

### JOB DESCRIPTION

|                                      |   |
|--------------------------------------|---|
| <b>Job Title</b>                     | <b>Clinical Specialist Occupational Therapist – Moving &amp; Handling</b> |
| <b>Band/ Grade</b>                   | <b>Band 7</b>   |
| <b>Directorate</b>                   | <b>Acute and County Wide Directorate, Integrated Care Division</b>        |
| <b>Professionally Accountable to</b> | <b>Clinical Manager Occupational Therapy</b>                              |
| <b>Responsible to</b>                | <b>Clinical Manager Occupational Therapy</b>                              |

### **VISION, MISSION and VALUES**

#### **Our Vision**

To improve the health and well-being of the people we serve in Herefordshire and the surrounding areas.

#### **Our Mission**

To provide a quality of care we would want for ourselves, our families and friends. Which means: Right care, right place, right time, every time.

#### **Our Values**

Compassion, Accountability, Respect and Excellence.

- **Compassion** – we will support patients and ensure that they are cared for with compassion
- **Accountability** – we will act with integrity, assuming responsibility for our actions and decisions
- **Respect** – we will treat every individual in a non-judgemental manner, ensuring privacy, fairness and confidentiality
- **Excellence** – we will challenge ourselves to do better and strive for excellence

### **JOB SUMMARY**

Working as Clinical Specialist the band 7 will be part of the therapy and wider multidisciplinary team. Band 7 therapists use advanced therapeutic skills in a variety of areas to provide direct high quality and effective therapeutic care and support to patients and provide day to day operational management and leadership to the team.

Based on the role, the post holder will be based either in the Acute and/or Community Hospitals in a range of ward settings, outpatient departments or the community. This post may include working with adults and/or children. The band 7 therapist will be responsible for and participate in 7 day working and for physiotherapists (where appropriate) to join the on call rota.

Within the scope of the role, the post holder will independently plan, complete advanced assessment and deliver interventions. They will be responsible for independently managing their own patient caseload, demonstrating clinical autonomy, advanced clinical reasoning, prioritisation and manage competing demands. Supervision is distant with scope to manage and lead independently being accountable for your own and your team's actions.

The post holder will initiate and drive service development, demonstrate self-development and will be responsible for supervision of others and delegate appropriate tasks to registered and non-registered staff. They will be responsible for providing specialist therapy advice within the trust and to other health care professionals.

## **ORGANISATION CHART**



## **MAIN FUNCTIONS OF THE JOB**

### **Clinical Responsibilities:**

- Positive relationships: Develops, manages, and maintains positive, appropriate relationships with service users, families and carers, demonstrating care, respect, kindness, compassion and empathy at all times.
- Person-centred care: Consistently deploys role appropriate care, treatment and support strategies to promote and provide person-centred care, including providing information, advice and guidance to service users, carers, families, health professionals and others.
- Health, social care system, 3<sup>rd</sup> sector and signposting: Identifies the need for ongoing interventions/support and understands a range of organisations in the health, social care system and 3<sup>rd</sup> sector services provided, arranging access to services by referring service users to services/agencies appropriately to support their personalised care plans and ongoing assessment of needs.

- Team and partnership working: Able to work collaboratively with a variety of health staff, social care staff, professional staff and others. Understands and demonstrates the principles of team and partnership working, identify and facilitating enablers and barriers to collaborative working and identify solutions to support and maintain team working. Liaises with appropriate members of the multidisciplinary team in a variety of situations e.g. board/ward rounds, handover, case conferences and various meetings.
- Underpinning knowledge: Demonstrates broad advanced expertise and knowledge of clinical, technical and/or scientific theory, practice and principle. Sources, analyses and implements evidence based practice adjusting clinical practice accordingly in line with clinical managers.
- Caseload and time management: Effective and efficient management of own patient caseload and oversight of team with appropriate delegation of tasks to registered and non-registered therapy staff. Manages wider non-clinical workload and time, including prioritising tasks and resources, being adaptable and taking account of changing circumstances.
- Clinical reasoning and prioritising care: Demonstrates advanced/specialist clinical reasoning skills, facilitating the analysis and interpretation of diverse and complex presentations, contributing, to the establishment of diagnosis and prognosis where appropriate. Recognises variability of caseload and understands the impact of complex care needs and other factors when prioritising direct clinical care and supporting professional activities.
- Autonomy and service delivery: Works independently without direct supervision. Support and guidance will be accessible from other B7/8A HCPC therapists.
- Professional standards and accountability: Works to an expected standard within HCPC and professional body standards understanding responsibility and accountability in professional practice.
- Role specific competencies: Completes a range of available core and specific competencies to confidently carry out assessments, skills, activities and occupations.
- Tasks, responsibilities and role boundaries: Thorough understanding of role and scope of practice and that of the team. Can assess, develop, implement, analyse, evaluate and monitor the effectiveness of interventions and service user conditions/presentation, adapting or progressing treatment accordingly. Identifies areas for further assessment and refer onto the appropriate specialist/community resources.
- Interventions/Rehabilitation: To create, deliver and support interventions/rehab empowering users and their families/carers to participate in the management of their condition maximising rehab potential.
- Planning and evaluating care: Plans and leads advanced assessments, utilising appropriate outcome measures, developing problem lists, goals plans and completing therapy interventions to identify current and predicted future needs of the patients and their carers.
- Reporting, referring and escalating concerns: Gathers and analyses information to inform judgement on the improvement, deterioration or lack of expected progress in the physical, mental or behavioural condition of service users. Responds by referring or escalating concerns to the appropriate manager.

- **Aids and equipment:** Ensures safe and effective use of specialist and standard equipment, including assessment for, fitting, demonstration and teaching of safe and appropriate use for the patients, their carers/families and other health care professionals. Adapts equipment where appropriate and monitors individual's progress. Can identify risk and mitigation regarding the appropriate use of equipment.
- **Moving and handling:** To ensure safe and appropriate patient moving & handling assessment and use of techniques & practices are utilised throughout day to day clinical practice. Comprehensively completing relevant risk assessment documentation to ensure patient, staff, family and carer safety.
- **Consent and record keeping:** Understands and gains valid consent prior to action or providing care, and records this appropriately. Keeps complete, clear, accurate, contemporaneous and timely records, utilising digital platforms as required. Refers on appropriately within a timely manner including transfers of care.
- **Communication:** Communicates appropriately and effectively through a variety of methods, including the use of interpersonal, written and verbal and non-verbal skills. Exchanges information with service user and families using tact or persuasion. Demonstrates the ability to provide and receive complex and sensitive information, including relating to service users. Recognises barriers to effective communication and communication difficulties and judges the appropriate method of communication, ensuring information is provided in an accessible way. Thus aiding their adjustment to their illness/disease, respecting their spiritual needs, and their right to privacy and dignity. Provides expert clinical knowledge as required.
- **Working conditions and personal effort:** Undertakes frequent manual handling activities requiring physical effort intermittently. Work patterns can be unpredictable with frequent interruptions/changes and require concentration, flexibility and adaptability with some emotionally distressing situations. Due to the nature of the role, the post holder will have close contact with patients and frequent exposure to bodily fluids. Seeks support appropriately in difficult situations.
- **Rotas:** Participates in required rotas following appropriate training and competencies.
- It is desirable that the post-holder will have successfully completed an accredited non-medical prescribing course and have an annotation signifying their non-medical prescribing status on their professional register entry. The post holder will use non-medical prescribing skills to facilitate correct use of preventative medication according to NICE guidelines, Use of other medication in association with stroke patients and to provide training to colleagues to enhance understanding and use of pharmacology modalities in conjunction with physiotherapy.

### **Research & Audit:**

- **Audit and service evaluation:** Identify, lead, and facilitate others to complete audits and service evaluation relevant to own area. Participate in local, regional or national audits as required. Devises actions plans to improve the service as a result of the outcomes.
- **Quality indicators:** develops quality indicators/KPI to monitor and evaluate the service, changes and performance. Implements an improvement plan if appropriate
- **Research activity:** Comprehensive understanding of research and ethical

considerations. Applies research governance, ethics, protocols and guidelines and undertake more complex research activities including data collection and analysis.

### **Training & Development:**

- Learning and CPD: Contributes to and facilitates the learning of the organisation, colleagues and team. Understands how learning improves performance, practice and quality of care. Identifies areas for self-development and actively participates in learning opportunities to maintain and extend advanced knowledge, performance and demonstrates self-improvement. Can reflect on decision making, learning and teaching and use this evaluation to inform future practice. Records own learning and personal development.
- Developing others: Identifies teams training requirements and/or needs. Trains staff in relevant activities and responsibilities that they will undertake in their role and scope of practice and support them to identify their learning needs and evaluate the outcome of their learning. Actively participates in student education on pre-registration practice placements and return to practice professionals.
- Appraisals and personal development plans: Prepares for and participates in appraisals and agrees a Personal Development Plan. These should not only reflect personal development needs but also the needs of the team, service directorate and Trust. Undertakes appraisals for other registered and non-registered staff.
- Training: to complete all statutory and mandatory training required by the Trust and therapy competencies required for the role.
- Additional roles: To take on additional roles such as champions and link workers if appropriate to area.

### **Administrative Responsibilities**

- Administration and cleanliness: Undertakes role appropriate administrative duties and maintains cleanliness in working areas. Completes admin as per team processes e.g. triaging referrals, duty, rehab review meetings to ensure smooth running of the service.
- Returned equipment: Checks service user returned equipment for safety and cleans ready for re-use
- Equipment: Monitors equipment loans and ensure necessary equipment is available in a clean and safe condition and ready for use and stored appropriately. Orders equipment in line with scope of practice.
- Stock control: Monitors stock control, orders supplies, equipment and aids
- Statistics: Provides statistical information regarding workload as required for demand, capacity and workforce planning. Identify relevant, interpret and evaluate statistics relevant to clinical area.

### **Managerial Responsibilities:**

- Policies and procedures: To develop, implement and comply with professional, Trust and divisional policies and standard operating procedures. Proposes and contributes to the development, application and evaluation of organisational procedures and protocols and feedback proposals for change in own area, engaging with manager as

appropriate.

- Risk management: Identifies and manages risks according to local policies and procedures, engaging with manager as appropriate.
- Quality assurance, incidents and complaints: Acts with integrity and honesty, ensuring individuals do not experience harm by reporting situations, behaviours or errors that might lead to adverse outcomes for service users. Recognises where the effectiveness, efficiency and quality of a service is compromised and reports incidents, accidents or complaints in a timely manner, taking appropriate action where necessary. Reviews and implements actions as necessary.
- Service improvement: uses a problem solving approach to contribute to and develop safe, effective and efficient recommendations for improving quality of an area or routine practice in a predictable context. Can identify, plan, conduct and manage a project to evaluate a specific aspect of practice. Promotes the culture of patient involvement.
- Leadership: Takes appropriate action when the performance and practice of others should be positively recognised or requires improvement. Takes and demonstrates management and leadership for own work within scope of practice. Advocates for service users, their families and carers. Deputises for line manager in their absence as appropriate.
- Supervising others: Manages staff and students, including apprentices and return to work practitioners. Ensure inductions are available for new starters.
- Mentorship, coaching and role modelling: To reflect positive and professional role model for the team members, demonstrating compassionate leadership. Providing mentorship to develop knowledge and skills within the team. Promoting flexible coaching styles to facilitate team growth and enable individuals and team to reach their full potential.
- Clinical Team accountability: Support, facilitate staff to enable sound clinical reasoning and ensuring professional standards are met and the service is delivered to an acceptable standard. Ensures team members have the required competencies and are up to date. Manages and deals with governance issues appropriately.
- Health and wellbeing: Understands and acts on own safety and health and wellbeing needs and support the health and wellbeing of wider team members.
- Meetings: Organise, chair and attend relevant meetings within the Trust and external representing the trust as appropriate
- Recruitment: Be involved in the recruitment of staff and participate in recruitment events, work experience, return to practice and apprenticeship opportunities.
- Cost efficiencies: Identifies any departmental or Trust cost improvements and reports to line manager.



## **General Information**

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. The Trust reserves the right to change terms from time to time. Along with your main duties; you will also be expected to carry out any other duties that are reasonably asked of you. It may be reviewed from time to time in agreement with the post holder and line manager. The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust.

## **Safeguarding Vulnerable Adults & Children**

Wye Valley NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment.

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

Familiar with the Trust's safeguarding policies. Attend appropriate training for safeguarding. Know who to contact if you have concerns about an adult or child's welfare.

## **Health and Safety**

The post holder is required to conform to the Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

## **Confidentiality**

To maintain confidentiality at all times. In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

## **Policies and Procedures**

The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust, which the Trust may amend from time to time.

## **Infection Control**

It is a requirement for all Trust staff to comply with all trust infection control policies and procedures. All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All staff should have infection control training at induction and annual infection control updates via the Department of Health e-learning package, via the local infection control CD-Rom training tool or by attendance at an annual Health and Safety refresher. All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

## **No Smoking Policy**

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

## Equal Opportunities

The Trust is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work. The Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. This also applies to patients – the Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

## Financial

To order and receipt goods in accordance with the Trust's financial framework. To comply with standing financial instructions.

## Data Quality

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, Kept up-to-date, appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, and health & safety information e.g. incident reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

## Records Management

All employees of the Trust are legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

## Conduct

The post holder is an ambassador for the directorate and the Trust and his / her actions and conduct will be judged by service users as an indication of the quality of the service provided by the directorate and the Trust as a whole. The post holder will also comply by the NHS Core Values and the Constitution.

## Other

The Trust is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

|                   |                        |
|-------------------|------------------------|
| Manager Name:     | Manager Signature:     |
| Date:             |                        |
| Post holder Name: | Post Holder Signature: |
| Date:             |                        |



**PERSON SPECIFICATION**

**Directorate:** Acute and County Wide Directorate, Integrated Care Division

**Job Title:** Clinical Specialist

**Band/ Grade:** Band 7

| PERSON SPECIFICATION  | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| <b>EDUCATION AND QUALIFICATIONS</b>   |           |           |
| Professional Qualification to degree level or equivalent in Occupational Therapy  | ✓         |           |
| HCPC registered   | ✓         |           |
| Evidence of Post Grade specialist qualification and willingness to undertake further training at Masters level                                      | ✓         |           |
| Leadership/Management qualification   |           | ✓         |
| <b>SKILLS, KNOWLEDGE AND ABILITIES</b>  |           |           |
| Broad, developed and advanced knowledge of relevant patient conditions and therapy interventions  | ✓         |           |
| Demonstration of knowledge of core and highly specialist Therapy skills   | ✓         |           |
| Extensive evidence of ongoing CPD in relevant area  | ✓         |           |
| Experience of multi-disciplinary communication, assessments and record keeping  | ✓         |           |
| Computer Skills including word processing and e-mail  | ✓         |           |
| Able to make independent, sound, advanced clinical decisions and problem solve  | ✓         |           |
| Able to manage and facilitate others in dealing with busy case load and prioritise  | ✓         |           |
| Ability to work autonomously using highly specialist knowledge, skills and initiative in sometimes complex situations acknowledging role boundaries | ✓         |           |
| <b>EXPERIENCE</b>   |           |           |
| Extensive NHS or equivalent experience in specialist area e.g. in inpatient areas, acute or community or community services                         | ✓         |           |
| Experience of team leadership, management and positive role modelling   | ✓         |           |
| Student practice placement educator and experience of having students   | ✓         |           |

|  |   |  |
|--|---|--|
| Experience of using/fitting adaptive equipment   | ✓ |  |
| Supervisory experience   | ✓ |  |
| <b>PERSONAL ATTRIBUTES</b>   |   |  |
| Able to maintain confidentiality and professionalism within the environment that they are working  | ✓ |  |
| Able to demonstrate awareness of own limitations and need to ask for help  | ✓ |  |
| Evidence of ability to communicate effectively including difficult conversations   | ✓ |  |
| Committed to personal and team development   | ✓ |  |
| Ability to adapt and demonstrate flexibility in changing service needs   | ✓ |  |
| Is dynamic and proactive   | ✓ |  |
| Shows evidence of compassion, accountability, respect and excellence   | ✓ |  |
| Reliable   | ✓ |  |
| <b>OTHER FACTORS</b>   |   |  |
| Ability to fulfil the travel requirements of post  | ✓ |  |
| Able to meet physical & moving and handling requirements of post. i.e. re-positioning of a patient, use of moving & handling equipment, approved manual physical movement practices of patient | ✓ |  |
| Able to deal sensitively and safely with blood and bodily fluids   | ✓ |  |