

JOB DESCRIPTION

POST TITLE:	Occupational Therapist Specialist Practitioner - Falls
BAND:	Band 7
HOURS:	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
LOCATION:	Luton Falls Team, The Poynt
REPORTING TO:	Service Manager/ Senior Clinical Service Manager
RESPONSIBLE TO:	Senior Clinical Service Manager - Frailty
ACCOUNTABLE TO:	Head of Adult Services

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 be the lead Occupational Therapy clinician for Luton Falls Team.
- To lead the delivery of the Luton falls service to provide a rapid intervention service for people who have had a fall or are at risk of falling including the development, management and leadership of falls strength and balance classes including facilitating education and advice for falls.
- To take a lead role to manage, develop and evaluate the Luton Falls service in conjunction with other senior staff members, to ensure that a proficient and effective service is provided to all patients.
- To undertake the advanced assessment and treatment of patients with falls/ risk of falls that will have complex and / or chronic presentation and to determine clinical diagnosis and Occupational Therapy treatment indicated and to maintain records as an autonomous practitioner.
- To assist in team lead responsibilities including the supervision, support and education of junior practitioners/ support staff with their patient management.
- To undertake clinical duties in several ways including face to face consultations, virtual consultations, and group settings

Main Duties and Responsibilities

Clinical

- To be professionally and legally accountable and responsible for all aspects of own work, including the management of patients in your care.
- To ensure high standards of clinical care for patients' and support more junior members of staff to do likewise. At all times post-holder will work within the Royal College of Occupational therapists and CCS guidelines.
- Evaluate and prioritise the referrals received by the service based on clinical need and communicate decision making with the referring party as needed.
- To undertake the comprehensive assessment of patients, including those with a complex and multiple presentations, using investigative and analytical skills then formulate individualised management and treatment plans using clinical reasoning utilising a wide range of treatment skills and option
- Formulate and deliver an appropriate individual, evidence based Occupational Therapy/falls specific treatment programme based on highly specialised knowledge. This necessitates high levels of autonomy and the analysis of information, interpreting results to inform assessment and treatment

planning, selecting an appropriate treatment/management programme, often from a range of options, and evaluating the effectiveness of treatment interventions.

- To provide advanced and specific Occupational Therapy assessment, and management of patients which requires post-graduate learning and / or experience.
- To interpret and analyse clinical and non-clinical facts to form accurate diagnosis and prognoses in a wide range of complex conditions and to recommend the best course of intervention, developing comprehensive discharge plans where appropriate.
- To be an expert resource for all staff both within and external to the team and participate in the assessment of competency of other team members.
- To actively participate in working groups, clinical governance sessions and to contribute to the development of policy changes within the falls service that will impact on all service users.
- To provide spontaneous and planned advice, teaching and instruction and training to relatives, carers, and other professionals, to promote understanding of the aims of Occupational Therapy and to ensure a consistent approach to patient care.
- To be competent and safe in the use of adaptive equipment and aids, gym equipment and walking aids.
- To maintain accurate, comprehensive, and up to date documentation, in line with legal and departmental requirements.

Professional

- To maintain own clinical professional development by keeping abreast of new developments through self-motivated reading and research and incorporate them as necessary into own work. The post-holder should show evidence of being a reflective practitioner and maintain a CPD portfolio.
- In conjunction with the team, identify audit topics and undertake the measurement and evaluation of current practices through the use and application of evidence-based practice, clinical audit, research, and outcome measures.
- To attend and contribute to any meetings as required.

Organisational

- To chair, attend meetings and report back as required.
- To assist in team lead responsibilities such as annual leave approval and processing, sick leave management, appraisals, recruitment, estates, health and safety, waiting list and rota management, problem solving day to day issues, managing the smooth running of the team and patient enquires and complaints
- To ensure that, as a senior member of the team, designated staff implement policy and service changes.
- To be aware of Health and Safety aspects of your work and implement any policies, which may be required to improve the safety of your work area, including prompt recording and reporting of accidents to senior staff and ensuring that equipment use is safe.
- To be actively involved as required in the collection of appropriate data and statistics for the use of the business unit.
- To comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating as appropriate.
- To undertake other duties that may be required or are requested by the service manager.

Communication

- To communicate clinical information in an understandable way to patients and to assess patient understanding of treatment proposals, gain co-operation and valid informed consent for treatment. Effective communication requires use of verbal and non-verbal tools to maximise rehabilitation potential, often with unmotivated patients. This can include patients where there are barriers to effective communication e.g., loss of hearing, altered perception, pain, fear etc.

- To communicate effectively with consultants, doctors, nurse practitioners, Occupational therapist and physiotherapists from other trusts and other Allied Health Professionals (AHP's) who have referred patients or are involved with the patient's care. This can be direct communication or in the form of discharge / progress reports.
- To communicate effectively and work collaboratively with medical, nursing and therapy colleagues to ensure delivery of a co-ordinated multidisciplinary service.
- Contribute to CCS' internal communication strategies ensuring effective two-way communication and engagement within the organisation.
- Contribute to CCS' external communication strategies working with the Head of Communications to raise awareness and promote the reputation of CCS' services

Key relationships:

- Luton Adult Community Services
- General Practitioners and Hospital Consultants
- Staff at the Luton & Dunstable hospital and referring hospitals
- Clinical Commissioning Group (CCG), CHC
- Integrated community nursing teams
- Primary healthcare staff
- Patients, family, carers
- Adult social care teams, including Reablement
- Intermediate Care services e.g., Virgin Care
- GPs deputising services / 111 / Ambulance service
- Colleagues and team members
- Allied Health Care Professionals e.g., Luton Intermediate Care Services
- Voluntary organisations e.g., Age Concern
- Care Home / Care Agency managers and staff
- Community Equipment Service
- Community liaison and Discharge Planning, CNT, MDT coordinator
- Pharmacists

Budgetary Responsibility

- Ensure adequate stock control and order as required.
- Manage and maintain both own equipment and that jointly used by team and ensure quality checks occur at required intervals

Human Resources

- To train, supervise and performance manage more junior staff and assistants. This will include the use of formal appraisal documentation.
- To act as Clinical Supervisor for undergraduate Occupational Therapists. This involves teaching, organisation, supervision, role modelling, learning contracts, evaluation, and assessment of their abilities by grading according to the learning institute's specifications.
- To work with other leads/ clinicians in addressing the learning needs of the staff within the service and organising in-service / and other education as required.
- To partake in clinical supervision according to CCS Clinical Standards Pack guidelines.
- Provide yearly formal appraisals for more Junior staff (as designated) with intermediate reviews to assess and progress towards their objectives.
- To assist in the selection and interviewing process for new staff and locums as required.
- To be responsible as required for the induction of new staff following department and trust procedures.
- To maintain own professional development and requirement to take part in appraisal and KSF process

Clinical and Practice Governance

- To accept clinical responsibility for a cohort of patients and to organise this effectively and efficiently with regard to clinical priorities and use of time.
- To be an active member of the Clinical Governance programme by attendance and delivering of presentations / teaching sessions and if deemed necessary the attendance of external courses.
- To demonstrate a sound understanding of Clinical Governance and Risk Management and apply to the work situation.
- 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.
- Any data that is taken / shared as part of a phone call or transported, faxed or transferred electronically must be undertaken with regard to CCS Information Governance and Information Security policies.
- The post holder must adhere to CCS risk assessment and risk management processes.
- The post holder must adhere to infection control policies and procedures.
- It is a condition of your employment that you are currently registered with the Health Professions Council, 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 (CCS).
- The post holder must participate in clinical and safeguarding audits as required.
- The post holder is required to participate in relevant emergency preparedness process for their team.

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
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- The post holder must at all times carry out his/her duties with regard to Cambridgeshire Community Services NHS Trust Equal Opportunities 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 to respond to other duties that may be required from time to time and the changes and developments within the Trust.

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: February 2024