to visual, physical, emotional and verbal feedback cues from service users and adapt and facilitate rehabilitation according to perceived client needs with awareness of patient's cultural and physical needs
- Deal sensitively with service users who are anxious, afraid, aggressive and display challenging behavior
- To demonstrate specialist Health Promotion and rehabilitation skills in order to promote social inclusion and prevent relapse and hospitalisation
- To have developed interpersonal skills enabling therapeutic alliances to be developed and maintained with clients who have complex needs.
- Ability to evaluate the effectiveness of OT interventions including knowledge of outcome measures
- Ability to manage a complex clinical caseload
- Ability to undertake clinical risk assessment
- Ability to plan, prioritise and coordinate clinical service provision
- Ability to communicate difficult information
- Ability to provide training and presentations
- Ability to assess and manage verbal aggression and risk of physical aggression in inpatient and community settings, reducing risks to those involved
- Ability to plan and work with statutory and non-statutory services around clinical issues

Clinical	<ul style="list-style-type: none"> <li>• Be an autonomous practitioner in the management of a complex clinical caseload by applying highly specialised knowledge and skills to the assessment, diagnosis and treatment of adults with learning disabilities to reduce the impact of disability and ill health and promote independence in the therapeutic process by employing advanced interpersonal skills and managing any barriers to communication</li> <li>• Knowledge of sensory assessment and application for people with Learning Disabilities</li> <li>• Develop highly specialised programmes of treatment, rehabilitation and maintenance in collaboration with clients, carers and other agencies by selecting 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</li> <li>• Plan, co-ordinate and deliver client-centred individual and/or group interventions, using the principles of graded activity and a wide range of treatment techniques</li> <li>• Knowledge of applied social, health and medical sciences including psychology, anatomy, physiology and sociology</li> <li>• Knowledge of how Learning Disabilities impact upon occupational functioning and performance.</li> <li>• Knowledge of current National legislation, policies and guidelines relevant to adult Learning Disabilities and their application</li> <li>• Working knowledge of Clinical Governance and its application</li> <li>• Knowledge of RCOT standards of practice and its application</li> <li>• Knowledge of Equal Opportunities, confidentiality and consent issues</li> <li>• Co-ordinate intervention to be carried out in conjunction with others (e.g. relatives, education or college staff, support workers) and to train them to carry out specific parts of the therapeutic programmes as appropriate to the local environment (e.g. home, college and community)</li> <li>• Use clinical reasoning, critical thinking and reflection to monitor, evaluate and modify treatment, evaluate OT outcomes and thus ensure effectiveness of OT intervention and service delivery</li> <li>• Signpost clients to mainstream services and when required offer advice and consultation.</li> <li>• Be responsible for the installation of any equipment, conducting a risk assessment and any necessary training to ensure the client and their carers are safe in its use</li> <li>• Provide specialist advice on lifestyles, role, functional abilities, self-care and physical environment after taking account of the effects of any physical, sensory or cognitive deficits, mental state or any medical condition on the individual and his/her family</li> <li>• Able to determine the need for referral to other disciplines and to initiate such referrals</li> <li>• Provide highly specialist advice to others regarding the management and care of clients with learning disabilities</li> <li>• Participate in client related meetings as required e.g. preparation of written reports and verbal presentation of information at such meetings</li> <li>• Attend multi-disciplinary referrals and case discussion meetings to screen referrals and offer clinical advice on individual client presentations</li> <li>• Provide verbal and written information to other professionals regarding the occupational therapy assessment, management and treatment of the client</li> <li>• Act as a clinical expert to staff within the LD Team and to other health care professionals, in relation to area of highly specialist OT knowledge and skills</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Maintain accurate and up to date documentation</li> <li>• Collect relevant statistical information and activity data in accordance with Trust, professional and departmental requirements</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain accurate and up to date documentation (e.g. including comprehensive progress and discharge reports) in departmental, medical and multidisciplinary records which is consistent with legal, professional, organisational and departmental requirements</li> <li>• Digital skills including word processing and utilizing virtual platforms</li> <li>• Good organisational and time management skills</li> <li>• Ability to maintain the profile of OT within a MDT and the organisation</li> </ul>
Management	<ul style="list-style-type: none"> <li>• In conjunction with the Deputy Team Manager/Clinical Service Manager, provide leadership for the Occupational Therapy Team</li> <li>• Manage the professional needs and performance management of the junior Occupational Therapy staff, assistants and students</li> <li>• Ensure that services are provided in accordance with the policies and procedures of Newham Clinical Commissioning Group, The College of Occupational Therapists' Code of Ethics and Professional Conduct and Newham Adult Social Care policies and procedures when assessing for and issuing equipment or when assessing for adaptations to the clients' homes</li> <li>• Provide advice to potential referrers and clients about the work and activities of the service, through developing and maintaining relationships with relevant statutory and non statutory services, users' and carers' organisations</li> <li>• Work with the Deputy/Clinical Service Manager in developing the strategic and operational management of service</li> <li>• Participate in the service planning and development meetings, contributing to the development and review of policies and procedures, especially with regard to the implications for occupational therapy within the service</li> <li>• Support senior staff in the development and implementation of the Trust's clinical governance strategy</li> <li>• Ensure that the agreed quality standards of service, based on departmental, professional (College of Occupational Therapists) and national guidelines (e.g. National Service Frameworks) are maintained by self and designated junior staff</li> <li>• Prioritise and manage the clinical and non-clinical responsibilities of the post on a daily basis.</li> <li>• Be involved in the recruitment of junior staff and assistants in occupational therapy</li> <li>• Manage and supervise the work of designated junior OT staff and students</li> <li>• Provide highly specialist occupational therapy assessment and intervention to prevent avoidable admissions to acute hospitals or long term care facilities and to facilitate the early appropriate discharge of clients to their own home</li> <li>• Be responsible for prioritising the occupational therapy referrals and to ensure that clients are seen within the team's standards on response times</li> <li>• Participate in the initial multidisciplinary assessment of clients within service priorities, carrying out and recording the specialist occupational therapy assessment</li> <li>• Develop specific occupational therapy treatment programmes in collaboration with clients, carers and other involved professionals (e.g. HRS support workers, home care agencies, voluntary agencies) to be carried out in the client's home or community as appropriate</li> </ul>

	<ul style="list-style-type: none"> <li>• Prescribe and coordinate intervention to be carried out by others, such as support workers, home carers, and to train them to carry out the therapeutic programmes as appropriate to the home or community environment</li> <li>• Participate in client related meetings as required e.g. preparation of written reports and verbal presentation of information at case reviews with case managers or by supporting other staff in discussing client's progress</li> <li>• Identify and manage the potential difficulties and risks involved in working alone in a variety of community settings</li> <li>• Ensure confidentiality of client's notes and of any information revealed within treatment sessions or interactions with the client</li> <li>• Contribute to the review and development of the operational management of the Occupational Therapy and Learning Disability Services and to take responsibility for some of the tasks involved e.g. devising and implementing questionnaires to elicit feedback from clients</li> <li>• Contribute to the evaluation of the Occupational Therapy and Learning Disability Services e.g. through the use of research, audit and the development and use of outcome measures</li> <li>• Ensure own practices are in line with the agreed quality standards of service based on departmental, professional (COT) and national guidelines</li> <li>• Ensure that the junior OT staff documentation is also in line with standards</li> <li>• Attend and participate in a range of meetings on a monthly basis (e.g. Clinical Effectiveness Group, Recruitment and Publicity Group), undertaking tasks which come out of these meetings e.g. risk assessments relevant to clinical/non-clinical duties, participate in publicity in community forums to increase recruitment to the service, comment on policies and procedures</li> <li>• Support and supervise junior staff and students in prioritising and managing the clinical and non-clinical responsibilities of their posts on a daily basis</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>• To be involved in the recruitment of junior staff, taking an active role in the short listing and interviewing process</li> <li>• Participate in the induction of new staff</li> </ul>
Performance and Quality	<ul style="list-style-type: none"> <li>• Maintain and develop own professional knowledge and be conversant with professional developments, evidencing critical appraisal skills, continuing professional development and a sound understanding of clinical governance</li> <li>• Participate in staff and service development through attendance at Team meetings and in-service training sessions, including taking a lead responsibility for delivering/arranging some of the sessions</li> <li>• Develop specialist skills in relation to the learning disabilities by attending educational courses and seminars relevant to the service needs and own individual needs and provide feedback to the team</li> <li>• Attend mandatory training and to take account of learning from these courses by applying it to working practices.</li> <li>• Participate in regular supervision and appraisals with a senior member of staff, using reflection and analysis to inform practice, develop skills and identify training needs</li> <li>• Attend Practice Placement Education Forums on a monthly basis, contributing to the meetings and with a view to becoming an authorized or accredited practice</li> </ul>



	<p>placement educator</p> <ul style="list-style-type: none"> <li>• Provide support, guidance, teaching, clinical supervision and appraisal to the junior Occupational Therapy staff and monitor and facilitate continuing professional development</li> <li>• Act as a Professional Practice Educator (supervisor) providing specialist training and education for occupational therapy students on professional practice placements within the Team and to provide written reports for the relevant academic institution regarding the student's performance</li> <li>• Be involved in and sometimes lead training initiatives for other agencies (e.g. teachers and support workers in education, home carers, nursing staff) particularly in relation to the role of the occupational therapist</li> <li>• On a daily basis, to be required to use basic skills e.g. e-mail, therapy software system, internet, intranet, physio tool, powerpoint and report writing</li> <li>• Comply with Trust and Professional standards and confidentiality and clinical records requirements</li> <li>• Undertake monthly clinical supervision</li> <li>• Undertake audit and/or research projects for service and professional development on a six monthly basis.</li> <li>• Be actively involved in a professional clinical group</li> <li>• Assist in development of Team research initiatives</li> <li>• Knowledge of Quality Improvement (QI) approaches</li> </ul>
Financial and Physical Resources	<ul style="list-style-type: none"> <li>• Be responsible for the security, care and maintenance of any equipment being used, ensuring standards of infection control and safety are maintained</li> <li>• Be aware of own responsibilities under the Health &amp; Safety at Work Act and follow Statutory and Trust policies</li> <li>• Report any health and safety issues to the Deputy team Manager/Clinical Service Manager</li> </ul>

#### JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder..



<b>Statement on Employment Policies</b>	
In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-	
<b>Health and Safety</b>	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
<b>Equal Opportunities</b>	<p>ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>
<b>Dealing With Harassment/ Bullying In The Workplace</b>	<p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.</p>
<b>No Smoking</b>	To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
<b>Alcohol</b>	To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.
<b>Confidentiality</b>	<p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&amp;T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
<b>General Data Protection Regulation (GDPR)</b>	<p>To maintain the confidentiality of all personal data processed by the organisation in line with the provisions of the GDPR.</p> <p>As part of your employment with East London Foundation Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People &amp; Culture Department.</p>
<b>Safeguarding</b>	All employees must carry out their responsibilities in such a way as to minimise

	risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.
<b>Service User and Carer Involvement</b>	ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.
<b>Personal Development</b>	Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.
<b>Quality Improvement</b>	The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.
<b>Professional Standards</b>	To maintain standards as set by professional regulatory bodies as appropriate.
<b>Conflict of Interests</b>	You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.
<b>Risk Management</b>	Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.
<b>Personal and Professional Development/Investors in People</b>	The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.
<b>Infection Control</b>	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:</p> <p>Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy.</p> <p>Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>



## PERSON SPECIFICATION

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<b>BAND:</b>	Band 7
<b>DEPARTMENT:</b>	Newham Health Team for Adults with Learning Disabilities
<b>DIRECTORATE:</b>	Newham Mental Health and Learning Disabilities
<b>REPORTING TO:</b>	Deputy Team Manager/Clinical Service Manager
<b>ACCOUNTABLE TO:</b>	Borough Director

ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTON METHOD (S/I/T)
<b>Education/ Qualification/ Training</b>	<ul style="list-style-type: none"> <li>Occupational Therapy Degree or equivalent</li> <li>Registration with Health and Care Professions Council</li> <li>Post graduate courses relevant to the post evidenced in CPD portfolio at appropriate level</li> <li>Highly specialist knowledge of theory and practice of Occupational Therapy in relation to this client group</li> </ul>	E E E E	S S S S/I
<b>Experience</b>	<ul style="list-style-type: none"> <li>Clinical post-qualifying experience working with people with learning disabilities</li> <li>Experience of working in a multi-disciplinary team</li> <li>Experience of participation in clinical governance activities</li> <li>Experience of managing and supervising others</li> <li>Ability to work, communicate and negotiate with a wide range of professionals as a member of a multidisciplinary team</li> <li>Ability to establish a therapeutic relationship with clients and their families/carers</li> <li>Excellent interpersonal skills including observation, listening, empathy and negotiation skills</li> <li>Ability and commitment to working within a non-discriminatory client centred framework</li> <li>Ability to keep appropriate clinical and departmental records including statistics)</li> </ul>	E E E E E E E E E E	S S S S S S/I S/I S/I S/I

<b>Knowledge and Skills</b>	• Knowledge of a range of therapeutic interventions relevant to people with learning disabilities, including sensory	E	S/I
	• Knowledge of current legislation affecting people with learning disabilities	E	S/I
	• Knowledge of safe manual handling techniques	E	S/I
	• Knowledge of the principles of clinical governance and audit	E	S/I
<b>Other</b>	• Ability and willingness to work in on a number of different sites and within the community	E	S/I
	• Commitment to delivering an occupational therapy service that is grounded in and focused on occupation	E	S

S: Shortlisting I: Interview T: Test