

JOB DESCRIPTION

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| Job Title: | Senior Rotational Neuro Occupational Therapist |
| Band | 6 |
| Care Group | Specialities |
| Directorate: | Clinical Support |
| Department: | Stroke and Neuro Therapy |
| Location: | Poole and Bournemouth Hospitals, Alderney hospital |
| Accountable to: | Team Leads |
| Accountable for: | Band 5 Physiotherapists and Rehabilitation Assistants |
| Main Purpose | <ul style="list-style-type: none"> As a member of the integrated Stroke and Neuro Therapy Team, to provide an efficient and effective Occupational Therapy 7 day service across the Stroke and Neuro Services, whose needs may be complex. This may be within an inpatient / outpatient or community setting including. To assess patient's level of function, set realistic goals, and implement timely Occupational Therapy treatment programmes with the aim of improving independence, function, and quality of life. To develop specialist skills in all aspects of rehabilitation To maintain a flexible, patient centred approach to service delivery at all times. |

General Duties

As a member of the integrated Stroke and Neuro Therapy Team, you will provide an efficient and effective Occupational Therapy 7 day service across the UHD's Stroke and Neuro Services, whose needs may be complex.

Rotations include Hyper Acute Stroke unit, Stroke unit, Early Supported Discharge Team for Stroke, Neuro Inpatient teams, Acquired Brain Injury unit, Community Neuro rehabilitation.

Communication and Working Relationship Skills

- To work closely alongside other therapy professionals and members of the multi-disciplinary team to provide a cohesive approach to patient care.
- To use a range of verbal and non-verbal communication tools to communicate effectively with patients in order to progress rehabilitation and treatment programme. (This will include patients who may have difficulties in understanding or communicating, e.g. patients who may be

dysphasic, depressed, deaf or blind or patients who may be unable to accept diagnosis).

3. To represent the therapy team at multi-disciplinary team meetings (MDT), demonstrating effective communication to relay information regarding Occupational Therapy management, and actively participate in MDT working including setting of rehabilitation goals, discharge planning, discussions regarding patient care and progress.
4. To communicate sensitive and sometimes distressing information regarding clinical needs and issues with discharge to patients, relatives and carers.
5. To communicate effectively with multi-professional teams including consultants, GPs, social services, outside agencies and carers with regards to patient care as appropriate.
6. To liaise and make timely written and verbal referrals to appropriate community services to affect a safe discharge.

To be responsible for the maintenance of contemporaneous patient records following Trust and departmental policies and ensure compliance by members of own clinical team. When working off site, to be responsible for any patient or Trust related documentation/ information.

Analytical and Judgemental Skills

1. To work as an autonomous practitioner in the provision of Occupational Therapy assessment and treatment to patients with a variety of neurological conditions.
2. To use highly specialist clinical reasoning skills in selecting appropriate specialist assessments, treatment and management plans across a range of neurological conditions and to inform working diagnosis where appropriate.
3. To set objective, comprehensive and realistic goals with patients, agreeing and prioritising proposed actions to ensure patient ownership of programme.
4. To monitor and evaluate patient progress and alter treatment programs as required.
5. To adopt a problem solving approach to treatment and use appropriate task analysis, teaching approaches, facilitation and compensatory techniques to overcome barriers to independence.
6. To carry out risk assessments relating to all Occupational therapy interventions and especially in relation to patient safety in their own environment.
7. To make informed clinical decisions under pressure.

Planning and Organisational Skills

1. To be able to lead and co-ordinate daily clinical activities to meet service priorities.
2. To organise own time, manage and prioritise own caseload and manage clinical risk of own interventions.

To be flexible and able to offer support to other clinical areas as required in line with escalation policy and major incident policy.

Responsibility for Patient/Client Care, Treatment and Therapy

1. To undertake clinical working in accordance with NICE and other clinical guidelines to ensure provision of high quality, evidence based rehabilitation.
2. To carry out complex assessments, identify a wide range of issues, initiate appropriate Occupational Therapy intervention, and solve problems under pressure and within time constraints.
3. To work alongside and take delegated responsibility from Band 7 therapists for managing patients with more complex conditions. To develop and consolidate highly specialist Occupational Therapy assessment techniques and treatment plans.
4. To be able to use specialist clinical reasoning skills to appropriately select specialist assessments and treatments based on individual patient presentation to provide an accurate foundation for the management of their condition, across a range of neurological conditions.
5. To be able to assess the acutely unwell patient (particularly deteriorating neurology) and select appropriate management plan including providing advice to medical and nursing staff regarding patient's condition and management.
6. To assess patient understanding of treatment proposals, gain valid informed consent to treatment and to work within a legal framework with patients who lack the capacity to give informed consent
7. To prepare and deliver an individual Occupational Therapy treatment programme based on a sound knowledge of evidence based practice and treatment options, using specialist clinical assessment, reasoning skills and treatment skills. These may include therapeutic handling techniques, patient and carer education, exercise programmes, adjunctive therapies, and other options.
8. To be able to undertake specialist assessment of seating requirements and prescribe appropriately, liaising with wheelchair services as required.
9. To utilise, complete and review standardised outcome measures to evaluate therapeutic interventions.
10. To represent the therapy team in meetings (i.e. care reviews, case conferences) regarding individual patients care, progress and discharge plans and actively involve patient and family (as able) within care planning.

To be responsible for safe and competent use of specialist Neurotherapy equipment.

Responsibility for Policy / Service Development

1. To comply with relevant national, Trust and departmental policies, procedures and guidelines. To propose changes to working practices / procedures pertinent to own clinical area.
2. To participate in agreed continuous quality improvement projects to assist in planning and development of the Neurotherapy service
3. To demonstrate a clear understanding of clinical governance and risk management.

Responsibility for Finance, Equipment and Other Resources

1. To be responsible for safe and competent use of specialist neurotherapy equipment used as part of treatment and manual handling equipment to ensure safe and competent patient use of appliance and aids.

Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management

1. To be an active participant in the staff appraisal and supervision process
2. To support, supervise and appraise rehabilitation assistants, qualified therapists and students as appropriate.
3. To provide education and training to nursing staff and other members of MDT to promote 24 hour rehabilitation approach.
4. To be responsible for work delegated to less experienced / unqualified staff or students.
5. To represent the clinical service at relevant Trust-wide meetings.
6. To participate in the recruitment and selection process for new staff.

To attend Trust mandatory training.

Responsibility for Information Resources and Administrative Duties

To complete local data collection as required to contribute to national audit programmes.

Responsibility for Research and Development

1. To be responsible for maintaining own competency to practice through CPD activities, and maintain a portfolio.
2. To undertake critical appraisal of current literature to ensure evidence-based practice is integrated into own clinical work and that of the team.
3. To be an active member of the in-service training programme by leading, participating and disseminating information to relevant staff.

Participate in research / audit projects as required.

Freedom to Act

1. As an autonomous practitioner to be responsible for a clinical caseload and ensure that the patients receive appropriate treatment to a high professional standard.
2. To be professionally and legally accountable for all aspects of own work
3. To carry out duties, as appropriate, at the request of line manager.

As required, to work as a lone practitioner in locations within primary care such as patients homes.

Mental, Physical, and Emotional Effort

Physical effort:

Ability to carry out therapeutic and manual handling activities (involving patients and/or equipment) which require frequent and moderate physical effort during a shift.

Physical skills:

Ability to carry out therapeutic manual handling activities use equipment safely and accurately.

Emotional effort:

Ability to deal sensitively with patients who have high levels of anxiety and/or aggression caused by neurological changes, pain, dementia or limited ability with occasional exposure to distressing or emotional circumstances.

Mental effort:

Ability to concentrate adequately for patient assessment and treatment sessions.

Working conditions:

Ability to work in occasionally unpleasant conditions involving exposure to bodily fluids including sputum, vomit, faeces, urine, fleas and lice.

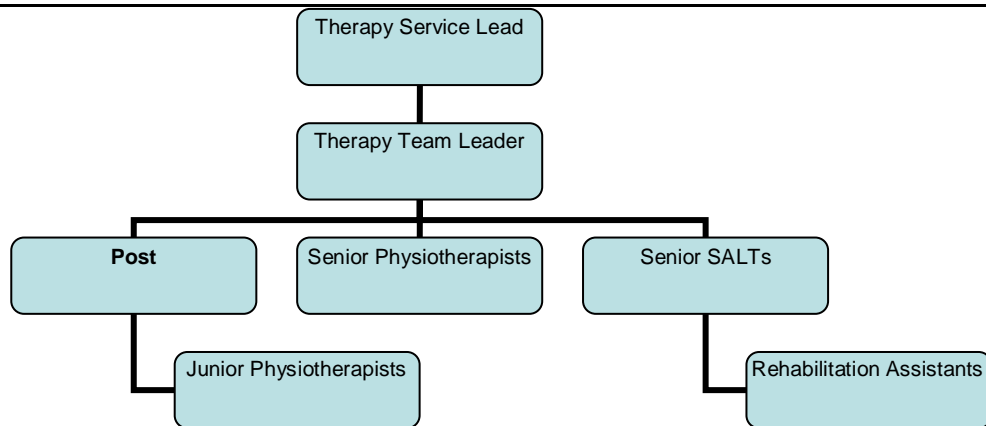
Any Other Specific Tasks Required

1. The normal place of work is The Royal Bournemouth, Poole Hospital or Alderney Hospital or such other place within the county of Dorset which the Trust may reasonably require for the proper performance and exercise of your duties or to fulfil the Trust's obligations to provide an appropriate service to patients. The post holder agrees to travel on Trust business as may be required for the proper performance of duties under the contract of employment.

The core working hours shall be 8am – 6pm over 7 days per week and such additional hours as are necessary for the proper performance of duties. In order to help the Trust fulfil its obligations to provide an appropriate service to patients, the post holder may be asked to temporarily amend the job role, hours of work and place of work.

Ability to drive within local geographical region and have access to a car for business use as cross-site working will be required.

Organisational Structure of Department



Transforming our Hospital Services in Dorset

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £201 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation change activity taking place following the merger of two hospital trusts to form University Hospitals Dorset NHS Foundation Trust last October.

Partnership with Bournemouth University

We are proud to be affiliated with Bournemouth University, and working closely in partnership with them, this provides us with the opportunity for establishing joint posts, shared learning and training, sharing facilities, and joint project work.

CONDITIONS OF SERVICE

As laid down by the University Hospitals Dorset NHS Foundation Trust.

Smoking

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

Data Protection

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

Equality and Diversity

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

Health and Safety at Work

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSWR) 1999, and in other relevant regulations and guidance notes.

All Staff

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
 - shall report all hazards and defects to their line manager/ supervisor
 - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety e.g. wedge fire doors open, remove first aid equipment, break locks off systems

All Managers/ Heads of Department and Clinical Leaders

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and

procedures.

Safeguarding

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

Managers, Heads of departments and Clinical Leaders are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

Carbon sustainability

The Trust is committed to continual improvement in minimising the impact of its activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21(based on a 2013 baseline).

DBS/Disclosure and Barring Service (CRB)

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.

Job Description Agreement

All job descriptions which are developed for job matching purposes must be signed by both

the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.