

# North Bristol NHS Trust

## Job Description

### Job Details

Job Title: Advanced Practitioner Occupational Therapist

Grade: Band 7

Department: Occupational Therapy

Division: Core Clinical Services

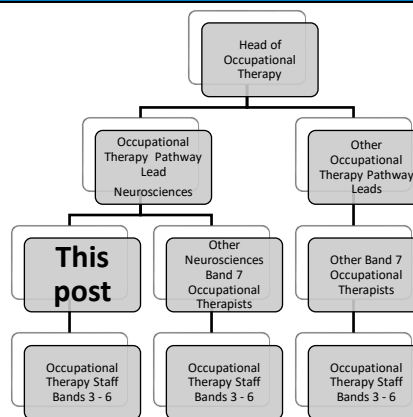
Location/Base: Southmead Hospital

### Job Summary

1. Provide and develop a highly specialist Occupational Therapy service to patients in Neurosciences, providing advanced clinical leadership and acting as a clinical advisor for the specialty to occupational therapists working in North Bristol Trust.
2. Work as an autonomous and highly skilled clinician, without supervision, and be accountable for own professional actions managing a caseload of adult patients with complex needs, using advanced clinical reasoning, critical thinking, evidence-based principles, and best practice to assess, plan, implement and evaluate interventions.
3. Provide leadership and line management for a specialist occupational therapy service to adult patients within Neurosciences, ensuring service provision is prioritised across the specialty team and service delivery is effective within resources available. This is to be done within the parameters of all relevant legislation, national and local policies, procedures, standards, and guidelines.
4. Ensure staff in the team are supervised and developed, and deal with staffing issues as they arise.
5. Provide specialist input, strong professional leadership, and direction to the specialty team in the planning, co-ordination and evaluation of the occupational therapy service and assist the occupational therapy manager in the strategic development of the service.
6. Provide training and education to other health care professionals.
7. Contribute to the maintenance and development of the Trust wide Occupational Therapy service, leading initiatives related to service development such as audit, research, and training.

8. Provide highly specialist clinical and service development advice, and act as a specialist resource within the occupational therapy service. Contribute to undergraduate occupational therapy education and regularly supervise students on practice placement.
9. Provide specialist input and professional leadership in service development projects within Neurosciences, representing the Occupational Therapy service.

#### Organisation Chart/Accountability



#### Knowledge, Training, Experience & Skills Required

1. Degree in Occupational Therapy (or equivalent)
2. Registration with the Health & Care Professions Council.
3. Significant experience as a senior Occupational Therapist.
4. Post graduate training and continuous professional development relevant to specialty.
5. Leadership skills and evidence of development in management and leadership, including experience in staff recruitment and induction.
6. Advanced and applied knowledge of the Royal College of Occupational Therapists' Code of Ethics and Professional Conduct, including ability to analyse issues and advise or support others.
7. Applied knowledge of NHS & Social Care legislation in the provision of services.
8. Advanced skills and applied knowledge of the models, frameworks and approaches used in occupational therapy and clinical specialty.
9. Experienced in audit and research for the provision of evidence based occupational therapy.
10. A detailed knowledge base and excellent problem solving skills to enable effective clinical reasoning including an ability to work with complex cases.
11. Advanced skills in functional and standardised assessment for analysis of occupational performance.
12. Highly developed skills in using different communication strategies and the ability to modify approach according to individual requirements.
13. Highly developed skills in achieving a therapeutic relationship to achieve an optimum outcome.
14. Highly skilled in reporting to members of the multi-disciplinary team both informally and formally regarding assessment findings and impact on occupational performance.

15. Ability to always work as an autonomous clinician using own initiative for the day to day management of caseload and team.
16. Ability to reflect and critically appraise own performance, and to coach others in the development of these skills.
17. Ability to access complex information from a variety of sources and to evaluate and implement required actions.
18. Excellent written and verbal communication including digital skills to use electronic record systems and office programmes.
19. Developed training and presentation skills.
20. Ability to work flexibly to manage different tasks and situations simultaneously, and to interchange between tasks and situations quickly and frequently during the day.
21. Highly developed skills in manual handling and an ability to advise/train others on techniques.
22. Ability to cope with emotional and distressing situations.
23. Ability to meet the mobility requirements of the post.
24. Ability to use fine tools and materials safely when fabricating thermoplastic splints.

#### **Main Duties & Responsibilities of Post**

##### **Clinical**

1. Provide an advanced Occupational Therapy service and, as an autonomous, advanced practitioner, carry a clinical caseload including complex cases, demonstrating excellent clinical reasoning.
2. Provide a highly specialist occupational therapy assessment of skills, occupational performance and need for specialist intervention, using advanced skills to analyse the results to formulate professional judgements, working with patients to identify goals and organise appropriate interventions.
3. Plan and implement interventions, in collaboration with the patient, or with their carer for patients with reduced capacity, in line with Trust policy, using highly specialist occupational therapy approaches to achieve therapeutic goals.
4. Be responsible for deciding priorities for own work area, balancing other clinical, non-clinical and professional demands, and ensure that these remain in accordance with those of the specialty and Trust wide occupational therapy service. This may involve reprioritising own and other staff's work activities and schedules.
5. Assess and manage clinical risk within own and team's caseload, responding to and resolving problems identified by others.
6. Identify the need for and plan, organise and carry out home assessment visits with patients, using specialist knowledge and skills to identify and assess patients' complex needs and risks.
7. Take responsibility for the health, safety and welfare of the patient during the visit and consider control of infection and management of medical needs when appropriate.

8. Fit equipment with a high degree of accuracy and expertise, this may be undertaken in unpleasant conditions, and identify the need, recommend and refer for minor adaptations to the patient's environment or major building adaptations.
9. Demonstrate and apply a high level of understanding of the effect of disability, be able to educate patient and carer in issues relating to their diagnosis/ prognosis and rehabilitation and promote an understanding of functional implications and the adaptation required.
10. Construct and provide individually tailored splints, which requires knowledge of the underlying condition, a high degree of accuracy, dexterity and well developed skills in therapeutic handling. Provide written and verbal information on the purpose, wear and care of splints to ensure the patient's safe and effective use.
11. Monitor, evaluate and modify treatment for patients with multiple needs to measure progress, ensure effectiveness of intervention, and monitor outcomes to work towards appropriate discharge.
12. Undertake risk assessments in relation to patient and carers to reduce risk, maintain independence and improve safety. Provide advice and develop strategies in relation to outcomes and liaise with other professions/agencies regarding future management.
13. Give specialist advice to the multi-disciplinary team on the treatment and handling of patients to maximise their rehabilitation potential and enable the planning of their future clinical management.
14. Identify requirements after discharge, make recommendations and refer to appropriate agencies for provision of further rehabilitation or care.
15. Be a lead member of the multi-disciplinary team, attending case conferences and meetings and ensuring accurate documentation of the outcome of these meetings within the occupational therapy records.
16. Ensure that up to date records, reports and activity data are maintained for self and occupational therapy team in accordance with professional and local standards.
17. Work flexibly across the occupational therapy teams to assist in maintaining occupational therapy cover to ensure a continuation of service during sickness absence or annual leave.

#### **Communication**

18. Communicate complex patient-related information effectively to ensure collaborative working with multi-disciplinary colleagues across Health and Social Care sectors, including statutory, private, and voluntary agencies, demonstrating highly skilled clinical reasoning, and using sound negotiating skills to ensure delivery of a co-ordinated service. This includes participation in discussions and decisions with regard to patient programmes as a member of the multi-disciplinary team.

19. Use a range of verbal and non-verbal communication tools to communicate effectively with patients to progress rehabilitation and treatment programmes, and to ensure an understanding of their condition/problem so that patients are supported in self-management of their condition; to use communication skills of motivational interviewing, explanation and gaining informed consent with a wide variety of patients, overcoming barriers to effective communication devising and implementing strategies to overcome these barriers, and to teach others to do so.
20. Effectively counsel, and support other staff, in their counselling on sensitive or unwelcome information regarding patients' rehabilitation, goals, progress, potential for recovery and recommended discharge destinations to patients, carers and other professionals. At times this process may be stressful and involve difficult issues or differences in professional opinion.
21. Effectively use written, verbal, non-verbal and electronic communication as appropriate, to ensure that this is in a format that is accessible to the patient, their carers and to members of the multi-disciplinary team, and to be aware of how to access alternative communication systems.
22. Communicate effectively in supervisory settings, conveying positive feedback and dealing with contentious issues.
23. Competently deal with patients/carers who may be dissatisfied with their experience of service provision and negotiate an outcome that is acceptable to all parties, using an awareness of the Trust's complaints procedure, to diffuse potentially volatile situations.
24. Adhere to Trust and professional policies and standards in relation to correspondence and confidentiality and ensure compliance by other occupational therapy team members.
25. Promote awareness of the role of occupational therapy on a formal level and informally by appropriate liaison and explanation of role with other individuals and agencies.
26. Ensure effective communication and dissemination of information with occupational therapy specialty team and ensure team issues are reported to the head of occupational therapy.
27. Act as an advisor on professional and clinical issues to the clinical specialty and work with the other operational managers.

#### **Professional**

28. Be responsible for the delivery of occupational therapy assessment and treatment to a high professional standard in accordance with the Royal College of Occupational Therapists' Code of Ethics and Professional Conduct, demonstrating the ability to reflect on ethical issues and provide guidance to occupational therapy team staff as necessary.

29. Be responsible for all aspects of own professional activities, ensuring own competence, recognising own professional boundaries, seeking advice and supervision as appropriate.
30. Implement occupational therapy professional standards (RCOT), national and local clinical guidelines and other clinical governance protocols.
31. Respect the individuality, values, cultural and religious diversity of patients and contribute to the provision of a service sensitive to these needs.
32. Have applied knowledge of informed consent and patients' capacity to give consent, taking account of these within working practice and provide advice to staff when required.
33. Utilise leadership skills in putting government guidelines into practice within specialty, considering the impact on professional ethics and advise other line managers.

#### **Training and Continuing Professional Development**

34. Initiate and maintain active contacts with local and national clinical or occupational interest groups appropriate to clinical field to maintain a high level of specialist knowledge and to share and disseminate knowledge to colleagues
35. Be responsible for developing expertise and maintaining own competency by taking opportunities to further both personal and professional development in line with Health & Care Professions Council guidelines.
36. Undertake statutory and mandatory training in accordance with Trust Policy.
37. Attend national meetings to keep up to date with latest research and developments within the clinical specialty.
38. Record personal development plan and learning outcomes in a portfolio.

#### **Leadership, Supervision and Appraisal**

39. Be a source of clinical expertise to other occupational therapists in the Trust and other professionals on a highly specialised area of occupational therapy.
40. Provide professional leadership for staff within specialty team.
41. Act as a resource for other occupational therapists in the trust and other professionals to ensure delivery of a co-ordinated multidisciplinary service.
42. Lead the induction and training of new staff and students to the specialty team.
43. Participate in staff appraisal scheme as an appraisee and be responsible for complying with the agreed objectives and personal development programme within the specified timescales.

- 44. Be responsible for the performance management of all staff within team, carrying out appraisals for staff in accordance with policy.
- 45. Lead and be responsible for the supervision, assessment, and training of occupational therapy students within the designated clinical specialty and support other therapists in their development as student educators.

#### **Service Development and Delivery**

- 46. Monitor service demand, capacity, activity and changing needs to facilitate necessary service changes.
- 47. Identify service development needs for the specialty, contribute to the planning, development, and evaluation of the service, holding responsibility for defined projects.
- 48. Take an active role in developing national core standards and outcome measures in occupational therapy, selecting appropriate measures to evaluate clinical practice and facilitate development of services in line with examples of best practice.
- 49. Promote and facilitate innovative ways of working to optimise efficiency and effectiveness of the service, taking responsibility for the development and implementation of new interventions and resources.
- 50. Facilitate regular review and evaluation of service through clinical governance and audit.
- 51. Give presentations/lecture on clinical and service issues relating to clinical specialty both within Trust and to health community.
- 52. Maintain up to date knowledge of national strategy, considering the impact within the clinical specialty and advising Head of Service on any relevant strategic, professional, and clinical matters affecting area of service.
- 53. Take an active role in managing changes to the clinical specialty service.

#### **Operational Management**

- 54. Be responsible for the planning and delivery of all occupational therapy within specialty team, including the practice of line managed staff, prioritising clinical needs to provide an effective service and ensuring clinical practice is evidence based.
- 55. Maintain up to date knowledge of and assist in the implementation of clinical governance, health and safety and risk management within the occupational therapy specialty team.
- 56. Implement Trust policies and procedures within the specialty.

- 57. Organise the recruitment and induction of staff to the team following the Trust procedures for permanent and temporary staff.
- 58. Ensure occupational therapy staff maintain up to date written and electronic records and activity data in line with Trust and professional standards.
- 59. Comply with Professional and Trust and code of conduct, all relevant policies, protocols, and procedures.
- 60. Organise, lead, and participate in staff meetings, team meetings, and professional networks to ensure staff remain informed and influence policy.
- 61. Take responsibility for the management of facilities, equipment and resources in your area including ensuring maintenance of equipment and adhering to guidelines on the issuing and ordering of stock.
- 62. Contribute to the achievement of financial balance within the service by using resources in a responsible manner within day-to-day practice.
- 63. Work collaboratively with other senior colleagues to provide leadership, organise workloads and meet service demands when other lead Occupational Therapist colleagues are absent.

#### **Clinical Governance and Quality**

- 64. Contribute to the Trust, Divisional and Team clinical governance arrangements and quality agenda, including the setting and monitoring of practice standards, through reflection, action, review.
- 65. Analyse national guidelines and legislation relating to health and social care provision and implement into the service where appropriate.
- 66. Assist in the investigation of complaints and ensure implementation of consequent action.

#### **Research and Practice Development**

- 67. Identify priorities for occupational therapy research and development, working with the Head of Occupational Therapy.
- 68. Lead audits and research projects related to clinical specialty and actively engage staff in their participation.
- 69. Actively seek up to date research, disseminating findings to the team and implementing current research and best practice, adhering to the Trust's governance policies.
- 70. Demonstrate ability to critically evaluate current research and audit projects, apply them to practice and disseminate findings at a local level.



71. Broaden research and development skills through participation in local audit and research projects.

#### Working Conditions/Effort

1. Daily repetitive manual and therapeutic handling of patients and equipment e.g. moving, positioning and treating patients
2. Moderate to intense physical effort which is sustained over a long period on a daily basis to carry out assessments and treatment of patients with a range of conditions, manoeuvre wheelchairs and move equipment around the site and to patients' homes.
3. Working in awkward spaces, e.g., stairs, cramped bed spaces repeatedly throughout the day.
4. Frequent exposure to unpleasant working conditions and bodily fluids such as blood and urine, as well as faeces, sputum, head lice, vomit and infections during the day, when working in the patient's home this will include the necessity of managing such situations.
5. Frequent exposure to distressed, anxious and aggressive patients and relatives and dealing with emotional situations whilst working with patients with cognitive, communication and behavioural difficulties, and occasional direct involvement in child protection issues.
6. Frequently imparting unwelcome news to patients and carers relating to patients condition and potential impact on their future.
7. Working with patients with potentially life threatening conditions and coping with emotional aspects of death.
8. Working with patients with severe physical disability, cognitive impairment, and communication problems.
9. To be able to concentrate for long periods of time throughout the day but deal with repeated and varied interruptions from phone calls, staff and patients as well as the unpredictable nature of work e.g., patients being unavailable for treatment at the planned time or needing to be seen more often, or variable numbers of patients requiring treatment. These changing situations often require that caseloads need to be reprioritised on a regular basis during the day and that decisions need to be made immediately regarding patient treatment.
10. Travel around the site and off site when required, and in the community. This may be done as a lone worker and may be in isolated locations.
11. Working with patients with psychological problems contributing to physical pathology
12. When working alone assessing and managing risk.
13. Daily challenges to effective time management working across site on wards, in clinics, in therapy areas to balance needs.
14. Contracted hours may be rostered across seven days with no more than one weekend day in four weeks

## NBTCARES



NBT Cares. It's a very simple statement; one which epitomises how everybody across our organisation goes the extra mile to ensure our patients get the best possible care.

NBT Cares is also an acronym, standing for caring, ambitious, respectful, and supportive – our organisational values.

And our NBT Cares values are underpinned by our positive behaviours' framework – a framework that provides clear guidance on how colleagues can work with one another in a constructive and supportive way.

### Improving the Patient Experience through your Work

Patients are the most important people in the health service and are at the centre of what we do. Patients and carers are the 'experts' in how they feel and what it is like to live with or care for someone with a particular illness or condition. The patients' experience of our services should guide the way we deliver services and influence how we engage with patients every day in our work.

All staff should communicate effectively in their day to day practice with patients and should support and enable patients/carers to make choices, changes and influence the way their treatment or care is provided. All staff, managers and Board members should work to promote effective patient, carer, and public involvement in all elements of their work

We have a duty to involve, engage and consult with patients, carers, and families about plans for health facilities and the provision of our services. North Bristol NHS Trust wholeheartedly embraces the principles of patient partnership and has made clear its commitment to involve patients in key aspects of its work.

### Infection Control

Compliance with all infection control policies and procedures will form an integral part of the practice of all staff working in a clinical environment. Each staff member will be responsible for familiarising themselves with the Infection Control Manual in the clinical areas and on LINK the Trust's Intranet site. Staff must keep up to date with new policies and subsequent implementation in practice.

Staff must seek support and advice from Infection Control in all instances where cross infection is likely to have occurred or when managing situations involving patients with infections where guidance provided in the Policies is not applicable. All staff must contact the Occupational Health Dept if they are suffering from any form of infection which may put patients and other staff at risk.

## Commitment to Health & Safety. No Smoking, Equal Opportunities, and Harassment & Bullying

### **Health & Safety/Security**

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

### **No-Smoking Policy**

As an NHS employer, the Trust has a duty to its staff and patients to protect them from the health hazard that smoking represents. Consequently, in line with the public health white paper, *Choosing Health*, the current policy will be that smoking will not be permitted anywhere on Trust property including all buildings, grounds and within leased/owned vehicles of the Trust. This applies to all staff, patients, and visitors of the Trust. Failure by staff to comply with this requirement may result in recourse to the disciplinary procedure. Employees also have a responsibility to remind members of the public, visitors, and other staff to refrain from smoking on Trust premises and to inform the appropriate manager if they witness repeat non-compliance.

### **Equal Opportunities**

North Bristol NHS Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust's Equal Opportunities Policy.

All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly, all staff have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations.

Copies of the Equal Opportunities Policy are available in the Personnel Policies and Procedures file in every department and on the intranet.

### **Harassment & Bullying**

We believe that all people, whether staff, patients, or visitors, are entitled to an environment in which the dignity of the individual is respected.

We are also firmly committed to promoting an organisational culture which values diversity and equality of opportunity and to preventing discrimination in all aspects of its employment practices and services. We regard harassment and bullying as totally unacceptable forms of behaviour that will not be tolerated or condoned.

### Confidentiality & Freedom of Information

Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are **confidential** and must not be divulged without prior authority other than in accordance with the provisions of the Trust's Policy on raising concerns about Health Care Services as may be amended from time to time. Breaches of confidentiality will result in disciplinary action and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Trust in any dealing they may have with Trust employees, their representatives, the media, public or other organisations in which he/she may come into contact.

However, as a public body, the Trust has a requirement to publish particular information. Therefore, in addition to the above confidentiality requirements you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information. Any altering, destroying, or concealing of information held by the Trust with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

### Safeguarding

North Bristol Trust is committed to safeguarding and promoting the welfare of children, young people and adults and to protecting them from all risks of harm. The organisation expects all staff to work to national and local children and adult safeguarding policies and procedures. The trust expects all staff and volunteers to be dementia aware and to support the care of people with dementia. All staff are expected to share this commitment and meet the competencies relevant to their role.

### Job Description Agreement

Completed by:

Authorised by:

Date:

*This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Trust's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the postholder prior to the changes being made.*