

JOB DESCRIPTION

JOB TITLE: OT Team Lead

PAY BAND: Band 7

DEPARTMENT: Occupational Therapy

RESPONSIBLE TO: Occupational Therapy Manager

DATE:

DIMENSIONS OF JOB:

Responsibilities are skilled team leadership and daily management of a team within the main OT department. This includes OT's, OT technicians and OT assistants. Also including allocation of workload, deployment, appraisal and clinical supervision of qualified and unqualified staff.

Clinical management of own complex caseload of patients and relevant paperwork, seeing patients both in hospital and in their homes.

Contribute to the continued development of the Occupational Therapy (OT) service in discussion with the OT Manager. Maintenance of efficiency and safety in the OT Department.

Be flexible at times of increased capacity to the service. Hours of work are determined by service need, which includes rostered 7 day working in some areas. Weekend working expectations: approximately one in four.

PURPOSE OF JOB:

To provide a high-quality expert OT service within specified team. The Team Manager contributes to the provision, co-ordination and development of OT services for their specific section, as well as managing their team on a daily basis. To manage a complex caseload of patients within clinical section, using advanced clinical reasoning, critical thinking, reflection and analysis to support the OT process. Is involved in training and supervising staff and students; and participates in administrative functions of the OT Department. Carries a specific complex caseload.

KEY TASKS & RESPONSIBILITIES:

Clinical

1. Take responsibility for managing caseload of complex patients and follow the OT process, using advanced clinical reasoning.
2. Diagnosis of specific complex conditions in relation to the OT process.
3. Provide complex functional treatment for both in-patients and out-patients and community-based patients.
4. Plan treatment programmes covering all aspects of functional rehabilitation, including treatments using dexterity, co-ordination, manual and sensory skills, to promote independence.

5. Assess patients' activities of daily living, interpret the assessment results, using advanced clinical reasoning and developed physical skills, and modify the treatment.
6. Make complex clinical decisions regarding patient care, demonstrating ethical clinical reasoning and problem solving.
7. Work single-handedly in providing training in daily living skills for patients and following them up at home or into the community where appropriate.
8. Identify and complete the referral process to other disciplines as required.
9. Identify the need for and carry out standardised tests with the patients, interpret the findings and plan treatment.
10. Take responsibility for planning, undertaking and completing home assessments when required.
11. Assess, recommend and organise provision of standard and complex equipment, e.g., hoists, pressure relief, adaptive equipment, minor adaptations, wheelchairs and services as appropriate to individual patients. Liaise with social care teams re: provision of major adaptations, e.g., ramps and stair lifts and level access showers. Educate patients and carers in safe use of equipment.
12. Physical use of specialist equipment such as MULE assessment computer and patient hoists.
13. Demonstrate a sound understanding of clinical risk and reporting untoward incidents both verbally and in writing.
14. Demonstrate a physical ability to carry out OT interventions and therapeutic handling. (There is a frequent requirement to exert moderate physical effort for several short periods during a day.)
15. Responsible for the safe use of equipment used in carrying out OT duties, adhering to the departments Medical Devices Policy – this includes competency and accuracy to use equipment.
16. Carry out manual handling and environmental risk assessments for issues impacting on patients' and carers' safety.
17. Frequent exposure to unpleasant working conditions e.g., bodily fluids, including urine and faeces, unpleasant smells and occasional exposure to hostility in the form of verbal and physical aggression. There may also be exposure to vermin and parasites especially on home assessments.
18. Exposure to distressing circumstances e.g., patients with chronic disease and those receiving palliative care.
19. Frequent changes in tasks due to contact with patients, relatives, supervision of staff and students.
20. Use enhanced listening skills to communicate with patients with sensory disorders.
21. Safeguarding Vulnerable Groups – Employees who come into contact with vulnerable adults or children and their parents during the course of their normal duties need to be aware of their responsibility to safeguard and promote the welfare of children, young people and vulnerable adults.

Communication

1. Communicate relevant complex clinical information on patients' condition and performance to the multi-disciplinary team (MDT).
2. Liaise with other hospital disciplines as appropriate, and with community MDTs regarding care and progress.
3. Utilise advanced communication skills to act as prime educator of own and other professionals on own area of clinical expertise and on the role and scope of OT.
4. Instruct and guide individuals and groups of patients in the use of therapeutic activities, equipment and services.
5. Develop collaborative treatment plans with carers and colleagues both in hospital and patients' home environment to determine agreed outcomes across health and social care.

6. Respond to frequent changes of task throughout the day, e.g., assessing/treating patients, liaising with other professionals, supervising staff, liaising with manager.
7. Respond to frequent interruptions throughout the day, e.g., answering bleep, telephone queries, responding to demands from ward/carers for requests for information and assisting juniors in management of complex cases which require advanced clinical reasoning.
8. Train and educate patients and carers in the use of therapeutic equipment, health promotion, and lifestyle skills.
9. Provide relevant information, written and oral, for documents relating to patients' progress.
10. Liaise with patients' relatives regarding ongoing progress and frequently unwelcome news regarding discharge plans. This frequently requires negotiation of barriers regarding vulnerable and at-risk patients.
11. Use effective interpersonal skills when communicating with palliative care patients and their relatives regarding their changing ability. Liaise and negotiate with internal and external agencies in the provision and follow-up of equipment, minor adaptations wheelchairs and services.
12. Use interpreters when required to ensure effective communication occurs with patients who are hard of hearing or do not understand / speak enough English for the purpose of consent and co-operation for treatment.
13. Liaise with other hospital disciplines regarding the OT staffing of their area to facilitate efficient working.

Documentation

1. Maintain and organise records of patients' treatments in line with department and Royal College of Occupational Therapists' (RCOT) guidelines.
2. Write patient related reports.
3. Report OT treatment and progress in medical and nursing notes.
4. Undertake the appropriate paperwork for onward referral.
5. Gather and record statistical data according to department requirements.

Professional Ethics

1. Adhere to the COT Code of Ethics and Professional Conduct for qualified staff and all other relevant policies and procedures

Leadership, Supervision & Appraisal

1. Take responsibility for and supervise junior members of the team, clinically in prioritising caseload, professionally in standards, and managerially.
2. Undertake appraisal with members of staff.
3. Take responsibility for staff completing appraisals with their appraisees and review outcomes.
4. Review and reflect on your own practice and performance through regular participation in professional supervision and appraisal.

Training Staff & Students

1. Responsible for the induction training of new staff on the team.
2. Take responsibility for training and supervising new junior staff both qualified and unqualified and students in the OT process.
3. Responsible for the team's development by ensuring in-service training takes place.
4. Assess and train NVQ students.
5. Train other disciplines on the OT role and the OT process.
6. Provide careers training to outside agencies re the OT role.

Service Development & Delivery

1. Responsible for co-ordinating and compiling the team business report.
2. Attend the directorate meetings to enable review of the service in light of future Trust developments.
3. Contributes to both team and department policies and procedures, to ensure continued development of the OT services.

4. Work with the OT Manager in developing the strategic and operational management of the OT service.
5. Maintain the high standards of the department by contributing towards individual and team objectives within the department quality.
6. Responsible for the smooth running of the team to ensure effective service delivery.
7. Assist in maintenance of inventory and management of stock and equipment.

Professional Development

1. Actively involved in the department's in-service training programme and responsible for keeping up to date with grade specific treatment techniques.
 2. Participate in the in-service training programme, giving feedback from any courses attended.
 3. Be involved in peer group meetings and identify grade specific training needs.
 4. Attend external courses as appropriate and be committed to following a supportive training programme.
 5. Take responsibility for the update of mandatory training according to the Trust's policy.
- Participate in clinical supervision sessions.

Clinical Governance, Quality, Standards

1. Maintain the high standards of the department by contributing towards individual and team objectives
2. Participate in clinical governance and quality improvement projects as allocated by the OT Manager.
3. Undertake clinical audit and quality assurance initiatives towards continued development and maintenance of clinical standards in accordance with the Trust's policy.

Line Management, Staff, Budgets, Department

1. Responsible for the day-to-day management of the staff allocated to the team, comprising of qualified and non-qualified personnel, i.e., co-ordination of annual leave, appraisal, clinical supervision.
 2. Assists in the recruitment of staff.
 3. Managing staff issues, team dynamics and effective running of the team.
- Co-operate with other department staff in maintenance of inventory and efficient management of department stocks and equipment.

Research & Practice Development

1. Demonstrate the ability to critically evaluate current research and apply to practice.
2. As part of a team incorporate up-to-date techniques and ideas of positive practice into your programme.
3. Participate in OT / team audit and evaluation activities as agreed with your Line Manager.

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- To communicate on a regular basis with staff regarding the Trust's objectives, plans and business development.
- To train and develop members of staff.
- To set objectives for staff and appraise staff at least once annually.
- To discuss expected outcomes of training and development activity with staff prior to attending training events.
- To discuss outcomes with staff after attending training and development activity and assist staff to transfer, develop and use new skills acquired.

Health & Safety

The Trust recognises and accepts its responsibility to provide a safe and healthy working environment for employees, patients and visitors.

- As a Line Manager, you are required to ensure that all staff (including contractors) working in your area receive all necessary health and safety information and are

appropriately inducted and trained to enable them to undertake their duties in line with Trust policies and procedures.

- As an employee, you also have a duty to take reasonable care of your own health and safety. This includes ensuring that you are aware of and follow all Trust health and safety and infection control procedures relevant to your work and participate in relevant mandatory training and annual infection control updates. You will be expected to consistently follow high standards of infection control practice, this includes hand cleansing and aseptic techniques for clinical staff.

This job description is an indication of the type and range of tasks that are expected of the post holder, and other duties may be required, in line with the role and the banding. It will be reviewed and amended from time to time in consultation with the post holder to take account of changing organisational need.

This job description should be read in conjunction with the supervisory JD Addendum, available at: <https://www.fhft.nhs.uk/media/2753/jd-addendum-supervisory.pdf>

PERSON SPECIFICATION

JOB TITLE: Occupational Therapy Team Leader

PAY BAND: Band 7

DEPARTMENT: Occupational Therapy

CRITERIA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree or Diploma in OT HPC Registration 	<ul style="list-style-type: none"> Fieldwork educators course MSc Post graduate study in the field of Orthopaedics/ Surgery Knowledge of spinal cord injury Post graduate study – management/leadership
Experience	<ul style="list-style-type: none"> In-depth knowledge of evidence-based practice Understanding of professional ethics and their application in practice In-depth knowledge of health legislation in current practice and clinical governance Knowledge of risk assessment 3-4 years post registration experience as an OT some of which must be in the acute physical sector Clinical work as senior therapist in orthopaedics / surgery Skills in assessing for and prescribing complex equipment Skills in assessing and evaluating cognitive and perceptual impairment Skills in treating patients with impairment following orthopaedic / surgical injury Documented evidence of CPD Demonstrate ethical reasoning and critical reflection 	<ul style="list-style-type: none"> Splinting Experience of research and audit Advice and informal supervision to support staff and students Worked in some of the following areas: - elective orthopaedics, trauma orthopaedics, general surgery, amputees, care of the older person Leadership and first line management Training of other staff
Skills & Knowledge	<ul style="list-style-type: none"> Problem solver Task analysis Good time manager Good organisational skills 	<ul style="list-style-type: none"> Presentation skills Training and facilitation skills Use of electronic patient

	<ul style="list-style-type: none"> • Ability to work single-handedly with individuals and groups • Effective written and oral communication skills • Computer literacy • Some basic management skills • Group work skills • Team Player – understanding team dynamics • Ability to manage own workload and determine priorities • Demonstrate clinical leadership skills • Be able to work under pressure and to deadlines • Ability to reflect and critically appraise own performance • Ability to motivate staff through change • Ability to manage own caseload whilst dealing with interruptions and changes of task at third party request 	record or other IT systems
Special Requirements	<ul style="list-style-type: none"> • Willingness to rotate clinical area of work • Willingness to work flexibly • Must be able to travel between sites / patients' home 	<ul style="list-style-type: none"> • Valid divers licence
Values & Behaviours	<p>We will expect your values and behaviours to mirror those of the Trust, available at: https://www.fhft.nhs.uk/about-us/our-values/</p> <div> <div>Committed to excellence</div> <div>Working together</div> <div>Facing the future</div> </div>	