

<b>Job Title</b>	<b>Specialist Neuro Occupational Therapist</b>
<b>Band</b>	<b>AfC Band 6</b>
<b>Responsible to</b>	<b>Band 7 Occupational Therapist</b>
<b>Accountable to</b>	<b>Merton Neuro Rehab Service Manager</b>
<b>Base</b>	<b>Primary Work Base Location –13<sup>th</sup> Floor, CLCH, Morden Civic Centre, 100 London Road, Morden, SM4 5DX</b> <b>Details of Requirement to Travel – Car User or Public Transport</b>

### **Job Purpose**

- To provide a comprehensive community service to clients with a neurological condition who have multi-disciplinary needs and are resident in the London Borough of Merton. This service includes early supported discharge for stroke, as well as a service for people with acquired or progressive neurological conditions
- To provide a high standard occupational therapy service to neurologically impaired patients in Merton
- To work closely with patients and their carers, other disciplines and services to identify and realise desired and achievable goals, and optimise wellbeing, independence and quality of life
- To develop specialist clinical knowledge and skills in the area of Neurology

### **Key Working Relationships**

#### **Internal**

- Head of Clinical Services, Divisional Director of Operations, Associate Director of Quality, Clinical Director, Professional Leads, Pathways leads, Clinical Leads

#### **External (if applicable)**

- Acute Trusts, GPs, Consultants, Social Services, Merton CCG, Patient Safety Leads, Voluntary sector, Single Point of Access (SPA) Co-ordinator, Patients, Carers, district nurses, Infection Control and Tissue Viability, Facilities and Estates.

### **Main Duties and Responsibilities**

- Work within professional standards and clinical guidelines, promote best practice and to undertake all aspects of clinical duties as an autonomous practitioner including assessing and treating own caseload of patients/clients and maintaining professional documentation.
- Undertake multidisciplinary neuro assessments, be able to identify the needs of the clients and work closely with the MDT on joint goals. These clients will present with a variety of complex neurological conditions.
- To undertake specialist occupational therapy assessments such as functional, cognition, seating and upper limb assessments and identify areas of priority for intervention.
- To communicate relevant medical information, assessment details, advice and recommendations across agencies and with clients in compliance with trust guidelines for sharing of information and informed consent. These agencies include General Practitioners, Social Services, healthcare professionals, voluntary agencies, and residential homes.
- Be responsible for gaining valid, informed consent for assessment, treatment interventions and sharing of information in compliance with legal and professional guidelines. To be able to interpret and follow these guidelines in circumstances where clients do not have capacity to provide informed consent.
- Have working knowledge of clinical guidelines; specific to the area you are working in and, with the guidance of your supervisor, to translate these guidelines into clinical practice.
- Following specialist assessment, to use advanced clinical reasoning, analysis, assessment and re-assessment skills and using a client-centred goal setting approach, to develop and provide individual occupational therapy treatments and programmes for clients. These treatment techniques may include functional activities, impairment based programmes or patient and carer education.
- Have skills to assess and treat patients wishing to return to work and collaborate closely with the MDT and employers to support patients to do so

- Demonstrate compassion, empathy and sensitivity towards clients who may have complex emotional and physical conditions such as fear of falling, anxiety, pain and other physical, psychological and social concerns or when delivering unwelcome news around their condition or rehabilitation prognosis
- Comply with local risk assessments when dealing with complex clients with challenging behavioural needs and high risk environments.
- Be responsible for organising and prioritising own caseload to meet service needs and to communicate with your supervisor if the service needs can not be met.
- Prescribe appropriate equipment to clients in order to maximise their independence such as small aids/minor adaptations and moving and handling equipment.
- Travel to clients' homes by car/public transport, taking necessary assessment and treatment equipment as required.
- Work closely with other members of the multi-professional team e.g. Physiotherapists, Speech and Language Therapists, Nurses, Psychologist and Rehabilitation Assistants to provide a comprehensive, seamless service aiming to improve and maintain functional physical health for clients using the service.
- Work as a lone practitioner, within the guidelines of the Lone Working Policy, when performing home visits.
- Identify clients who need support from outside agencies, using clinical reasoning and analysis skills. To liaise with, and to refer clients to these services which include other Healthcare Services, Healthcare Professionals and Voluntary agencies as appropriate.
- Work mainly in the clients' homes but also in a variety of settings including clinics, residential care home, continuing care homes and community centres.

## **SERVICE DEVELOPMENT AND HEALTH PROMOTION**

- In conjunction with occupational therapy lead, propose and implement policy changes that impact on all service users, and advise team of any service development changes made to ensure quality standards and effectiveness of patient care.
- To ensure that junior staff/students/assistants implement policy and service developmental changes.
- To maintain close links, communication and liaison between all staff and people involved in patient care, student education, research or policy development as appropriate
- Build up and maintain key relationships with referrers including GPs, acute providers, Bedded Services, District Nurses, Wheelchair Services and other services across CLCH to facilitate appropriate referrals and an understanding of the role of the occupational therapy and the multi-professional team.

## **MANAGEMENT RESPONSIBILITIES AND SHARED LEADERSHIP**

- Assists the Band 7 Occupational Therapist by monitoring caseloads, recording statistics and prioritising referrals as required
- To be responsible for competent use and maintenance reporting of all equipment
- Provide cover (with other OT's) for at times when Band 7 is on leave
- Support the members of the team in the day-to-day operation of the service. This may include answering queries, triaging referrals, contributing to team discussions, responding to client needs, delegating and supervising appropriate tasks to Rehabilitation Assistants and administrative staff, communicating with other team members and outside agencies and other operational activities.
- Participate in the neuro service triage process when required. This will require the use of clinical reasoning skills to identify appropriate referrals to teams within the wider organization and prioritising the appropriate referrals in accordance with prioritisation criteria.
- Participate in the multi professional team meeting within each service area, actively contributing and chairing as required.
- Be responsible for the safe storage and safe moving and handling of occupational therapy equipment.
- Respond to inconsistent work patterns and to be able to manage a diary and re-prioritise as required.
- Be responsible for the supervision of Rehabilitation Assistants and occupational therapy students.

## **CLINICAL GOVERNANCE**

- To participate in the department's ongoing audit and appropriate work related research/evaluation projects
- To keep abreast of evidence based practice in the clinical area by use of relevant reading, attendance at in-service training, external courses and database searches
- To ensure good working knowledge of national and local standards and monitor quality as appropriate
- Support self and service development through active participation in Continuing Professional Development (CPD) and by participating in any audit or research being undertaken by the service.
- To be compliant with the Trusts complaints procedure and take appropriate action as necessary in accordance with the procedures.
- Initiate and participate in change management processes as needed.

## **PROFESSIONAL RESPONSIBILITIES**

- Abides by the RCOT rules of professional conduct and local professional and quality standards
- To be responsible for supervision and coordination of junior staff/students and assistants on a daily basis
- To be responsible for supervision, teaching and appraisal of junior staff, students and assistants; also other health professionals / workers as

appropriate

- To be responsible for undergraduate student occupational therapists as allocated by the team leader and to regularly liaise with the academic institutions
- To keep abreast in understanding and knowledge of all new developments which are applicable to specific Occupational Therapy treatments and to attend and actively participate in the department's in-service training programme and other outside courses/lectures as appropriate
- To be responsible for the operational management of the designated team in the absence of the team leader or as required
- To flexibly plan and organise own time, patient caseload, meetings, training and adjusting plans as required according to staffing levels and work prioritization
- To assist in the planning of juniors, students and assistants timetables and deputise (with other team members) for the team leader in organisational duties
- To be able to motivate and persuade others through effective communication skills, with the benefit of verbal and non-verbal skills, using written and electronic information where needed

## **EDUCATIONAL RESPONSIBILITIES**

- Supervises and teaches recently qualified occupational therapists / assistants / students, involved in teaching MDT staff
- To maintain an accurate and evaluative record keeping system (POMR) for own clinical caseload
- To supervise junior and student occupational therapists record keeping system according to the departmental standards
- To contribute to the education of multidisciplinary groups, patients, families and carers as appropriate
- To be pro-active with regard to learning from other occupational therapy staff within the department, and other MDT staff in the Trust
- To be responsible for and actively record own personal professional development and maintain a CPD portfolio which reflects the same
- To assist in organising and actively participate in the in-service and postregistration education programme within the specialist clinical area and attend other outside courses/lectures as appropriate
- To keep abreast in understanding and knowledge of all new developments which are applicable to specific Occupational Therapy treatments
- To attend any mandatory training and induction courses as designated by management

## **EFFORT AND ENVIRONMENTAL**

- 1.1. To demonstrate compassion, empathy and sensitivity to clients who may have complex emotional and physical conditions and social concerns requiring moderate emotional effort on a daily basis.
- 1.2. To perform tasks that require moderate to high mental effort on a daily basis, for example concentration to write letters, develop policies and presentations, use clinical analysis and reasoning skills to make diagnoses, assessments and develop appropriate treatment programmes and to educate colleagues and clients throughout the day.
- 1.3. Frequently exposed to lone working conditions in a variety of settings.
- 1.4. To travel to clinics or community settings using the most appropriate form of transport, e.g. walking, cycling, public transport, which may require moderate physical effort on a daily basis.
- 1.5. To respond to inconsistent work patterns and to be able to respond to stressful situations, manage time effectively, make adjustments and re-prioritise as required using moderate mental effort on a daily basis.
- 1.6. May be exposed to unpleasant working conditions such as unhygienic and cluttered environments, pets and other animals.
- 1.7. May be exposed to adverse or extreme weather conditions on a regular basis.
- 1.8. May be exposed to verbal and physical aggression from clients, family members or carers and will need to be able to demonstrate negotiation skills in the management of conflict across a range of situations.
- 1.9. To comply with Trust Moving and Handling, Lone Working, Health and Safety and Risk Assessment Policies at all times.

**The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the post holder.**

**Person Specification Job Title: Specialist Neuro Occupational Therapist**

Factors	Criteria	Assessment Method
<b>Education/Qualification</b>		
Essential	1.1 Diploma/degree in Occupational Therapy 1.2 Current HPC registration 1.3 Evidence of up to date CPD portfolio 1.4 Involvement in Appraisal Scheme 1.5 Attendance at specialist short courses or equivalent CPD activities within the specialist areas of Neurology	1.1 AF 1.2 AF 1.3 IV/AF/P 1.4 AF 1.5 AF/IV
Desirable	1.6 Post graduate degree in relevant area 1.7 Member of a Special Interest Group relevant to this post 1.8 Member of BAOT 1.9 Completion of Band 5 Rotations	1.6 AF/IV 1.7 AF/IV 1.8 AF 1.9 AF/IV
<b>Experience</b>		
Essential	2.1 Experience post registration as a Band 6 occupational therapist in neurology (possibly as part of a rotation). 2.2 Experience working in a range of clinical areas such as neurology, general rehabilitation, falls, elderly medicine.	2.1 AF / IV 2.2 AF / IV
Desirable	2.3 Experience of wide range of specialist services e.g. falls services, wheelchair services, and learning disabilities . 2.4 Experience of community rehabilitation 2.5 Experience of working in the NHS	2.3 AF/ IV 2.4 AF/IV 2.5 AF/IV
<b>Skills &amp; Knowledge</b>		
Essential	3.1 Skills in the assessment and treatment of adults with complex neurological conditions and multi-pathologies 3.2 Knowledge and understanding of complex medical conditions including, neurology, multi-pathologies and falls 3.3 Knowledge of role of Allied Health Professionals and interdisciplinary team working 3.4 Ability to apply core occupational therapy skills across a range of clinical conditions within a client centred, goal setting 3.5 Knowledge of outcome measures and evidence based practice relevant to occupational therapy practice in neurology 3.6 Knowledge of the National Stroke Strategy, Clinical Guidelines for Stroke and the National Service Framework for Long Term Conditions 3.7 Ability to problem solve, prioritise and demonstrate clinical reasoning 3.8 Good communication and report writing skills, in both verbal and written format  3.9 Basic IT skills – Microsoft Word, PowerPoint, Excel 3.10 Teaching of junior staff / students, peers in in service training setting 3.11 Knowledge and understanding of the role of Social Services and voluntary agencies	3.1 AF/IV 3.2 AF/IV 3.3 AF/IV 3.4 AF/IV 3.5 AF/IV 3.6 AF/IV 3.7 AF/IV 3.8 AF/IV 3.9 AF/IV 3.10 AF/IV 3.11 AF/IV
Desirable	3.12 Supervision of assistant / junior staff 3.13 Supervision of Students 3.14 Knowledge and experience in research and audit 3.15 Knowledge and understanding of National Service Framework for neurological conditions, NICE Guidance and Clinical Guidelines	3.12 AF/IV 3.13 AF/IV 3.13 AF/IV 3.15 AF/IV
<b>Key Attributes</b>		
Essential	4.1 Personally and Professionally responsible	4.1 AF/IV

	4.2 Able to self motivate	4.2 AF/IV
	4.3 Able to work as a team member	4.3 AF/IV
	4.4 Flexible, adaptable and reliable	4.4 AF/IV
	4.5 Able to work under pressure	4.5 AF/IV
	4.6 Able to resolve situations of conflict	4.6 AF/IV
	4 4.7 To be occupational health cleared for the role specified	4.7 AF/IV
Desirable	5	See below
<b>Assessment will take place with reference to the following</b> <b>AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate</b>		