

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Team Lead Occupational Therapist - Neurology</b>	
<b>DIVISION:</b>	<b>Therapy Services</b>	
<b>SALARY BAND:</b>	<b>7</b>	
<b>RESPONSIBLE TO:</b>	<b>8a Clinical Lead</b>	
<b>ACCOUNTABLE TO:</b>	<b>Head of Therapy Services</b>	
<b>HOURS PER WEEK:</b>	<b>37.5</b>	
<b>MANAGES:</b>	<b>Directly:</b>	<b>Band 6 Therapists, Band 5 Therapists, Therapy Support Workers</b>
	<b>Indirectly:</b>	<b>Other Band 6 and 5 Therapists, Therapy Support Workers within the Neurology Team</b>
<b>JOB SUMMARY:</b> <ul style="list-style-type: none"> <li>Responsible for providing clinical leadership to a highly specialised Neurological Therapy inpatient service.</li> <li>To undertake a lead role in the day-to-day management of the Neurological Inpatient Therapy service. This will be in conjunction with the Clinical Specialist OT and other Band 7 Therapists, with access to the Clinical Lead for Neurology and senior management as required.</li> <li>To participate in daily operational activities and management, planning and implementation and direction of the neurological therapy service in conjunction with the Clinical Lead.</li> <li>To provide professional support to qualified staff, students and support staff.</li> <li>To be involved in the strategic planning and policy development for the Neurological service and deputise for the Clinical Lead where necessary.</li> <li>The post holder will require highly skilled time management and priority skills due to frequent interruptions of job tasks during the working day and balancing of clinical and operational duties, including service development.</li> <li>To ensure clinical effectiveness of therapy intervention incorporating evidence based practice and professional standards.</li> <li>The Band 7 Occupational Therapist will be included in the 7 day working roster, which involves working up to 1 weekend every 4 weeks, plus 2 Bank Holidays per annum. 2 consecutive scheduled days off will be given in the week before or after the weekend worked and Agenda for Change pay enhancements apply.</li> <li>To provide advanced assessment and discharge planning of patients who may have complex and or chronic conditions; interpreting and analysing clinical and non-clinical data to form accurate diagnoses and prognoses; developing comprehensive management and treatment plans, facilitating admission avoidance and ensuring safe discharge.</li> </ul>		

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Date of the JD review: August 2021

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## MAIN DUTIES AND RESPONSIBILITIES

### Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **Welcome** all of the time
- Confident because we are clearly **communicating**
- **Respected** and cared for
- **Reassured** that they are always in safe hands

### 1. CLINICAL RESPONSIBILITIES

- To be a proficient member of the multidisciplinary team (MDT), contributing towards clinical decisions.
- To liaise with other MDT professionals, statutory organisations such as: Local Authority Social Services, Housing and voluntary organisations effectively and as appropriate regarding individual patient care. This information can be highly complex and sensitive and requires the therapist to have advanced negotiating skills in order to secure appropriate care and/or adaptive equipment for individual patients.
- To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and Trust standards and provide specialist Therapy reports relevant to practice setting.
- To advise and monitor the development of documentation and written patient information.
- To provide highly specialised professional help and advice to occupational therapy colleagues, GP's, other members of the MDT and to relatives and carers on a daily basis, facilitating effective communication.
- To communicate assessment and treatment results to the relevant disciplines via the most appropriate methods e.g. reports, letters, medical notes and ensure self and others maintain high standards.
- To screen and prioritise referrals for occupational therapy treatment, including those of highly complex patients.
- To have a major role in ensuring appropriate risk management occurs within designated area, such as risk assessment and timely completion of incident forms (IR1), reporting back to Clinical lead.
- To assess patients current functional ability and occupational needs and make independent decisions using advanced clinical reasoning skills, to determine safety for discharge. To refer, provide and arrange appropriate services to improve functional independence and ensure safe discharge and evaluate appropriateness of these treatments.
- To interpret and analyse clinical and non-clinical data to form accurate diagnoses and prognoses in a wide range of highly complex conditions. From

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this analysis, to recommend the best course of intervention, and to develop comprehensive management and discharge plans.

- To formulate individualised treatment plans, using highly developed clinical reasoning and utilising a wide range of treatment skills and options to formulate a highly specialised program of care.
- To monitor, evaluate and modify treatment in order to measure progress and ensure effectiveness of intervention.
- To be additionally responsible for the clinical management of patients with multidimensional complex needs within their specialist team.
- To apply a high level of understanding of the effect of disability and provide training and advice on lifestyles changes and adaptations to the client's social and physical environment.
- To apply a high level of understanding of general medical and surgical conditions and the impact on patients functioning.
- To be responsible for equipment used in carrying out therapy duties and to adhere to departmental policies. This includes competence to use equipment and to ensure the safe use of equipment by others through teaching training and supervision of practice.
- To ensure that self and other team members are able to identify those patients who pose a high manual handling risk. To utilise departmental systems and guidelines to facilitate manual handling risk assessments and develop treatment and management plans accordingly.
- To implement current departmental priority tool for work area balancing other patient related and professional demands.
- To have clinical responsibility for a highly specialised caseload of patients, organizing this effectively and efficiently with regard to clinical priorities and time management, supporting more junior staff to do likewise.
- To take a lead role in the advanced assessment, treatment and management of patients, who frequently have complex and/or chronic conditions. This may include psychosocial and emotional issues as well as physical components and will involve using investigative and analytical skills.
- To interpret and analyse clinical and non-clinical data to form accurate diagnoses and prognoses in a wide range of highly complex conditions. From this analysis, to recommend the best course of intervention, and to develop comprehensive management and discharge plans.
- To formulate individualised treatment plans, using highly developed clinical reasoning and utilising a wide range of treatment skills and options to formulate a highly specialised program of care.
- To be responsible for planning and delivering a client centred therapy service for patients with complex physical and psychosocial needs, grading services where necessary.

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- To manage a caseload of clients with complex needs, taking on the role of care coordinator and/or lead where relevant.
- To work as an autonomous practitioner, with access to expert advice and support from experienced clinicians as required.

## **2. RESPONSIBILITY FOR PATIENTS**

- To establish effective communication networks with patients, carers and other health workers and agencies including some who may have difficulties such as cognitive impairment, hearing impairment, dementia, dysphasia and English as a second language.
- To assess patient's ability to understand proposed intervention, gain valid informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.
- To provide support and education to patients and carers regarding aspects of occupational therapy within hospital and community settings.
- To deal with highly sensitive situations with patients, relatives and carers where communication is difficult and support more junior members of staff with these patients. For example explaining and dealing with the implications of a diagnosis.
- To work with patients to identify therapy goals as part of the overall care plan, using specialist therapy assessment tools.

## **3. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT**

- To promote awareness of the role of Occupational Therapy within the wider work setting.
- To assist clinical lead in ensuring that less experienced staff, within relevant clinical area comply with Departmental, Trust and professional policies and procedures.
- To have a developmental role in the provision of services to managed area.
- To identify unmet needs in the service and assist the Clinical Lead as necessary.
- To participate in the operational planning and implementation of policy and service development within your team, leading on delegated projects.
- To participate in the delivery of the therapy development plan.
- To participate in specialist working parties in collaboration with the Clinical Lead to offer highly specialist advice and contributions with a view to developing policies/guidelines which will impact on other service users within and outside of own work area e.g. care pathways and NICE guidelines.

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- To develop links and gain knowledge from other professionals in designated area by attending appropriate external lectures and meetings e.g. Network meetings or those run by special interest groups.
- To take an active role in assisting the Clinical Lead in ensuring that designated staff implement new or revised policies and service development changes.
- To comply with organisational, professional body (HCPC) and departmental policies and procedures, and to be involved with their review and development as appropriate.
- To use current audit, research and government guidelines such as NICE and RCP to recommend changes to service delivery, ensuring implementation of these in conjunction with the Clinical Lead when necessary.

#### **4. RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES**

- To maintain a flexible attitude to possible changes in job content and undertaking any other duties as are reasonably required to ensure the smooth running of the department.
- To support the Clinical Lead in monitoring the use of current equipment and in identifying new equipment requirements.
- To be responsible for the organisation and maintenance of one department area. To ensure the appropriate use of resources and to carry out stock and equipment controls.
- To be responsible for monitoring the use of human resources within designated area and alert Clinical lead if any efficiency gains can be made.
- To be responsible for monitoring the use of physical resources within designated area and alert Clinical lead if any efficiency gains can be made

#### **5. RESPONSIBILITY FOR LEADING AND MANAGING**

- To provide effective guidance, supervision and appraisal for junior staff.
- To act as a mentor to junior staff.
- To act as a mentor for the junior staff in line with KSF.
- To train, supervise and performance manage more junior staff, therapy support workers and students within designated area, utilising KSF appraisal and acute medicine therapy competency documentations to identify and record others' training needs. To monitor annual leave in own area, and alert the Clinical Lead to potential problems.

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- To participate in the induction and training of students and other staff both within or external to the Trust.
- To be responsible for the supervision and written assessment of students on practice placement within the Trust.
- To be responsible for the day-to-day running of a designated area of work as agreed with line manager, complying with service specification.
- To undertake management responsibility and tasks as required and deputise for the Clinical Lead in terms of operational issues.
- To apply highly skilled time management and priority skills to effectively manage frequent interruptions of job tasks, balancing clinical and operational duties, including service development.
- To coordinate ongoing operational management of the clinical team according to issues that may arise, such as changes in staffing levels due to annual leave, sickness etc.
- To monitor and respond to the day-to-day needs and activities of junior staff.
- To advise the Clinical Lead on the day-to-day running needs of the service.
- To be actively involved in the recruitment and selection process of staff and other human resource issues in accordance with Trust policy and procedure. This includes informal and formal disciplinary, capability and absence management and will be supported by the Clinical Lead etc.
- To induct new staff and rotating staff as required.
- To participate in the Trust appraisal scheme as both appraiser and appraisee.

## **6. RESPONSIBILITY FOR INFORMATION RESOURCES**

- To be actively involved in the collection of appropriate data and statistics for the use of the department and ensure that more junior members of staff do likewise
- To participate in the collection of data for departmental audits as requested by the line manager e.g. legal documentation audits
- To be actively involved in the collection of appropriate data and statistics for the use of the department and ensure that more junior members of staff do likewise.
- To have a comprehensive and thorough knowledge of the trust's Electronic Patient Records (EPR) system and the departmental electronic outpatient booking system (PAS) and train others.

## **7. RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT**



- To participate in the planning, evaluation and audit of practice, clinical pathways and protocols within your area.
- To review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal in line with local guidelines.
- To apply specialist skills and knowledge in order to develop professional competence to practice as a specialist Neurological Occupational Therapist.
- To organise post-registration training and in-service education opportunities within the Therapy department.
- To provide (either personally or through departmental staff) teaching sessions about Neurological Occupational Therapy for students and staff in other professions, potential students etc
- To participate in the organisation and development of the In-service training program
- To support the Clinical Lead in the organisation, delivery and attendance of mandatory training, staff meetings, in service training programs and external training as required.
- To take a lead role in the organisation of internal courses and deliver training to therapy staff
- To demonstrate evidence-based practice in the development and improvement of clinical practice of self and others.
- To undertake evaluation of the quality and effectiveness of an aspect of the therapy service and/or specialist area either individually or with Clinical lead. This will involve the collection and monitoring of relevant data, assisting in setting standards and participation in audit with a view to improving the service.
- To undertake research and /or audit projects relevant to Therapy within the service area, disseminating findings at local level.
- All staff are required to be appraised by their line managers at least once a year at a personal development review meeting where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed. Where necessary, help and support will be provided and development opportunities agreed in line with service provision and knowledge and skills competency framework.

## **8. PHYSICAL EFFORT**

- To carry out manual and therapeutic handling, including the use of adaptive and/or manual handling equipment. This will frequently involve exerting moderate physical effort for several long periods on a daily basis, and will occasionally require short periods of intense physical effort.

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## **9. MENTAL EFFORT**

- To carry out patient and staff related tasks, such as analysis and interpretation of clinical findings, answering frequent questions from more junior staff and responding to regular interruptions. There will be a frequent requirement for concentration where the work is unpredictable, and a regular requirement for prolonged periods of concentration

## **10. EMOTIONAL EFFORT**

- To deal sensitively with patients, relatives and staff, carrying out tasks such as explaining difficult diagnosis/prognosis to patients, dealing with staff problems such as poor performance and diffusing potentially volatile situations. This will involve frequent exposure to distressing situations, and occasional exposure to highly distressing or emotional situations including verbal and potential physical abuse.

## **11. WORKING CONDITIONS**

- To be regularly exposed to unpleasant working conditions such as contact with bodily fluids e.g. sputum, vomit, and dealing with clinical waste e.g. incontinence pads, foul linen. To occasionally be exposed to highly unpleasant/hazardous working conditions e.g. exposure to smell and contact with open wounds/pressure sores.
- To regularly work in conditions of extreme temperature and confined working spaces
- To be professional, legally responsible and accountable for all aspects of your own work, including the management of patients in your care and support more junior staff to do likewise.
- To work on any of the Trust sites as requested.

## **GENERAL RESPONSIBILITIES**

### **Infection Control**

Infection control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.

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- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

### **Health and Safety at Work**

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

### **Confidentiality & Data Protection**

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

### **Conflict of Interest**

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

### **Equality and Diversity**

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

### **Vulnerable Groups**

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

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### **No Smoking**

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures. Smoking will not be permitted on any of the Trust's premises (including the grounds that those premises are sited on) or in any Trust owned vehicle. Applicants should be aware that it might not be possible to smoke throughout working hours.

### **Standards of dress**

All staff are expected to abide by the Trust's guidance on standards of dress.

### **Equal Opportunities**

The Trust is committed to promoting equal opportunities and the post-holder has a leading role in ensuring equity in employment opportunities and in access to healthcare and treatment.

### **Health and Safety**

In addition to any responsibilities specified within your job description above, it is your duty to:

- Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

### **Clinical Governance**

Clinical Governance is a way for Royal Free London NHS Foundation Trust to make sure we deliver high-quality healthcare. The Clinical Governance framework within the Trust is designed to help us continuously monitor and improve standards of care by focusing on activities for improving quality, identifying and managing risks and continuing professional development.

Every employee is responsible for clinical governance within the Trust. There are many things you can do to help make clinical governance a success:

- Be open to new ideas
- Support standards
- Take part in internal and external audit programs
- Voice your concerns
- Make suggestions for improvements
- Continue your professional development

### **Whistleblowing Statement**

Royal Free London NHS Foundation Trust has a clear commitment that staff concerns will be taken seriously, and investigated. The Trust's Whistle blowing Policy supports the Public Disclosure Act 1998 and gives an unequivocal guarantee that staff that raise concerns responsibly and reasonably will be protected against victimisation. The policy makes clear arrangements in place for staff with opportunities to discuss their concerns. Please access the policy from the Trust's intranet or the Human Resources department.

### **Personal code of Conduct for NHS Staff and Managers**

It is the role of all NHS staff and managers to ensure that NHS resources are protected from fraud and corruption and any incident of this kind is reported to the NHS Counter

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Fraud Services. All staff and managers should ensure that the best interests of the public and patients/clients are upheld in decision making and that decisions are not improperly influenced by gifts or inducements. A fundamental principle of the Trust is that staff must at all times be impartial and honest in the conduct of their official duties. It is an offence in law if you corruptly accept any inducement or reward for doing, refraining from doing, anything in your official capacity, or corruptly show favor, disfavor, in the handling of contracts. Any such conduct will render you liable to prosecution and may lead to the loss of your employment and pension rights in the NHS Pension Scheme.

All managers should ensure that staffs they manage accept that they are responsible for their actions to the public and their representative by providing a reasonable and reasoned explanation of the use of resources and performance.

All staff and managers should ensure that they communicate effectively with members of staff and partners in other agencies or Trusts to explain and justify decisions on the use of resources and to give due and proper consideration to suggestions for improving performance, the use of resources and service delivery.

### **Customer Care**

It is the aim of the hospital to provide patients and clients with the best possible care and services. In order to meet this aim, all our staff is required at all times to put the patient and client first and do their utmost to meet their requests and needs courteously and efficiently. In order that staffs understands the principles of customer care and the effects on their particular post and service, full training will be given.

### **Safeguarding Vulnerable Adults and Children**

All healthcare organisations have a duty under the Children's Act 2004 to make arrangements to safeguard and promote the welfare of children and young people. Trust staff have a professional responsibility to access training and be aware of the safeguarding duties relating to their role for the protection of children and vulnerable adults.

### **Professional Code of Practice**

Staff are required at all times to act in accordance with their Professional Code of Practice, and use reasonable professional judgement in discharging their duties based on available best practice. Staff must keep their knowledge and skills up-to-date for safe and effective practice when working, keeping clear and accurate records as soon as possible after an event has occurred and uphold the reputation of their profession at all times. Staff are required to exercise integrity, honesty, diligence and act within the law and must not encourage, assist or act in collusion to engage in unlawful conduct.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder,

This post is subject to the terms and conditions of employment of Royal Free London NHS Foundation Trust.

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