

St Pancras

Rehabilitation Unit

JOB DESCRIPTION

Job Title: Highly Specialist Band 7 Neurological Occupational Therapist

Band: 7

Hours: 37.5 hours a week

Main Base: St Pancras Rehabilitation Unit

In order to meet the needs of the role and the service, you will be regularly required to work outside of your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust.

Responsible To: AHP Lead SPRU

Accountable To: Head of SPRU & TOCH

Responsible for: A skill mixed team of Occupational Therapists and rehabilitation assistants.

Key Relationships: Nurses and therapists in the team, Consultants and rotational medical staff, patients, families and carers, Adult Social Care staff, Local Acute Trust, Specialist services such as Stroke and Neurology team, Housing, Voluntary Sector, and Multi- disciplinary Meetings (MDM).

JOB PURPOSE

The post holder will be responsible for leading the Stroke and Neuro Occupational therapy rehabilitation team providing a high standard of OT assessment, treatment and advice for patients with acute, chronic and progressive neurological presentations. They will ensure that clinical practice is appropriately informed.

The Band 7 OT reports directly to the AHP Lead and works within integrated multidisciplinary teams to offer a comprehensive patient centred approach.

The post holder will be supervised and managed on a day to day level by the 8a AHP Lead. They will be accountable for the professional and clinical supervision of junior staff and students. They will take the lead in the assessment, treatment and discharge of stroke / neuro patients including those with highly complex presentations. This means they will liaise effectively with those involved in patient care locally. The post holder will maintain clinical records as an autonomous practitioner and will ensure the OT service documentation meets professional and local standards of practice.

The role will act as an educational resource within OT and the multidisciplinary team including advising on best practice. The post holder will ensure continuous quality improvement and undertake project work which will include audit and research projects.

June2023

The SPRU teams work in a unique integrated model with therapies being part of a skill mixed team at ward level. There is a strong emphasis on new ways of working within the P2 (bed based intermediate care service) across North Central London.

MAIN DUTIES AND RESPONSIBILITIES

1: Clinical and Operational Leadership

1.1 Ensure that the stroke and neuro OT team have adequate therapy staff on duty with the appropriate skills to safely meet the needs of patients.

1.2 To identify priorities by effective time management, clinical prioritisation, ensuring care delivery is managed in a proactive and timely way and informal support day to day provided.

1.3 Be an exemplary role model working within the core Trust values and applying scarf principals in all interactions with people and ensuring the AHP staff model these same values.

1.4 The post holder will act as a stroke and neuro clinical specialist facilitating and supporting the delivery of effective rehabilitation programmes by use of specialist clinical judgement and decision-making skills based on comprehensive holistic neurological assessment.

1.5 To agree client centred goals for treatment and ensure that patients and their carer's are supported to make the most of their in-patient rehabilitation including preparing them for return home and helping them manage expectations e.g. key worker model embedded into the rehabilitation pathway.

1.6 Support staff to develop robust risk management plans that enables individual's to achieve optimal independence and self-management in preparation for discharge

1.7 Work within the organisation's framework of informed consent and be professionally and legally accountable for all work undertaken.

1.8 To use highly developed physical skills in client interventions, such as upper limb rehabilitation, activities of daily living, splinting, transfers and manual handling risk assessments.

1.9 To work autonomously and at times this will include community situations e.g. when on home assessment visits or discharge visits which will vary in complexity and require you to be sensitive to the multicultural needs of the population.

1.10 To use comprehensive knowledge of other multi-disciplinary roles and external agencies to ensure effective collaboration and referral management to achieve best client care.

1.11 To be able to physically install some specialist equipment in client homes applying safe manual handling at all times, especially when doing so in restricted spaces.

1.12 To advise and teach the relevant carers/ health workers on how to participate in ongoing rehabilitation programmes and ensure that they are aware of the importance of restoring independence and the patients' ability to self-manage.

June2023

- 1.13 Support the use of rehabilitation outcomes that align with national evidence-based practice such as the SSNAP and UKROC measures.
- 1.14 To effectively manage minimum stock levels
- 1.15 To ensure that all medical devices are maintained and used safely.
- 1.16 To deputise for the AHP Lead as appropriate

June2023

2: Professional Leadership

- 2.1 To support on stroke and neuro OT clinical development work within SPRU
- 2.2 To support with recruitment, including interview, formulation of questions, scenarios and high-quality induction programmes.
- 2.3 To support the supervision, appraisals and probationary reviews of OT staff within the stroke and neuro team.
- 2.4 Be a professional point of contact for Stroke and Neuro OT support and advice for the general rehabilitation team.
- 2.5 To actively engage in supervision , appraisal and professional development activities within specialist networks.

2: Collaborative and Partnership Working

- 2.1 The post holder will champion innovation and integrated working to optimise patient experience within SPRU and ensure that self- management strategies are embedded so that transfer from SPRU are seamless.
- 2.2 Be responsible in delivering quality improvements in the care provided to patients based on up to date evidence-based policy and practice and service user involvement.

June2023

3: Facilitating and Teaching to enhance quality practice

- 3.1 The post holder will provide stroke and neuro education and training to staff and students within the team to improve clinical performance and utilise opportunities to keep up to date with current practice. This can include joint working, in service training, shared skills training and journal clubs.
- 3.2 To act as a professional practice educator for OT students
- 3.3 Support the Band 5 and 6 OT rotations and the wider rotation agenda between acute and CIAS.
- 3.4 To ensure patients are educated on the importance self-management to optimise recovery

4: Communication

- 4.1 To use a variety of verbal and non-verbal communication skills to ensure that the patient / carer understands the relevant advice and communication given. This includes patients of a non English speaking background, those requiring an interpreter, those with a hearing impairment/ altered emotional states/ cognitive / learning and behavioural needs and patients with communication deficits.
- 4.2 To communicate sensitive information in an understandable form to patients and their carer's to optimise engagement in rehabilitation and discharge.
- 4.3 The individual will demonstrate a high standard of electronic record keeping and documentation with adherence to CNWL NHS Foundation Trust's policy.
- 4.4 The post holder will have an understanding of professional guidelines and the application of confidentiality
- 4.5 The post holder will liaise closely on all matters related to patient rehabilitation and ensure that comprehensive sign posting between hospital and home will include referral to statutory and voluntary organisations, to facilitate cohesive approaches to meeting the diverse needs of people in NCL.
- 4.5 The post holder will maintain efficient and effective communication both, verbal and written with clients, their relatives, colleagues and external stakeholders and will actively participate in relevant meetings.
- 4.6 To comply with current data collection and protection systems, provide written reports as requested in accordance with CNWL policy requirements.
- 4.7 To manage conflict effectively.
- 4.8 **To initiate and maintain contacts with local and national clinical interest groups in neurological rehabilitation**

5: Research and Audit

- 5.1 To be conversant with key national policy and research in the field of long-term conditions, stroke and neurological rehabilitation, and discharge planning,
- 5.2 To encourage evidence-based practice that responds to local and national service standards and act as a specialist resource to colleagues.

June 2023

5.3 Where possible be involved in OT research linked to the areas of clinical practice in the team

5.4 To encourage OT staff participate in Quality Improvement and research activity with service user involvement.

5.5 To ensure staff participate in clinical governance activities and audit programmes locally and nationally.

The following responsibilities are applicable to all employees:

Professional registration

If professional registration is required for the role you undertake you are expected to maintain your registration with the applicable professional body (HCPC) and comply with the professional Code

June2023



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of Conduct. Your employment depends on you doing this and failure to remain registered or to comply with the Code of Conduct may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment. You are required to advise the Trust if the professional body in any way limits or changes the terms of your registration. Throughout your employment with the Trust, if requested you are required to provide your manager with documentary evidence of your registration with the professional body.

Safeguarding

You have a duty to safeguard and promote the welfare of children and adults at risk of abuse. You should be aware of local safeguarding procedures and how to contact named professionals for advice and support as well as reporting any concerns. You will be supported with the supervision and training needed to recognise and act on welfare concerns and to respond to the needs of children and adults. You have a responsibility to ensure that you are up to date with the safeguarding training required for all Trust employees.

Infection Control and Waste Disposal

Infection prevention and control is the responsibility of all staff. All duties must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures. You must also ensure that waste produced within the Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

Data Protection, Confidentiality and Access to Health Records

All information concerning patients/clients and other staff members must be treated as confidential and you must adhere to the policies related to this subject. If you contribute to patients' health records you are expected to be familiar with, and adhere to, the Trust's Care Records Policy and accompanying documentation. You are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 199 and you should be aware that patients' records throughout the Trust will be subject to regular audit. You have a responsibility to ensure that patient records are maintained efficiently and that confidentiality is protected in line with the Trust's policies.

You are likely to have access to computerised data systems and you are required to obtain, process and/or use information held in these systems in a fair and lawful way. You must hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. Only disclose data only to authorised persons or organisations as instructed.

Promoting Equality and Diversity

Central and North West London Foundation Trust aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status. The Trust has a Valuing Diversity in the Workplace Policy and you are expected to adhere to the policy and support equality and value diversity by making sure that you do not discriminate, harass or bully colleagues, visitors or service users. You are also expected to make sure that you don't contribute to discrimination, harassment or bullying or condone discrimination, harassment or bullying by others. Everyone has a personal responsibility to promote and develop a culture that promotes equality and values diversity and where your role requires you to manage and supervise others you have the additional managerial responsibility to ensure that the team you work in does not discriminate, harass or bully.

Health and Safety and Risk management

As an employee you must be aware of the responsibilities placed on you under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors. You are accountable, through the terms and conditions of your employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required. All staff

June2023

members have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff members receive appropriate training and a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee. Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where, significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Borough Director and relevant governance committee.

No Smoking Policy

There is a smoke free policy in operation in the Trust and smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Staff Support

The Trust is committed to ensuring that you achieve a good work/life balance, have access to a wide range of support including flexible working options, childcare support and many training and development opportunities.

General Note

The duties and responsibilities outlined above are to be regarded as broad areas of responsibility and do not necessarily detail all the tasks which you may be required to perform. You may be expected to undertake other duties as may be required which are commensurate with your grade and experience. This job description may be subject to change from time to time in order to meet the changing needs of the Trust and department and any changes should be discussed with you. All duties and responsibilities must be carried out in accordance with statutory legislation, CNWL Standing Orders, Health and Safety regulations and professional Codes of Practice.

June2023