

**HIGHLY SPECIALIST OCCUPATIONAL THERAPIST
COMMUNITY STROKE AND ESD
JOB DESCRIPTION**

Job Title:	Highly Specialist Occupational Therapist – Community Stroke and ESD
AfC Band:	7
Directorate/Service:	HMR INT Boroughwide Team
Accountable To:	Team Lead Community Stroke
Responsible To:	Service Lead, Boroughwide Teams
Base Location:	HMR Community Hub, Rochdale Infirmary
On-Call Requirement:	Yes/ <u>No</u>
AfC Job Code:	

Values

Three values are at the heart of our organisation: **Care, Appreciate and Inspire.**

Our values and behaviours define what’s important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

Structure Chart



Job Summary

To take a lead role in the advanced assessment and the treatment of stroke patients, who may have new or chronic presentation. To work as an autonomous practitioner being professionally and legally accountable for all aspects of your work, managing own caseload and maintaining patient and own records.

To be a source of expertise and undertake a significant clinical caseload to a high professional standard, using specialist knowledge from theoretical and practical experience. To monitor and improve standards of care/therapeutic intervention by efficient use of resources, utilising clinical audit and research within Community Stroke. To support the transition from specialist acute to general rehabilitation for the appropriate patients.

To assist the team lead in day-to-day planning and coordinate of occupational therapy inter-disciplinary provision within the team. To evaluate the evidence-based and person-centred Occupational Therapy contributions, with support of the Team Lead, to stroke patients in the Heywood, Middleton and Rochdale (HMR) community.

To lead assessment, liaison and decision-making processes on behalf of the Multi-Disciplinary Team (MDT) for patients referred to the service and effectively liaise and communicate with the patient and external agencies.

To take the lead in teaching, training and supervision of clinicians working as part of the Occupational Therapy intervention within the MDT.

Key Role and Responsibilities

Main Tasks and Overview of Responsibilities

- To work autonomously within Trust policy and Professional practice with patients with stroke, performing highly specialist patient assessments demonstrating advanced clinical reasoning skills in the management of patients within the field.
- Develop and deliver tailored treatment programmes.
- To assist the team lead in day-to-day planning and coordinate occupational therapy multi-disciplinary provision within the team.
- To monitor and improve standards of therapeutic intervention by efficient use of resources, utilising clinical audit and research within the NCA as part of the HMR Community Stroke Team.
- In partnership with the Team Lead, initiate and support the implementation of clinical standards/guidance and audit programmes to monitor clinical outcomes. Support mentoring and occupational therapy clinical skills development, staff skills and competencies.

- Support the embedding of risk management within practice ensuring staff undertake risk assessments for all appropriate workplace settings minimising risks to self and patients/clients.
- Deputise for the Team Lead as required. Represent the team and stroke-occupational therapy at the appropriate local and Greater Manchester meetings.

Communications and Relationships

- To communicate information effectively to patients and relevant others, using the highest level of interpersonal and communication skills to maximise rehabilitation potential and understanding of condition. Communication skills of persuasion motivation and explanation regarding highly complex or sensitive information are required.
- To negotiate future care needs using highest level of communication skills for those with continued disability or with cognitive impairment, with empathy and reassurance. To support and mentor junior staff in developing skills in this area.
- To communicate assessment and treatment results, and information relating to condition and treatment to appropriate disciplines and external agencies, through established communication networks including letters and reports in line with legal and departmental requirements.
- To communicate complex information relating to condition and treatment to other health and social care professionals and external agencies.
- To evaluate, adopt or adapt communication methods as appropriate to educational, social background or identified barriers, including language disorders and cognitive problems.
- To assess and gain valid informed consent, and have the ability to work within a legal framework with those who lack capacity to consent to treatment.
- To respond to frequent interruptions throughout the day.
- To provide unplanned and planned advice, teaching and instruction to relatives, carers and other professionals to promote understanding of the aims of rehabilitation and ensure a consistent approach to patient care.
- To lead and empower staff to develop their potential to provide a quality service ensuring that the team achieves departmental and organisational objectives.
- To provide leadership to the team by acting as a role model, setting professional standards and, with support of the Team Lead, manage change to ensure best practice is achieved.

Analytical and Judgmental Skills

- Analyse clinical information to form accurate diagnosis and inform care management plans.
- To collect data and statistics as required by the Service and Team Leads.
- To take a lead role in the analysis of data and report writing.
- To use relevant IT system(s) to accurately record activity / data as appropriate for job role within an agreed time frame.

Planning and Organisational Skills

- To allocate occupational therapy specific work to make best use of the team and the abilities of all its members, with regard to patient management and use of time.
- To take a lead, develop and implement health governance and risk management.
- To attend appropriate staff and other relevant meetings; to participate in the Work-based learning (WBL) programme for qualified staff, and actively lead on the occupational therapy contribution to the therapy assistant WBL programme, delegating to more junior occupational therapists as required.
- To take a key role in inter-disciplinary clinical decision making and coordinate delegated inter-disciplinary team and multi-agency meetings regarding clinical/service issues including in-reach to hospital settings and contribute to co-ordinating complex and graded discharges.
- To organise case conferences and Best Interest Meetings as required
- To manage conflicting pressures and demands on own time, teams time and the service.
- To work within allocated resources and manage these effectively to ensure optimal outcomes for patients.

Responsibility for Patient Care

- To undertake the comprehensive specialist assessment of stroke patients, including those with a complex presentation, chronic long-term conditions, rehabilitation and acute needs using highly specialist analytical skills, clinical reasoning and the use of specialist assessment tools underpinned by theoretical knowledge and relevant practical experience.
- To assess the suitability of the home and social environment to meet the patient's functional needs and those of relevant others.
- To oversee the management of a clinical speciality and clinical responsibility for the caseload of patients. To organise this efficiently and effectively with regard to clinical priorities. To ensure a high standard of clinical care for the patients under your management, and support more junior staff to do likewise.
- To use a system of delegation to ensure that complex cases are dealt with in an effective manner and are used as a learning opportunity for more junior staff.
- To utilise highly specialist psychosocial, cognitive-behavioural, visual-perceptual, remedial, compensatory and rehabilitative techniques, and physical interventions within plans to develop/improve and maintain function.
- To collaborate in the inter-disciplinary assessment and treatment of individual patients in keeping with current best practice guidelines, protocols, standards and theoretical developments.
- To support appropriate risk assessment and advise on complex moving and handling of active patients within the community environments and to inform the team and others of appropriate methods of handling.
- To have highly specialist analytical skills to provide opinion on diagnosis and treatment options that may conflict with that of consultant physicians or similarly qualified therapists.
- To utilise specialist skills of therapeutic handling within patient care.

- To work with patients who have challenging behaviour / cognitive impairment who require complex risk and environmental assessment providing advice to others to ensure safe and effective patient care.
- To be responsible for clinical decision making around the manufacture, application and treatment plans involving splinting.
- To provide specialist advice, support and education to patients and relevant others to promote health and wellbeing in terms of physical, psychological and functional skills.

Responsibilities for Financial and Physical Resources

- To be responsible for maintaining delegated stock, advising on resources to carry out the job, and may include the responsible management of petty cash.
- To be responsible for prescribing, transporting and fitting specific equipment used within the community. To adhere to departmental policy including competence to use equipment, and to ensure recommended use of equipment by other through teaching and training.
- To be responsible for the use and security of a Trust owned laptop and mobile phones.
- To be responsible for ensuring all work and treatment areas used within the department are maintained to a safe level.

Responsibilities for Human Resources

- To co-manage the occupational therapy contribution to the multi-disciplinary working on a day-to-day basis including the allocation of work to appropriate staff and dealing with sickness and absence.
- To maintain own, and lead others in ensuring continuing professional development, evidenced by portfolio.
- To train, supervise and performance manage junior staff, apprentices, therapy assistants and students.
- To be an active member within the WBL programme, and external courses as identified in the Training Needs Analysis, and lead training sessions for the development of other agencies within and external to the organisation, with support of the Team Lead.
- To assist in recruitment by acting as a panel member and plan induction and training for all new members of the team. To deliver specialist training to other staff and members of the MDT.
- To set agreed personal objectives for staff members (which reflect the tactical actions outlined for the team or service) as part of the Contribution Framework process.
- To regularly review agreed personal objectives with team members to ensure these reflect the NCA values and annual plan.
- To participate in the objective setting process as part of the annual Contribution Framework, and to understand how own role and objectives are linked to team, directorate and corporate objectives.
- To maintain a record of own CPD in line with HCPC standards.
- To support the development of skills and knowledge of colleagues during periods of change in work practice.
- To be actively involved in 1:1 MDT clinical supervision.

Responsibilities for Research and Development

- To initiate and undertake the measurement and evaluation of own work and current practices through the use of Evidence Based Practice projects, audit and outcome measures, and support others in doing so.
- To make recommendations for and lead change, in agreement with the Team Lead and Service Lead.
- To keep up to date with developments within own specialised field, disseminate information, and support the application of practice based on best available evidence.

Freedom to Act

- To work as an autonomous practitioner in line with the code of conduct and standards of practice issued by the Royal College of Occupational Therapists and Health and Care Professions Council.
- The post holder must ensure that their behaviour and interests inside and outside work do not conflict with their Trust position, duties and/or responsibilities.
- The post holder must comply with and support the development of the performance standards within the service/department to ensure the service is responsive to and meets the needs of its customers.
- The post holder will be required to develop and maintain good working relationships with all patients, service users, staff, contractors and where appropriate, members of the public.
- The Trust aims to maintain the good will and confidence of its own staff, patients, service users, NHS contractors and the general public. To assist in achieving this objective it is essential that at all times, the post holder carries out their duties in a courteous, sympathetic and professional manner.

Partnership Working

- To be an active member of the MDT implementing national service frameworks across the HMR health economy.
- To work collaboratively across agencies and organisational boundaries (North West region) and ensure delivery of an integrated service through effective communication.
- To develop and maintain links with voluntary groups and agencies to enhance transition of care into the community.
- To ensure effective internal and external two-way communication with patients, carers and all other Health and Social Care Professionals regarding all aspects of patient care.

Equality and Diversity

- The post holder must carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders.
- The post holder must promote awareness of and respect for equality and diversity in accordance with Trust policies and procedures.

- The post holder is responsible for treating all staff, patients, service users, NHS contractors and the general public with dignity and respect at all times.

Making Every Contact Count

- Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing.
- Staff should use their interactions with the public to give them additional advice on health and wellbeing.
- Staff will be given training and support to help them to signpost people to other services which may improve their health and wellbeing.

Health and Safety

- Adhere to NCA Health & Safety guidelines and policies.
- Identify any risks to self; colleagues and patients – escalate and report accordingly.
- Ensure safe practices and systems are followed by self and colleagues.
- Be responsible for personal safety and security of belongings.
- Contribute to the investigation of incidents and implementation of any subsequent Action Plans and lessons learned opportunities.

PERSON SPECIFICATION

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> BSc/MSc Occupational Therapy Post-graduate training/courses relevant to speciality 	<ul style="list-style-type: none"> Masters level post-graduate courses
Professional Registration	<ul style="list-style-type: none"> Relevant Professional Degree Registered Health Professional HCPC 	
Knowledge, Training & Experience	<ul style="list-style-type: none"> Significant post registration NHS experience including experience of working at a highly effective Band 6 level within Stroke Evidence of wide clinical theoretical knowledge base and specialist knowledge in assessment and treatment of stroke Experience of working as part of an MDT Evidence of supervising other staff and students Evidence of contribution to service improvement / development Evidence of CPD 	
Skills & Abilities	<ul style="list-style-type: none"> Highly developed communication and leadership skills Ability to work as part of a team Flexibility Good organisational and time management skills 	

	<ul style="list-style-type: none"> • Good IT skills • To demonstrate an awareness and understanding of supporting equality and valuing diversity within their role 	
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Physical and Mental Requirements

Physical effort:

Frequent requirements to move and handle patients and patients’ limbs during therapy sessions.

Mental effort:

Concentration required throughout treatment sessions as many patients have impaired ability to understand / communicate.

Emotional effort:

Frequent requirement to deal with difficult patient and family situations.

Frequent requirement to work with patients with long term disability.

Occasional requirement to work with terminally ill patients.

Working conditions:

Frequent exposure to unpleasant working conditions.

Ability to travel to different geographic locations and across the Trust footprint in line with service needs.

Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
CARE We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
APPRECIATE We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
INSPIRE We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

Infection Prevention
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
Safeguarding
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
Health and Safety
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
Confidentiality and Data Protection
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
Equality and Diversity
All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.
Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by: <ul style="list-style-type: none"> • eliminating discrimination, harassment and victimisation

- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

Code of Conduct

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Leadership and Development

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

Flexibility

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.