



Together

**LANCASHIRE TEACHING HOSPITAL NHS TRUST
HUMAN RESOURCES DIRECTORATE**

JOB DESCRIPTION

JOB TITLE: Specialist Occupational Therapist

DIRECTORATE: Therapies and Psychology (DCS)

REPORTS TO: Clinical Lead Occupational Therapist

ACCOUNTABLE TO: Professional Lead Occupational Therapist, Speciality Business Manager, Neurosciences Therapy Service Lead

KEY RELATIONSHIPS: Clinical Therapy Team
Multidisciplinary Team – neurosurgery, neurology, neuro-oncology, neuro-rehab units, major trauma team, community neuro rehab, integrated discharge service.

DIRECT REPORTS: Band 5 Occupational Therapist, Occupational Therapy Apprentice, and Assistant staff within team

HOURS: 30 hours per week

LOCATION: Royal Preston Hospital – Neurosciences (Neurosurgery / Neurohigh care/ Neurology).

BAND: 6

NB: The Post holder may be required to work in other departments across the Trust including across Trust sites. The trust is working towards a 7 day working model and whilst none of these specialties currently operate as such the successful candidate will be required to support this way of working when this is implemented.

DBS (Criminal Record) Check Level required for role:

Please indicate the level of DBS Check required in this role	No DBS Required	Standard	Enhanced without Barred List Checks	Enhanced with Child only Barred List Check	Enhanced with Adult only Barred List Check	Enhanced with Child and Adult Barred List Checks
						X

KSF Core Dimension Levels for Role

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
3	3	2	2	2	2

Role Summary

- To assist in the provision, monitoring and evaluation of a high quality therapy service within the designated clinical area and as part of a multidisciplinary team

- To aid this process, the post holder will ensure their own personal development and participate in the development of others
- The post holder will build upon their consolidated postgraduate skills to develop a higher level of knowledge and skill in their chosen specialist area.

Key Duties and Responsibilities:

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition all staff are expected to act in accordance with the values and behaviours of the Trust

Our Values



Being Caring and Compassionate

Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.



Recognising Individuality

Appreciating differences, making staff and patients feel respected and valued.



Seeking to Involve

Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.



Building Team Spirit

Working together as one team with shared goals doing what it takes to provide the best possible service.



Taking Personal Responsibility

Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.

ROLE DUTIES	MEASURABLE OUTCOMES					
<p>To directly support the delivery of therapy assessment and treatment to patients.</p>	<ul style="list-style-type: none"> • Ensure consent is obtained from patients and recorded in their notes • Manage own caseload and prioritisation based on clinical need, and support for others to do the same • Record assessment, differential diagnosis, clinical reasoning and analysis clearly in patients notes • Record reasoned treatment and management plans in patient notes including risk • Deliver a wide range of specialist treatment and management options to meet patients clinical need 					

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	<ul style="list-style-type: none"> • Demonstrate a high level of assessment and treatment skills in the application of occupational therapy approaches including therapeutic handling and cognitive/behavioural treatment. 					
<p>To communicate and collaborate with all Core Therapies Service stakeholders</p>	<ul style="list-style-type: none"> • Effectively communicate of complex and sometimes distressing information to patients and carers concerning diagnosis, prognosis and treatment plans • Effective verbal and non-verbal communication within the wider MDT • Effective communication with external agencies • Deals with emotional and distressing circumstances • Attendance at staff and other service meetings • Effective communication with people with challenging behaviours/communication. 					
<p>To provide leadership and management support as required.</p>	<ul style="list-style-type: none"> • Deputising for the therapy team lead in their absence or in delegated areas of responsibility 					
<p>To support personal and people development.</p>	<ul style="list-style-type: none"> • Complete own appraisal and Personal Development Plans as per Trust Policy including the development of achievement of rotational objectives (as applicable and relevant). • Appraisal of named members of the team as per Trust Policy and schedule • Demonstrate a commitment to independent learning including an up to date knowledge of professional practice • Demonstrate high levels of skills and knowledge in specialist area through 					

	<p>support for other team members development</p> <ul style="list-style-type: none"> • Attendance at In-Service Training sessions, including organising of these where appropriate • Supervision of and support for the training and education of therapists, assistants and undergraduate therapists 					
<p>To support service development and planning.</p>	<ul style="list-style-type: none"> • Support the Therapy lead in the planning and day to day organisation of service provision within the clinical area including that for the prioritisation and assessment of assistant and therapists workloads. • Contribute ideas to support service development and improvement • Active participation in team and service developments • Support of development ac 					
<p>To help to ensure the health, safety and security of users of the Integrated Therapies, self and colleagues</p>	<ul style="list-style-type: none"> • Participate in service and Trust mandatory training schedule • Demonstrate awareness of and adherence to Service and Trust Policies and Procedures • Implementation of Trust Infection Control procedures including support for implementation within the team • Demonstrate competence in the safe use of therapy equipment and delivery of training to other members of the team in the safe use of therapy equipment • Management of clinical and physical risk within own patient caseload and support provided for other therapy staff and students to do so • Demonstrate compliance with Trust, Service and Professional standards for documentation 					

	<ul style="list-style-type: none"> • Demonstrate personal responsibilities related to Information Governance and support for others to do so. • Report adverse occurrences timely via Datix • Provide first line resolution of complaints and information gathering for formal complaint responses • Maintenance of HCPC registration • Practice within RCOT Scope of Practice and Professional Code of Conduct 					
<p>To support the Clinical Governance and Quality agenda within Core Therapies.</p>	<ul style="list-style-type: none"> • Demonstrate active participation in Service Clinical Governance groups • Promotion of health and advice provided re illness prevention • Demonstrate clinical, professional and legal responsibility for patient care within scope of practice • Identification of audit topics, completion of same and support for other audit and research activities within the team and wider service as appropriate. • Presentation of audit findings and action plans to the team and wider as appropriate • Evidence of support for the development and implementation of local and national clinical guidelines within the team and the wider service as appropriate. 					
<p>To support equality of opportunity and access within Core Therapies for both staff and patients.</p>	<ul style="list-style-type: none"> • Demonstrate a knowledge of personal responsibilities related to Equality and Diversity (E&D) and support others to do the same • Recognise cultural, social and other issues and how they can be incorporated into treatment plans and support team members to do the same 					

	<ul style="list-style-type: none"> • Report and investigate incidents which potentially breach E&D legislation/ Policies 					
To provide and use information to support admin processes and patient care.	<ul style="list-style-type: none"> • Complete all patient records in a timely way always being compliant with Trust, Service and Professional Standards • Provide activity and performance data as per Service reporting schedules 					

Occupational hazards or exposures relevant to this job (please tick)			
Physical			
Patient moving & handling	<input checked="" type="checkbox"/>	Regular DSE work	<input checked="" type="checkbox"/>
Regular equipment / material moving & handling > 10kg	<input type="checkbox"/>	Climbing ladders and / or working at height	<input type="checkbox"/>
Noise (LEP,d > 80)	<input type="checkbox"/>	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	<input type="checkbox"/>	Exposure to Ionising Radiations	<input type="checkbox"/>
Entry into confined spaces	<input checked="" type="checkbox"/>	Other potential ergonomic problems	<input type="checkbox"/>
Driving on Trust business	<input checked="" type="checkbox"/>	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
Chemical			
Exposure to known respiratory irritants or sensitisers	<input type="checkbox"/>	Exposure to known skin irritants or sensitisers (including latex)	<input type="checkbox"/>
Exposure to asbestos (non-licenced work)	<input type="checkbox"/>	Exposure to any other chemicals	<input type="checkbox"/>
Biological			
Exposure-prone procedures	<input type="checkbox"/>	Laboratory exposure to pathogens	<input type="checkbox"/>
Other			
Night work	<input type="checkbox"/>	On-call duties/ lone working	<input checked="" type="checkbox"/>

Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the Trust
- Trust Standing Financial Instructions
- Working within the Data Protection act 1984, Health & Safety at work Act 1974, Maintain confidentiality at all times, as required by legislation and Trust Policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
 - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
 - Concerns about the professional or clinical practice or competence of staff
 - The treatment of other staff, including suspected harassment, discrimination or victimisation
 - Health, safety and environment issues
 - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
 - Employment standards and/or working practices
 - Criminal offences or miscarriages of justice
 - Failure to comply with any other legal obligation
 - Deliberate concealment of any of the above

Information Governance

- To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
- To take personal responsibility for safeguarding and ensuring the quality of information.

Behaviour

The post holder will be expected to:

- Support the aims and vision of the Trust
- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the Trust's commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

Job Review

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

PERSON SPECIFICATION

POST: Specialist Occupational Therapist - Neurosciences

Band: 6

DIVISION: DCS

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
<p>Qualifications & Education</p>	<ul style="list-style-type: none"> • Diploma or Degree in Occupational Therapy. • HCPC registration • Evidence of CPD in relevant specialist area. 	<ul style="list-style-type: none"> • Post graduate study relevant to any of the following: <ul style="list-style-type: none"> ○ Neurorehabilitation ○ Neurology/Neurosurgery • Member of a Professional Body • Clinical Educator • Bobath Training • Brain Tree Training 	<ul style="list-style-type: none"> • Application form. • Interview
<p>Knowledge & Experience</p>	<ul style="list-style-type: none"> • Range of clinical experience within relevant acute specialties • Clinical experience in neurological specialties (neurosurgery, neurology, neuro oncology, etc) • Knowledge of conditions pertinent to this area and current national guidance. • Experience with complex assessment, treatment and discharge planning • Experience of functional assessments and treatments • Experience of joint/interdisciplinary working with other members of the MDT • Experience in completing a variety of standardised assessments including cognitive assessments • Experience in managing a complex caseload in an acute, fast paced environment. 	<ul style="list-style-type: none"> • Experience managing patients with behavioural, mood and/or cognitive problems • Experience of intervention with acutely unwell patients and creating treatment plans which incorporate SMART patient led goals. • Experience with the use of and ability to advise on therapeutic handling techniques and how to apply these in function • Experience with assessment/provision of wheelchairs and/or specialist seating • Experience and working knowledge of the Mental Capacity Act (2005) • Knowledge of the current NHS Agenda 	<ul style="list-style-type: none"> • Application • Interview • Assessment

Skills & Abilities	<ul style="list-style-type: none"> • Range of transferable clinical skills and an ability to manage and problem solve complex cases. • Excellent clinical reasoning skills • IT skills • Ability to organise and prioritise workload effectively particularly balancing acute and rehab caseload. • Effective delegation skills • Excellent written and verbal communication skills including educating and motivating patients/ carers. • Experience and involvement in service development projects. • Supervisory experience of junior, student and support staff. 	<ul style="list-style-type: none"> • Professional leadership skills eg supervision, appraisal, mentorship • Presentation skills • Ability to support to maintain and report on records and statistics. • Experience of leading service development projects. • Ability to support with complaints and conflict resolution • Effective resource management Skills <ul style="list-style-type: none"> • Experience of teaching 	<ul style="list-style-type: none"> • Application form • Interview • Assessment
Values & Behaviours	<ul style="list-style-type: none"> • Showing respect, maintaining dignity and equality for all patients, relatives, colleagues and member of the public. • To be forward thinking, demonstrating enthusiasm/ motivation for the role • To be supportive to team members and recognise individuals' needs, and encouraging development of others • To be committed to personal development • To be accountable for all personal actions and recognise impact of actions on others. • Demonstration of trust values within your clinical role. 	<ul style="list-style-type: none"> • Supports others to develop own clinical reasoning and critical thinking. • Knowledge of variations of learning styles. 	<ul style="list-style-type: none"> • Application form. • Interview. • Assessment

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