

## JOB DESCRIPTION

### Specialist Occupational Therapist- Stroke/Neurorehabilitation

**Post Title:** Specialist Occupational Therapist- Stroke & Neurology based in Community Inpatient Stroke /Core rehabilitation ward (Capetown) with opportunity to work alongside community services.

**Grade:** Band 7

**Hours/WTE:** 37.5 / 1 WTE

**Accountable to:** Integrated Therapy Lead

**Responsible to:** Inpatient Unit manager

**Job Location:** Based primarily at Magnolia unit, Enfield , EN2 0JB

**Job Purpose:**

This post is primarily to deliver high standard of specialist occupational therapy Stroke & Neurorehabilitation to inpatients admitted to our rehabilitation wards and community services as a whole. This is an exciting time to join the service as we develop integrated rehabilitation pathways across inpatient and community services. You will be a self-directed clinician who works with their patient to ensure the patient reaches their full and optimized potential.

Within the rehabilitation service the post holder who by reason of their specialist knowledge, underpinned by theory, practice and experience, will deliver a high quality specialist service, providing expert clinical, education and support to patients and their carers. The post holder will provide patient assessment, case coordination, and treatment and planned discharge for adults with a primary neurological diagnosis including Stroke.

The postholder will be responsible for the education of, monitoring and delivery of service provided by junior staff and therapy support workers.

The post holder will work autonomously, taking on in addition to their professional clinical role, case coordination, health promotion, audit projects and the provision of expert advice on professional interventions.

You will work alongside an experienced multi-disciplinary team of physiotherapists, occupational therapists, speech and language and dietetic therapists, therapy support workers and the doctors and nurses to provide a holistic comprehensive service for patients to prepare the patient for their discharge into the community or to continue to stay in their preferred environment where safe to do so.

Together, with other senior staff experienced in rehabilitation, to act as a resource of

specialist advice to the rest of the inpatient rehabilitation service, community and therapy services, and others within wider multidisciplinary services.

## **Job Statement**

1. To perform comprehensive specialist occupational therapy assessment of patients, presenting with complex physical and psychological conditions, to provide a clinical diagnosis of their occupational therapy problems and develop and deliver an individualized treatment/ management programme.
2. To ensure all occupational therapy assessments are completed within agreed timescales adhering to local and national guidelines.
3. To be responsible for the day to day organisation of the occupational therapy input to the rehabilitation service and to manage a designated caseload, delivering care according the service specification requirements.
4. To support and educate patients and carers in managing complex occupational therapy /rehabilitation needs within and following an inpatient stay.
5. To work closely with other agencies e.g. specialist equipment services, social services, voluntary, charity and private agencies to ensure occupational therapy treatment is fully integrated into the patients' care programmes where applicable.
6. To hold full responsibility for own caseload of patients, working without direct supervision.
7. Own supervision takes the form of regular peer review, peer training and case conferences. Self directed access to advice and support from a higher grade is available, as required, clinical work is not routinely evaluated.
8. To undertake regular management supervision with therapy lead
9. To undertake all aspects of clinical duties as an autonomous practitioner.
10. To provide clinical supervision and support to less experienced occupational therapy staff, assistants, technical Instructors, support workers and students on placement and to support training and supervision of others in the MDT team .
11. To undertake evidence-based audit and projects to further own and others clinical practice. Make recommendations to the therapy lead for changes to practice in order to improve services to patients.
12. To contribute to and support the implementation of specific changes to practice or contribute to service protocols with support and guidance from the therapy lead.
13. To be aware of and highlight to therapy lead any clinical governance issues pertaining to your role and practice.

14. To contribute to the delivery of health promotion activities within the service and the wider Trust initiatives.

## **Specific Duties and Responsibilities**

### **1.0 Clinical**

1.1 To be professionally and legally accountable for all aspects of own work, including the management of patients in your care and work delegated to more junior or support staff.

1.2 To undertake a comprehensive specialist assessment of complex patients using advanced clinical reasoning skills and assessment techniques to provide an accurate clinical diagnosis of their condition.

1.3 To carry out joint assessments with others members of the MDT as appropriate.

1.4 Formulate and deliver individual occupational therapy treatment programmes based on an extensive knowledge of evidence based OT practice and have the expert knowledge and skills to apply a wide range of treatment options. Evaluate patient progress, reassess and modify treatment programmes as required.

1.5 Develop comprehensive management plans in conjunction with other members of the multi-disciplinary team. This includes recommendations based on sound clinical judgement, for referral/transfer to other inpatient, outpatient or community services for specialist ongoing management. This will include discussion of patient care, patient progress and prognosis and involvement in ongoing management planning.

1.6 Assess patient understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment.

1.7 Use an advanced level of verbal and non-verbal communication tools to communicate effectively with patients and carers to progress rehabilitation and treatment programmes. especially where there may be difficulties in understanding or communicating and require additional support to help them overcome some of their difficulties. Some will have other co-existing disabilities e.g. deaf, blind or dementia and will need skillfully tailored communication strategies.

1.8 To provide spontaneous and planned advice and instruction to members of the MDT, patients, relatives, carers and other professionals to promote a full understanding of the aims of occupational therapy interventions and to ensure a consistent approach to patient care.

1.9 To use an advanced level of clinical and communication skills to deal effectively with contentious issues/situations surrounding patient management

1.10 Where appropriate to represent the therapy rehabilitation service, or Trust regarding occupational therapy services.

1.11 Work within Trust clinical guidelines and COT guidelines utilising a very good working knowledge of national and local standards and monitor own and others quality of practice as appropriate.

1.12 To be responsible for maintaining accurate, up to date, comprehensive patient treatment records in line with COT and HCPC standards of practice and BEHMH policies.

1.13 To supervise, performance manage and train less experienced occupational therapy, Technical Instructors, Assistants and students within the team. To ensure that resources for learning are up to date and available.

1.14 To comply with the adult and child safeguarding policies where appropriate.

1.15 To communicate effectively and work collaboratively acting as a source of expertise working with other members of the Multidisciplinary Team to ensure efficient and appropriate management of patients.

1.16 When working in the community and domiciliary settings work as a lone practitioner in accordance with the Lone worker policy.

## **2.0 Professional**

2.1 To be responsible for maintaining own competency to practice at a very high level through CPD activities and maintain a portfolio which reflects personal development.

2.2 Maintain and develop current knowledge of relevant evidence based practice and undertake measurement and evaluation of your work and current practices through the use of outcome measures, evidence based practice audit and research projects, either individually or as part of a team.

2.3 To demonstrate a sound understanding of clinical governance and risk management and apply to the work situation including work delegated to support staff.

2.4 Teach, assess and contribute to the performance assessment and appraisal of less experienced occupational therapists, TIs and assistant staff, evaluating competence as appropriate.

2.5 Participate in the staff appraisal scheme both as an appraisee and as an appraiser and be responsible for complying with your agreed personal development programmes to meet individual and service objectives.

2.6 With other senior therapists, be jointly responsible for the in-service training programme, including tutorials, individual training sessions, delivering presentations and peer review. Attend external training as appropriate and identified in own PDP.

2.7 Be actively involved in professional clinical groups, Clinical Interest Groups, Peer Review Groups and other professional development activities such as journal clubs.

2.8 To support work experience students as required.

### **3.0 Organisational**

3.1 To be responsible for organising and planning own caseload to meet service and patient priorities, adjusting plans as situations change/arise.

3.2 To prioritise referrals correctly and appropriately to ensure the service is delivered at an equitable rate and making best use of resources. To inform the therapy lead of any issues.

3.3 To optimise the effective and efficient use of clinical and organisational skills and resources to ensure that you are highly responsive to clinical and local service priorities and needs

3.4 To communicate regularly and effectively with other members of the service and adjoining services in order to ensure seamless occupational therapy and rehabilitation provision to patients whose care is being transferred to the community service.

3.5 Be responsible for the safe and competent use of all relevant equipment by occupational therapists within the service, such as ADL equipment, including through documented teaching and supervision of practice.

3.6, To take a turn, with other senior team members, to deputize for the therapy lead of this service in their absence as requested, taking responsibility for operational management of the team, attending appropriate meetings and reporting back.

3.7 To be aware of Health and Safety aspects of your work and implement any policies which may be required to improve the safety of your work area, including prompt recording and reporting of accidents to senior staff, and ensuring that equipment is safe.

3.8 To comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating as appropriate.

3.9 To undertake the collection of activity data for use in service audit and for monitoring the service level agreement. In particular to complete RiO/other patient based system data in a timely fashion, fully complying with data quality requirements.

3.10. To keep patient and other confidential data secure in line with Trust policy.

3.11 To undertake any other duties considered appropriate to the grade by the therapy lead .

### **4.0 Effort**

4.1 Carry out assessments and treatments of a wide range of conditions with moderate, mental and substantial emotional effort on a daily basis.

4.2 To undertake therapeutic handling of patients whilst complying with the Trust Manual Handling Policy and local therapeutic handling guidance at all times.

4.3 To deal sensitively with patients and carers who have high levels of anxiety and aggression as a result of their condition e.g. pain, loss of mobility, poor prognosis, cognitive impairment (e.g. dementia, learning difficulties)

4.4 This job involves the potential exposure to unpleasant working conditions on a regular basis e.g. daily exposure to bodily fluids including sputum, vomit, occasional exposure to fleas, lice, verbal and physical aggression.

4.5 Working alone as required within people's homes where the working environment is outside of control e.g. potential exposure to cramped, poorly light, dirty and therefore not suitable for all treatments and interventions

4.6 To frequently work with patients whose first language is not English, managing the complexities of interacting with them through the use of interpreters and other third parties.

4.7 On a daily basis to make decisions on allocation of limited resources which directly affect level of OT intervention to specific patients and have to justify those decisions to patients, carers and others.

4.8 To manage daily pressures resulting from interruptions and requests from other staff and carers requiring thoughtful, timely and decisive action and which necessitate the constant adjustment and reprioritisation of the work plan for self and team.

### **QUALITY ASSURANCE**

***The therapy service strives for quality in all aspects of care.***

***Every member of staff is personally responsible for the quality and standard of work they perform. It is the duty of each employee to seek to attain the highest standards both as an individual and with colleagues, within the limits of their knowledge, skills and resources available***

**This job description is intended as a basic guide to the responsibilities of the post and is not exhaustive. The post holder may be asked to undertake duties that are inline with the level of role.**

**The job description will be subject to regular review and amendment as necessary in consultation with the post holder.**

**KS Updated Jan2020**

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**The following job description clauses have been agreed by the Joint Staff Committee (JSC). With effect from 10<sup>th</sup> June 2009, these clauses apply to the job descriptions of all employees and form part of the overall contract of employment**



## **Equal Opportunities Statement**

This organization acknowledges the right of all people to equality of opportunity. It is the policy of the organisation to ensure that no users of its services, its employees or job applicants are unfairly discriminated against on the grounds of their race, creed, color, ethnic origin, marital status, HIV status, disability, age, sexual orientation, religion or belief or criminal record nor disadvantaged by any conditions or requirements that cannot be shown to be justified

This organisation is committed to providing high quality and accessible services to all the people who live and work in Enfield. The organisation will work hard to ensure that the different needs and expectations of its diverse communities are met.

We welcome people of all backgrounds and encourage groups that are under-represented in our workforce. We regularly monitor the diversity of our workforce and have a strategy in place to ensure we have a workforce that reflects our community. We publish employment monitoring data each year as part of our Race Equality Scheme.

The organisation's recruitment and selection standards require each post has a current job description and person specification which have been evaluated to ensure staff receive the same rate of pay for performing similar tasks. All selection requirements and assessment exercises must be related to the person specification for that vacancy. Recruitment advertisements and literature will be written to avoid any form of discrimination and will be consistent with the job description. All applicants that meet the essential criteria on the person specification will be shortlisted.

We are proud to hold 'Positive About Disabled People' status, which is awarded by the Job Centre Plus to employers who demonstrate a commitment to recruiting and retaining disabled people.

### **JOB DESCRIPTION – CORE ADDITIONAL INFORMATION FOR ALL EMPLOYEES**

#### **MOBILITY**

As an employee of this organisation you may be asked to carry out duties at any of its establishments, at any time throughout the duration of your contract.

#### **HEALTH and SAFETY**

It is the duty of all employees to ensure that a safe working environment and safe working practices are maintained at all times. It is also the responsibility of management to do so.

#### **INFECTION CONTROL**

All staff will be expected at all times to practice in accordance with the infection control standard specified in the policies of the organisation.

#### **RISK MANAGEMENT**

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

## HEALTH PROMOTION

This organisation is committed to helping people live a healthier life. All staff are encouraged to make healthier choices and to be aware of the range of health promotion information and local policies that support the promotion of health and the prevention of ill health eg. food and nutrition, stress management etc.

All clinical staff are reminded of their individual professional responsibilities for the promotion of health, by providing up to date and relevant best practice advice, in supporting their patients/clients to live a healthy life.

## FLEXIBLE WORKING

This organisation is committed to offering flexible, modern employment practices which recognise that all staff need to strike a sensible balance between home and work life. All requests to work flexibly will be considered

## SMOKING

As part of its responsibility for the promotion of health and prevention of ill-health this organisation is a non-smoking organisation. Staff are not permitted to smoke within or on any of the organisation's premises and are strongly urged not to smoke outside such premises in areas where they may be seen by patients and visitors.

## EQUAL OPPORTUNITIES

In line with the organisation's Equal Opportunities Statement, this organisation is committed to ensuring and promoting the rights of all people to equality of opportunity and all staff are required to abide by and promote this.

## POLICIES AND PROCEDURES

All employees, at all times are subject to the policies and procedures of this organisation

## SAFEGUARDING CHILDREN & VULNERABLE ADULTS

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must



ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to Safeguarding Children and Vulnerable Adults

## DATA PROTECTION

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific registered purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

## CONFIDENTIALITY

This organisation attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, and other data held and processed by the organisation. All data should be treated as confidential and should only be disclosed on a need to know basis. Some data may be especially sensitive and is the subject of a specific organisational policy, including information relating to the diagnosis, treatment and/or care of patients, individual staff records and details of contract prices and terms. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. Due to the importance that the organisation attaches to confidentiality disciplinary action will be taken for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

All employees should be mindful of the six information management Caldicott principles when dealing with data belonging to the organisation and person identifiable information.

1. Justify the purposes of using confidential information.
2. Only use it when absolutely necessary.
3. Use the minimum that is required.
4. Access should be on a strict need to know basis.
5. Everyone must understand his or her responsibilities .
6. Understand and comply with the law.

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

## STANDARDS OF BUSINESS CONDUCT FOR NHS STAFF & CODES OF CONDUCT

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the Code of Conduct for NHS Managers. All staff are required to act in accordance with the rules and regulations as described in the organisation's Standing Orders and Standing Financial Instructions.

The organisation reserves the right to report any activity, incident or suspicion of behaviour likely to be deemed a breach of a professional code of conduct to the appropriate professional body. This decision as to whether such a report will be made will only be taken by the appropriate service Director after he/she has fully considered the available facts. At all times, the safety of the public, staff and the reputation of the employing organisation and the wider NHS will be key points for consideration before any report is made.

## MANDATORY TRAINING

All staff are required to attend any training designated by the organisation and/or service as mandatory (compulsory) for the position held or to provide evidence of previous, recent equivalent training at a level appropriate to the post held.

## SATISFACTORY CLEARANCES

For all posts where the appointment is subject to satisfactory clearance via the Criminal Records Bureau or Independent Safeguarding Authority, or any other successor agency, it should be clearly understood that the postholder must maintain satisfactory clearance status throughout his/her employment in the post.

## PROFESSIONAL REGISTRATION

With respect to any post for which the appointment is subject to holding a specific professional registration, as set out in the person specification for the post, it should be clearly understood that the postholder must maintain satisfactory registration status throughout his/her employment in the post.

## ADDITIONAL INFORMATION FOR ALL STAFF

Where relevant, further information regarding these core clauses can be found in each employee's written statement of terms and condition of employment (contract documentation).

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**Confirmed as accurate by post holder:**.....

**Date:**.....

**Confirmed as accurate by manager:**.....

**Date:**.....

PM May 2011

## **NHS VALUES**

### **Respect and dignity**

We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.

### **Commitment to quality of care**

We earn the trust that is placed in us by insisting on quality and striving to get the basics right every time – safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our success.

### **Compassion**

We find the time to listen and talk when it is needed, make the effort to understand and get on and do the small things that mean so much – not because we are asked to but because we care.

### **Improving lives**

We strive to improve health and well being and people's experiences of the NHS. We value excellence and professionalism wherever we find it – in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.

### **Working together for patients**

We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.

### **Everyone counts**

We use our resources for the benefit of the whole community, and make sure that nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken – and that when we waste resources we waste other's opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.

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June 2008