

## JOB DESCRIPTION

<b>POST TITLE:</b>	Specialist Occupational Therapist - Falls
<b>BAND:</b>	Band 6
<b>HOURS:</b>	Full time (37.5hours)/ Part time hours (Part time posts salary will be pro-rata) The team works shifts covering 08:00-18.00 over 7 days per week
<b>LOCATION:</b>	The Poynt
<b>REPORTING TO:</b>	Falls Team Lead
<b>RESPONSIBLE TO:</b>	Service Manager – Planned Care
<b>ACCOUNTABLE TO:</b>	Community Manager Luton Adult Unit

Cambridgeshire Community Services NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

### Job Purpose

- To work within the Luton Falls Team to provide a rapid intervention service for people who have had a fall or are at risk of falling.
- To provide comprehensive multi-factorial falls assessment, treatment and evidence based strength and balance programmes to all clients who have fallen as part of an inter-disciplinary service to enable the patient to remain at home safely and avoid unnecessary hospital admissions.
- To hold a clinical caseload delivering a client centred, evidence based occupational therapy interventions
- To support with running the community falls strength and balance groups
- Work within professional standards and clinical guidelines, promote best practice and to undertake all aspects of clinical duties as an autonomous practitioner including assessing and treating own caseload of patients/clients and maintaining professional documentation
- Build up and maintain key relationships with referring services across Luton including Falls clinic, Community Rehabilitation Teams, GPs, Community Nursing teams, A&E, Ambulance Services and other community service providers to facilitate appropriate referrals and an understanding of the role of the Occupational Therapist in the Falls Intervention Service
- Be responsible for the supervision of junior staff, community falls support workers and Occupational Therapy students as the opportunities arise.
- Work in a variety of settings including clinics, clients own home, community centres, extra care sheltered housing and care homes
- Support self and service development through active participation in Continuing Professional Development (CPD) and by participating in any audit or research being undertaken by the service

### Main Duties and Responsibilities

- To understand the rationale behind multi-factorial falls prevention programmes and the evidence base supporting their delivery
- Undertake specialist detailed multi-factorial falls assessments for clients who have fallen. These clients will present with a variety of falls risk factors and often present with complex multi-pathologies including neurological conditions, musculoskeletal conditions, age related disorders, osteoporosis, learning disability and/or mental health diagnosis. To have a working knowledge of up to date practices, such as FRAX assessment, environmental,

home safety assessment and research (e.g. NICE guidelines, Occupational Therapy practice guidelines, Falls Prevention Guidelines, AGS & BGS falls guidelines)..

- Be proficient in the assessment of clients with a wide range of pathologies and competent in the development and implementation of treatment plans for these clients who are referred to the Luton Falls team. Demonstrate the use of evidence-based outcome measures and interventions and in accordance with The Royal College of Occupational Therapist Guidelines
- To lead community evidence based strength and balance groups and deliver educational talks around falls prevention and falls risk management. After clients complete the strength and balance groups, be responsible for their follow up.
- Work closely with other healthcare professionals e.g. Physiotherapists, falls support workers, Dieticians, GPs, Pharmacists, Care Managers and nursing teams to provide a comprehensive, seamless service, aiming to improve and maintain functional physical health for clients using the service and to communicate relevant medical information, assessment details, advice and recommendations across agencies and with clients, to provide a coordinated service to meet the client's care needs, in compliance with Trust Guidelines for sharing of information and informed consent. These agencies include Acute Trusts, General Practitioners, Community Rehabilitation Teams, Social Services, other healthcare professionals, voluntary agencies, and care homes.
- Following Specialist Falls Assessment, use advanced clinical reasoning, analysis, assessment and re-assessment skills to develop and provide individual occupational therapy treatments and programmes for clients. These treatment techniques may include 1:1 occupational therapy treatment, prescription of home exercise programmes, group exercise programmes, health promotion, patient and carer education. This may be on a home visit, in a clinic or in a group setting.
- Demonstrate compassion, empathy and sensitivity towards clients who may have complex emotional and physical conditions such as fear of falling, anxiety, pain and other physical psychological and social concerns or when delivering unwelcome news around their condition or rehabilitation prognosis.
- Comply with local risk assessments when dealing with complex clients with challenging behavioural needs and high risk extreme environments
- Be responsible for accepting allocated clients, organising and prioritising own caseload to meet service needs and to communicate with your supervisor if the service needs cannot be met.
- Prescribe appropriate equipment, following the Central community Equipment Services procedures, to clients in order to maximise their independence
- Travel to client's homes, community centres and hospitals taking necessary assessment and treatment equipment as required.
- Be responsible for the safe storage and safe moving and handling of therapy equipment.
- To use falls prevention evidence to work with clinical teams and users to improve patient processes and pathways. In line with the falls pathway empower clinical teams to make appropriate referrals to the Falls Prevention Service through education, increasing awareness and ensuring the referral pathways are uncomplicated and robust.
- Work as a lone practitioner, within the guidelines of the Lone Working Policy, when performing home visits
- Identify clients who need support from outside agencies, using clinical reasoning and analysis skills. To liaise with, and to refer clients to these services which include other Healthcare Services, Healthcare Professionals and Voluntary agencies as appropriate.
- To be involved in the promotion of falls prevention and management strategies with the general public and other organisations e.g. National Falls Awareness Week.
- Demonstrate skills to motivate clients and the general public across a range of situations through verbal and written means, both formally and informally, to take responsibility for their own rehabilitation and reduce their falls risk through continued exercise participation

- Demonstrate advanced skills in helping those who have fallen to manage their anxiety through education and practical techniques and help clients increase their social participation clients and reduce their falls risk through positive engagement and low level emotional support
- To demonstrate verbal and written skills in the management of conflict across a range of situations in a formal and informal manner
- Be responsible for gaining valid, informed consent for assessment, treatment interventions and sharing of information in compliance with legal and professional guidelines. To be able to interpret and follow these guidelines in circumstances where clients do not have capacity to provide informed consent.
- To support junior colleagues, rehabilitation assistants and students

## **Communication**

- Effectively communicate highly complex and potentially sensitive information in an appropriate form and manner with patients, their family and carers, and from other organisations. This may include dealing with complaints and giving and receiving information of a sensitive nature where there may be barriers to understanding. Seek advice and support appropriately when required.
- Understand and support the principles agreed in the transfer of patient information between the primary and secondary sector and deal with it in a sensitive fashion.
- Anticipate barriers to communication and use interpreters or tools as required.
- Participate as part of the MDT team to facilitate partnership working across, health, social services and voluntary organisations.
- Use skills of negotiation and problem solving to facilitate positive outcomes.
- Provide education to patients, students and colleagues as required, providing feedback in a sensitive manner when required.
- Produce accurate and complete records of communication consistent with legislation, policy and procedure.
- Participate in relevant meetings and events including relevant service development or research projects and conferences as required.
- Build and develop relationships between all health care professionals involved in the patient pathway.
- Provide understanding and support to patients coping with acute and/or long-term conditions

## **Budgetary Responsibility**

- To be an Authorised signatory for line managed staff/ team if required and authorised to do so e.g. timesheets and travel claims.
- Ensuring equipment ordered is done so according to guidelines, provide training and education on use of equipment to others if needed and appropriate to do so. Ensure that records and equipment are maintained and stored according to Trust policy.
- Contribute to the maintenance of adequate stock control of resources required to undertake care and order as required. Ensure that any financial spend related to patient care i.e., equipment ordering, nurse prescribing/ independent prescribing, bank/ sessional staff booking is managed in the most cost-effective way and highlighted to Senior manager/ falls lead

## **People Management**

- To be responsible for day-to-day supervision of staff within the team when required / deputising for the falls lead ensuring work allocated and prioritised as required.
- Coordinate team cover during sickness, annual leave and absence to meet the needs of the service when required.
- To provide line management and supervision for support staff within the community falls team when required and when deputising for the Team Lead.
- Provide annual appraisals in accordance with Trust policies to direct line reports.
- Review work performance, identify and address training needs required for both professional and personal development.
- Participate in the development of staff by organising and delivering training and development sessions as required to staff and students.
- Ensure that meeting statutory requirements, professional standards are maintained and there is full compliance with policy and procedural guidance.
- Mentor and supervise students and other learners.
- Assist in the recruitment and induction of new staff members if required.
- Support staff during sickness absence and assist those in their return to work if required.
- Deputise for the falls lead when required and as indicated as part of personal and professional development.

## **Clinical and Practice Governance**

- Observe and maintain strict confidentiality with regards to any patient/family/staff/records and information in line with the requirements of the Data Protection Act.
- Ensure all electronic and paper-based records are kept up to date and filed appropriately.
- Any data that is taken/shared as part of a phone call or transported, faxed or transferred electronically must be undertaken with regard to the Trust Information Governance and Information Security policies
- The post holder must adhere to the Trust risk assessment and risk management processes.
- The post holder must adhere to infection control policies and procedures.
- Recognise clinical development needs within the service, identify possible solutions and be willing to take a lead role in a key area as required, taking an active role in undertaking audit to evidence quality care.
- Take an active role in research projects/new projects introduced to develop the service further
- It is a condition of your employment that you are currently registered with the HCPC, and it is your responsibility to maintain your professional registration.
- Undertake mandatory training and any other training relevant to the role as required by Cambridgeshire Community Services NHS Trust.
- The post holder must participate in clinical and other audits as required.
- Provide patients and their families /carers with information on standards they should expect from the team.
- Participate in clinical supervision on a regular basis.
- The post holder is required to participate in relevant emergency preparedness process for their team.
- To be involved with the development and implementation of clinical audit and effectiveness programmes for all staff working in the service.
- Ensure the maintenance of accurate and timely data / patient records to enable the service to be monitored, reviewed and developed in accordance with the service specification.
- Ensure all care delivered is recorded on SystemOne.

- Have a sound understanding of Information Technology. Ability to use e-mail, and willingness to undertake training for any new systems installed in the development of the service.
- Complete Safeguarding Competences and work to safeguard and promote the welfare of children and young people/vulnerable adults.

## **General**

### **Safeguarding people responsibility**

- Safeguarding children and adults at risk of abuse or neglect is a collective responsibility.
- There is an expectation that all staff develop and maintain their role relevant safeguarding people competencies and comply with local safeguarding partnerships practice. Alongside this employee who are registrants are reminded of their professional duty of care.
- Safeguarding means protecting a citizen's health, wellbeing, and human rights; enabling them to live free from harm, abuse, and neglect. It is an integral part of providing high-quality health care.
- Those most in need of protection include:
  - Children and young people
  - Adults at risk, such as those receiving care in their own home, people with physical, sensory, and mental impairments, and those with learning disabilities.

The post holder must at all times carry out their duties with regard to Cambridgeshire Community Services NHS Trust Workforce Diversity and Inclusion Policy.

To be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors, and staff.

All post holders must adhere to the code of conduct on confidentiality and be aware of and adhere to all Trust policies and procedures.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within the Trust.

If this post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 the following must be included in the job description.

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and as such it will be necessary for a submission for Disclosure of Barring Service to be made to check for any previous criminal convictions. Cambridgeshire Community Services NHS Trust is committed to the fair treatment of its staff, potential staff, or users in line with its equal opportunities policy and policy statement on the recruitment of ex-offenders.

## **Sustainability**

It is the responsibility of all staff to minimise the Trust's environmental impact wherever possible. This will include recycling, switching off lights, computers, monitors, and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

**Date: April 2024**