

Job description: Stroke/Neurology Occupational Therapy Team Leader

Position:	Stroke/Neurology Occupational Therapist Team Leader
Division:	Cancer and Diagnostics
Responsible to:	Occupational Therapy Clinical Lead
Responsible for:	Senior and junior occupational therapists, support staff and students
Reports to:	Occupational Therapy Clinical Lead
Band:	Band 7
Location:	East Surrey Hospital
Disclosure required:	Yes

Job purpose

- To develop, co-ordinate, deliver and evaluate the Occupational Therapy service within the given speciality team
-
- To provide highly specialist assessment, treatment and management of patients.
- To assist the occupational therapy clinical lead and therapy services manager with operational and strategic planning for the therapy service.
- To lead and assist in audit, surveys and other relevant data collection
- To educate and supervise other health professionals, occupational therapists and students
- To participate in rostered seven day working and extended hours services as required

Our values

As an employee of Surrey and Sussex Healthcare NHS Trust, you have an individual responsibility to treat everybody with:

Dignity and Respect: we value each person as an individual and will challenge disrespectful and inappropriate behaviour.	One Team: we work together and have a 'can do' approach to all that we do recognising that we all add value with equal worth.
Compassion: we respond with humanity and kindness and search for things we can do, however small; we do not wait to be asked because we care.	Safety and Quality: we take responsibility for our actions, decisions and behaviours in delivering safe, high quality care.

Our objectives

1. **Safe** – Deliver safe, high quality care and improving services which pursue perfection and be in the top 20% of our peers
2. **Effective** – As a teaching hospital deliver effective and improving sustainable clinical services within the local health economy
3. **Caring** – Work with compassion in partnership with patients, staff, families, carers and community partners
4. **Responsive** – To become the secondary care provider of choice for our the people of our community
5. **Well led** – To be a high quality employer of choice and deliver financial and clinical sustainability around a patient centred, clinically led leadership model

Key working relationships

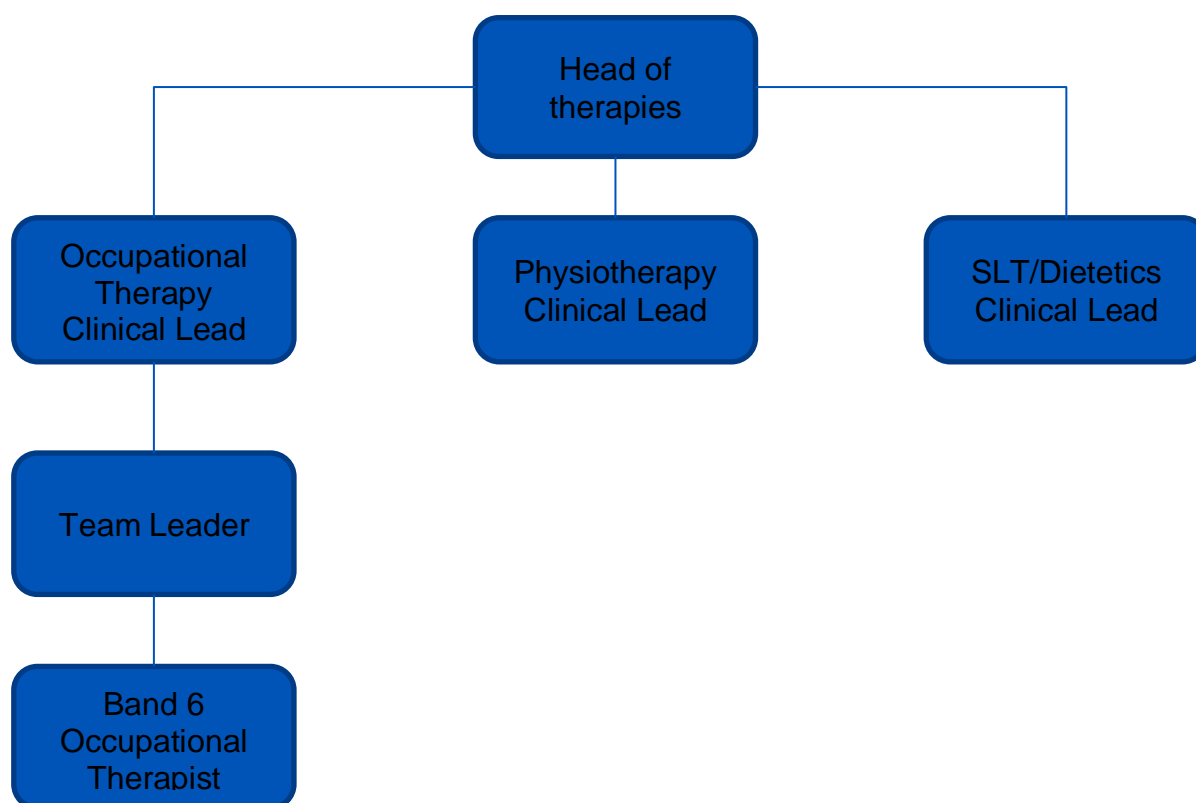
Internal:

Patients, relatives and carers
Therapy staff
Medical staff
Ward managers
Education and Training Dept
Integrated Discharge Team
Workforce Recruitment
SaSH@Home
Matrons/Speciality Nurses

External:

Social Services
Community Services
Voluntary Agencies
Other Trust Therapy Staff

Structure chart



Main duties and key responsibilities

Communication / Relationship Skills

- To communicate effectively with patients and carers to maximise rehabilitation potential and ensure understanding of the condition. Communication skills of persuasion, motivation, explanation, empathy and gaining informed consent will be used with a wide variety of patients. Barriers to effective communication will regularly be evident e.g. loss of hearing, altered perception, pain, fear, language barriers, aphasia
- To communicate sensitive information with empathy and reassurance to patients and families, including discussing limited rehabilitation potential or progression.

- To maintain accurate, comprehensive and up-to-date professional documentation in line with legal and departmental requirements. Communicate assessment and treatment results to the appropriate disciplines in the form of reports and letters.
- To communicate effectively, both verbally and in writing to members of the multi- disciplinary team.
- To ensure close links with other specialist senior staff and colleagues within the multidisciplinary team and maintain contacts with professional bodies and other networks to provide resources of clinical and professional knowledge and research for the department.

Clinical/ Analytical / Judgmental Skills

- To undertake specialist assessments as an autonomous practitioner and to interpret results and recommend the best course of action for patients with complex presentation across the neurology service.
- To provide specialist neurology OT assessment, management and advice regarding splinting, posture and seating management, fatigue management, and cognitive and behavioural intervention programmes.
- To use valid and reliable outcome measures to evaluate patient progress, reassessing and adjusting treatment programmes as indicated
- To identify change in patient presentation and arrange for urgent or non-urgent review by other disciplines.
- To initiate and coordinate referrals to tertiary centres for specialist neurological rehabilitation
- To be responsible for safe and competent use of all equipment, appliances and aids by both patients and staff under your supervision. To complete risk assessments for patient manual handling within therapy session.
- To organise, plan and carry out access and home visits following departmental policy.
- To develop timely and comprehensive discharge plans, considering appropriate future intervention in accordance with prognosis, and to communicate these plans with patients, families and relevant members of the MDT.

C2. Responsibilities for human resources including personal and people development

- To instruct, supervise and performance manage your staff, to include formal appraisal and clinical supervision.
- To maintain own professional development through reflective practice, keeping up to date with new evidence and effective ways of working, assessing and treating patients and changing practice in light of this as appropriate. Attendance at appropriate post graduate courses.
- To initiate, organise attend and present at in-service training programmes, staff meetings, training sessions/courses (internal and external).
- To identify objectives for personal development through the Trust's Achievement Review structure. To undertake Achievement Reviews with more junior staff, and ensure all staff in your area are appraised annually.

- To act as clinical educator for students on placement and participate in training sessions for OTAs and TIs. To explain the role of the occupational therapist to departmental visitors and those on work experience.
- To participate in clinical supervision following the department's guidelines for clinical supervision. To undertake the supervision of more junior and ensure all staff in your area participate in clinical supervision.

Health, safety and security

- To demonstrate physical ability to carry out occupational therapy assessment and intervention, including specialist occupational therapy intervention techniques, therapeutic handling and manual handling equipment.
- To know all emergency procedures and attend mandatory training sessions.
- To be responsible for the safe use of equipment used by the team.
- 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 the prompt recording and reporting of accidents to the line manager, and ensure that equipment used is safe.
- To ensure all staff in your area comply with the above.

Responsibility for Policy and Service Improvement/ Development

- To contribute to the strategic development of the department and specialities within the team. This includes input into the department's business planning and formulating relevant business plans.
- To implement policies and policy changes within your speciality and work with the occupational therapy clinical lead to develop the strategic and operational management of the Occupational Therapy Service.
- To develop, co-ordinate, deliver and evaluate the Occupational Therapy service to the designated area, taking account of national guidance (e.g. NSF, NICE guidelines) and local guidance.
- To ensure appropriate policies, protocols and clinical guidelines are developed and implemented within the area you manage.
- To comply with the organisational and departmental policies and procedures and ensure all staff do so. Organise reviews and updates as appropriate and the implementation of new policies and procedures.

Responsibility for Audit/Research & Development

- To assist the Occupational Therapy Clinical Lead in overseeing the application of clinical governance, including the implementation of clinical risk, clinical audit and evidence based practice.
- To use evidence based practice, audits and published research to inform practice.
- To initiate and participate in audit/research projects and support the wider clinical governance programme.

- To ensure appropriate data and statistics are collected for the use of the department
- To ensure that appropriate audit/research is undertaken and the wide clinical governance agenda supported.

Quality

- To monitor and evaluate service provision, generating activity and quality reports as requested by the manager.
- To ensure all staff in your designated area are competent to practice and appropriate training needs are met.
- To ensure a highly specialised standard of clinical care for the patients under your management and provide leadership and support to all members of the specialist team.
- To demonstrate a sound reasoning of clinical governance, clinical risk and to demonstrate the use of treatment plans with an evidence based link.

Freedom to Act

- To be professional and legally responsible and accountable for all aspects of your own work including the management of patients in your care.
- To follow departmental and Trust guidelines for obtaining consent and to work within a legal framework at all times.
- To deputise for the Occupational Therapy Clinical Lead as required.

Equality, diversity and rights

- To support, promote and develop a culture which promotes equality & values diversity.

Planning and organisational tasks / duties

- To provide daily operational management and team leadership to staff within your specialist team, ensuring the delivery of a high quality service within agreed activity levels, resources and targets.
- To be responsible for the planning and development of the service and overseeing the day to day management of a designated area as agreed with Occupational Therapy Clinical Lead.

Patient Care Responsibilities

- To accept clinical responsibility for a designated caseload of patients, and to organise this effectively and efficiently with regard to clinical priorities and use of time.

Responsibility for financial and other physical resources

- To be responsible for ensuring the effective selection and use of all treatment resources available in the department.
- To be responsible for equipment used in carrying out occupational therapy duties, and to adhere to departmental equipment policy, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice.

Responsibilities for information resources

- To use computerised record systems (e.g. Cerner and PACS) to access patient information and to record data accurately in line with the data protection act and departmental guidelines.

Key attitudes and behaviours

- Supportive and approachable
- Forward thinking
- Flexible
- Expects high standards
- Able to motivate a team

This is an outline job description designed to give an overview of the responsibilities of the post. The post holder will be expected to be flexible to respond to change and organisational need. The post holder will also be expected to contribute to the wider corporate and organisational needs of the Trust as appropriate.

General

Information Governance

Whilst employed by the Trust you may have access to patient or staff information, this information must be kept confidential and must not be disclosed to anybody other than when acting in an official capacity. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of disclosure of computerised information, could result in prosecution for an offence or action for civil damages under the Data Protection Act 1998.

If this post involves the collection, entry, change or deletion of any data items either electronic or manual (e.g. the Trust Patient Administration System) it is your responsibility to ensure that as far as is reasonably possible, you have ensured that those details are accurate and up-to-date.

If this post manages members of staff, it is your responsibility to ensure that these staff are made aware of Trust policies and procedures relating to their area of work and to ensure that these are followed at all times. This post must also ensure that staff receive adequate and relevant training required by them to enable them to carry out their duties.

All employees must familiarise themselves with and adhere to all Trust policies and procedures including the following:

- Risk Management Policy and Strategy
- No Smoking at Work
- Equal Opportunities in Employment, including the Disability Discrimination Act
- The Caldicott Principles

Safeguarding vulnerable adults, children and young people

All Trust employees have a responsibility to safeguard and promote the welfare of vulnerable adults, children and young people. As such, you have a duty to familiarize yourself with the Trust adult and Child Protection Procedures and Guidelines which are accessible on the intranet.

No Smoking Policy

Surrey and Sussex Healthcare NHS Trust is a smoke free Trust covering trust premises, grounds and any trust owned vehicle. Staff should not smoke during their working hours and will be protected from passive smoking both in the Trust and whilst making home visits.

Research

The Trust manages all research in accordance with the Research Governance Framework, a copy of which is available in the medical director's office. As an employee of the Trust, you are required to comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance standards

Intellectual Property

From time to time during the normal course of your employment you may generate Intellectual Property (IP) which may have value in the delivery of better patient care. Where such Intellectual Property (IP) is created in the course of your employment or normal duties then under UK law it will generally belong to the Trust, unless agreed otherwise in writing between you and the Trust.

The Trust management procedures for Intellectual Property (IP) have been approved by the Trust

Board and can be found on the Trust Intranet Site. Trust Procedures are consistent with the Management Framework for Intellectual Property (IP) of the Department of Health. You are required to comply with these procedures.

SASH+

As part of our commitment to ensure our culture and ways of working reflect and embed the practices and methodologies of SASH+, you will be expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses will be considered mandatory for this post.

Essential	Desirable	Evidenced by
Qualifications		
Degree/diploma equivalent	Membership of Royal College of Occupational Therapists	Application form.
HCPC registration		Interview.
Evidence of CPD appropriate to specialist clinical field	Post registration qualification in area of specialist field	
	Introductory management qualification	
	Membership of appropriate special interest group	
Experience		
Suitable post graduate experience, including time spent working at band 6 level	Broad range of acute clinical experience	Application form.
Evidence of staff supervision		Interview
Knowledge, Skills and Competencies		
Competency and ability to assess and treat wide range of complex conditions within related field, including management	Knowledge of RCP guidelines for Stroke and	Application form Interview CPD folder

<p>of acute stroke with co-morbidities</p> <p>Specialist clinical skills, including postural management and seating, therapeutic handling of the upper limb, splinting and management of complex tone</p> <p>Competency and ability to use a variety of assessment tools to assess cognition, including for patients with communication deficits</p> <p>Articulate, good communication skills</p> <p>Basic IT skills</p> <p>Experience of delivering undergraduate student supervision and clinical education to graduate and post graduate standard in area of speciality</p> <p>Basic management skills (i.e. evidence of staff supervision, appraisal)</p>	<p>SSNAP data requirements</p> <p>Knowledge of assessment and management of patients in low awareness states</p> <p>Critical appraisal skills</p> <p>Undertaking/initiating audits</p> <p>Involvement in research</p> <p>Demonstrable presentation skills</p>	
Behaviours and Values		
<p>Committed to personal and team development</p> <p>Ability to work with others and pass on skills and knowledge to others – patients, carers and other professionals</p> <p>Sensitive and empathetic manner</p> <p>Positive and innovative attitude</p> <p>Committed to seven day working</p> <p>Displays SASH Values: Dignity and Respect One Team Compassion Safety and Quality</p>		<p>Application form</p> <p>Interview</p> <p>CPD folder</p>