**Job Description**

**Post Title Senior Clinician –** Occupational Therapist Community

**Band 6**

**Hours 37.5**

**Reports to a) Senior Practitioner**

**b) Operational Manager**

**c) Head of Service**

**Location/Base**: Designated community base – Trafford Division

**Some supervision of (as required by team):**

**Band 5 occupational therapists**

**Patient Support Workers**

**Students within the Team**

**Job Summary**

1. To carry out the initial assessment of patients referred to the team. To be responsible for providing subsequent specialist assessments to assist in the determination of the medical/clinical diagnosis and formulation of treatment plans, utilising goals agreed with the patient.
2. To plan, deliver, evaluate and modify specialist programmes of care for patients with complex medical conditions /social needs, providing advice to patients and carers in conjunction with the team and other agencies involved.
3. To be responsible for the monitoring and evaluation of such programmes to ensure maximum patient benefit, supporting the Senior Practitioner to involve patients in service evaluation and design.
4. To be actively involved in research and audit of clinical standards to ensure that treatment is evidenced based and to enable informed judgements regarding patient’s care and service development to be made.
5. To support the Service Manager to ensure that non-registered / junior staff are clear about their responsibilities and accountability and that they have received appropriate training and supervision and are competent to carry out any duties that are delegated to them.
6. To support the development of a culture of accountability and governance at all levels

**Clinical Responsibilities**

1. To carry a caseload appropriate to role in line with banding and professional expertise.
2. To interpret and undertake advanced clinical reasoning to analyse detailed/complex clinical and non-clinical information provided, to make a justifiable assessment, contribute to the diagnosis and prognosis of a patient and to recommend the best course of therapeutic intervention.
3. To utilise specific skills as required facilitating and optimising the treatment of patients.
4. To be accountable for own professional actions guided by registered body and code of professional conduct and other broad policies and guidelines.
5. To communicate sensitively and effectively with patients and their carers to ensure understanding of their condition and gain informed consent.
6. To utilise experience and clinical knowledge to enable effective communication when dealing with complex/difficult patient situations where there may be conflict and a lack of acceptance of a diagnosis, care programme and/or home situation.
7. To be responsible for the daily input of clinical data onto the electronic system in line with Trust Policy.

**Clinical Governance**

1. To organise your own time and manage clinical priorities effectively, to assist and support staff raising genuine clinical problems or concerns in line with the relevant organisational procedures.
2. To support the Senior Practitioner to monitor that Health Records Management comply with local and national standards.
3. To be responsible for the ordering, issue and safe use of equipment used in carrying out professional duties as directed by the Senior Practitioner or Service Manager.
4. To understand the local risk management system in order to report any risks identified in line with the local risk management framework

**Leadership**

1. To plan, coordinate and lead, as required, formal meetings such as case conferences, to aid the delivery of an agreed care programme.
2. To promote a professional culture of enquiry and learning that enables individuals to openly question, reflect and learn from their practice and participate in the local in service training for areas in which the post holder has knowledge or skills.

**Working conditions**

1. The service core hours are between 8am and 5pm. May occasionally be required to work outside of these hours to meet service need.
2. Lone worker for some patient interactions.
3. Risk of encountering violence and aggression from patients and carers for example with regards to contentious decisions re future care needs.
4. Significant amount of working day spent driving in congested areas
5. Occasionally exposed to distressing or emotional situations when dealing with end of life and safeguarding.
6. Unpredictable workload demanding flexibility in working hours and duration of interventions especially when dealing with urgent issues.
7. Frequent periods of intense concentration required at regular intervals throughout the working day when undertaking patient assessments etc.
8. Required to work on different projects concurrently, requiring excellent organisational skills and flexibility.
9. Be required to move patients or equipment.
10. Maintain a high level of concentration at all times due to the varied number of tasks required to deliver the range of services.

**Quality**

1. To support the application of the principles of continuous quality improvement and innovation along with all other members of the local team.
2. To support the development of measurable clinical outcomes that supports the reporting requirements from commissioners and evidence compliance with existing contractual requirements.
3. To report to the senior leadership team any concerns around professional practice or any issues that pose a threat to safety or service quality.
4. To maintain a robust approach to data quality and patient confidentiality whilst handling confidential, complex and sensitive patient information on a daily basis.
5. To share learning from incidents and complaints and assist the Senior Practitioner to disseminate and embed learning to frontline staff.
6. Contribute to the planning of staffing resources, ensuring that services are adequately staffed at all times.
7. Act as mentor to junior and new members of staff, ensuring all administrative procedures are followed.
8. Maintain links with other services with each neighbourhood Business Support Manager to ensure that the service follows best practice and changes in national and local policy are promptly integrated into the daily operation of the service.
9. To actively participate in local research and development and implementation of designated policies and procedures for the team as requested.
10. To be involved in regular audit and development activity as set through IPDR / business objectives and contribute to the Personal Development planning and Appraisal system as required by the Senior Practitioner.
11. To adhere to departmental policies, reporting any faults in line with Trust policy/MDA/other bodies.

**Personal & People Development**

1. To maintain own knowledge, skills and practice and act as a role model for their staff
2. Contribute to delivering in-house training programmes as required.
3. To assess and monitor staff competencies for designated professions and unqualified staff as appropriate and sign post training pathways.
4. To ensure there is a robust local induction provided to new starters in the team in line with the local induction procedure for any staff identified by the Senior Practitioner.

**Service Improvement**

1. Daily administrative management of staff and own workload, frequently using own initiative when carrying out tasks, but seeking clarification from the Operational Manager as and when required.
2. Actively assessing the service being provided and identifying any improvements that could be made to the line manager.
3. Involvement in system changes and service redesign as directed.
4. Implementing new procedures and policies as required.
5. Attend H&S – medical device meeting on behalf of the neighbourhood.
6. Maintain and coordinate the medical device register on behalf of service team.
7. To assist the Senior Practitioner to monitor staff compliance with professional standards as laid down by the relevant professional and regulatory bodies.

**General Duties of all post holders**

* To undertake any other reasonable duties, which is appropriate to the band, when requested by Senior Staff.
* To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.

To be aware of and work towards the Trusts strategic goals

**This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the organisation and its services, as well as the personal development needs of the post holder.**

**Standards of Business Conduct**

* The post holder will be required to comply with the organisations standing order and standing financial instructions and at all times, deal honestly with the organisation with colleagues and all those who have dealing with the organisation including patients, relative and suppliers.
* The post holder must ensure that their behaviour and interests inside and outside work do not conflict with their Trust position, duties and/or responsibilities.
* The post holder must comply with and support the development of the performance standards within the service/department to ensure the service is responsive to and meets the needs of its customers.
* The post holder will be required to develop and maintain good working relationships with all patients, service users, staff, contractors and where appropriate, members of the public.
* The Trust aims to maintain the good will and confidence of its own staff, patients, service users, NHS contractors and the general public. To assist in achieving this objective it is essential that at all times, the post holder carries out their duties in a courteous, sympathetic and professional manager.
* All post holders who are members of a professional body must comply with standards of professional practice / conduct. It is the post holders responsibility to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.

**INFECTION PREVENTION AND CONTROL**

It is the requirement for all staff to comply with all infection control policies and procedures as set out in the Trust’s Infection control manual. The post Holder is also responsible for ensuring that they and all their staff attends mandatory training, including infection prevention and control.

**HEALTH AND SAFETY**

The trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or missions. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate. The Trust’s Health and Safety Policies outline your responsibilities regarding Health and Safety at work.

**RISK MANAGEMENT**

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

**SAFEGUARDING**

Ensure that the policy and legislation relating to child protection and safeguarding of Children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to be aware of their individual responsibilities and to report any concerns to the identified person within your department/ division or area of responsibility.

**CONFIDENTIALITY AND SECURITY**

The post holder is required to maintain confidentiality at all times in all aspects of their work. All employees must maintain confidentiality and abide by the Data Protection Act. TEAM BRIEFING The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

**NO SMOKING POLICY**

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

**THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.