

Hello, We are Therapies.

 @ouh_therapies

Dietetics
Occupational Therapy
Physiotherapy
Speech and Language Therapy

Recruitment pack

We are recruiting to the post of:
**Team Lead Occupational
Therapist**
Oncology & Haematology

Dear candidate,

Thank you for your interest in this exciting role as team lead therapist in our Oncology and Haematology service. We are seeking an occupational therapist who is passionate about delivering high quality evidence-based intervention in acute hospital cancer services.

Therapy services within the cancer and haematology centre are highly valued and are seen as a critical part of the delivery of effective multi-professional care. The primary aim of the oncology and haematology therapy service is to support people to live and function well with their oncology and haematology conditions. We do this through delivery of a responsive and person-centred model of therapy, covering across both the acute oncology and clinical haematology specialities.

The post holder will also lead our team providing rehabilitation services to this speciality area. In line with best practice guidance and emerging research, we intend to build on existing expertise to provide high quality, specialist therapeutic interventions and rehabilitation to a greater proportion of those in need.

Occupational Therapy services are critical to the quality and operational performance of the Churchill Hospital. This role will work collaboratively with the physiotherapy team lead and the head of therapies office to:

- Enhance the quality of therapy intervention and rehabilitation across the Oncology & Haematology pathway seeking to improve outcomes and operational performance
- Lead the service to offer highly responsive and clinically excellent therapy interventions
- Support the development of a workforce that are highly skilled and capable in delivering person-centred, evidence-based therapy and rehabilitation through the implementation of a learning and development curriculum
- Support the integration of evidence into clinical practice as part of becoming a research active department

We are very enthusiastic about recruiting to this post; it will significantly contribute to the development of occupational therapy services and the senior leadership team on the Churchill Hospital site.

If you are interested in this role and feel you meet the criteria, please take the time to contact me to discuss it further or arrange a visit using the contact details in the advert.

With best wishes

Joanne Watson
Deputy Head of Therapies

Oxford University Hospitals NHS Foundation Trust: who are we?

Oxford University Hospitals (OUH) is a world-renowned centre of clinical excellence and one of the largest NHS teaching trusts in the UK. We became a Foundation Trust on 1st October 2015, and we believe this will enable us to work more effectively in partnership with our patients and our local community to provide high quality healthcare. We employ approximately 12,500 staff (including over 4,000 nurses and 2,000 doctors and 750 AHPs). The Trust comprises four main hospital sites: the John Radcliffe Hospital (which includes the Children's Hospital, West Wing, Eye Hospital, Heart Centre and Women's Centre), the Churchill Hospital and the Nuffield Orthopaedic Centre, all located in Oxford, and the Horton General Hospital in Banbury, North Oxfordshire. These hospital sites, together, are supported by a range of community services across the county.

We provide a wide range of clinical services including; stroke, ambulatory medicine, vascular, respiratory, oncology and surgery. The Trust also provides specialist services (including cardiac, cancer, musculoskeletal and neurological rehabilitation, and a full range of children's services including critical and new-born care) medical education, training and research.

Most services are provided in our hospitals, but over six percent are delivered from 44 other locations across the region, and some in patients' homes.

We have an extensive range of collaborations; including the University of Oxford and Oxford Brookes University which underpin the quality of the care that is provided to patients. For more information about OUH NHS Foundation Trust: <http://www.ouh.nhs.uk/about/default.aspx>

What do we stand for?

Trust Values and Expected Behaviours.

Over a thousand patients and colleagues assisted us in developing our Trust values that will help us achieve our ambition of delivering compassionate excellence. To help us live out those values in our work, we have defined the types of behaviours that will ensure we met the high standards we have set ourselves.

These are the values that should characterise all that we do and our behaviours with our patients and families and each other. Our values and expected behaviours are:

- | | |
|---------------------|--|
| Compassion: | Putting patients at the heart of what we do and recognising different needs. |
| Respect: | Encouraging a spirit of support, integrity, respect and teamwork. |
| Excellence: | Taking pride in the quality of care we provide for our patients and customers. |
| Learning: | Learning from successes and setbacks. |
| Delivery: | Delivering high standards of health care for our patients and customers |
| Improvement: | Striving to improve what we do through change and innovation. |

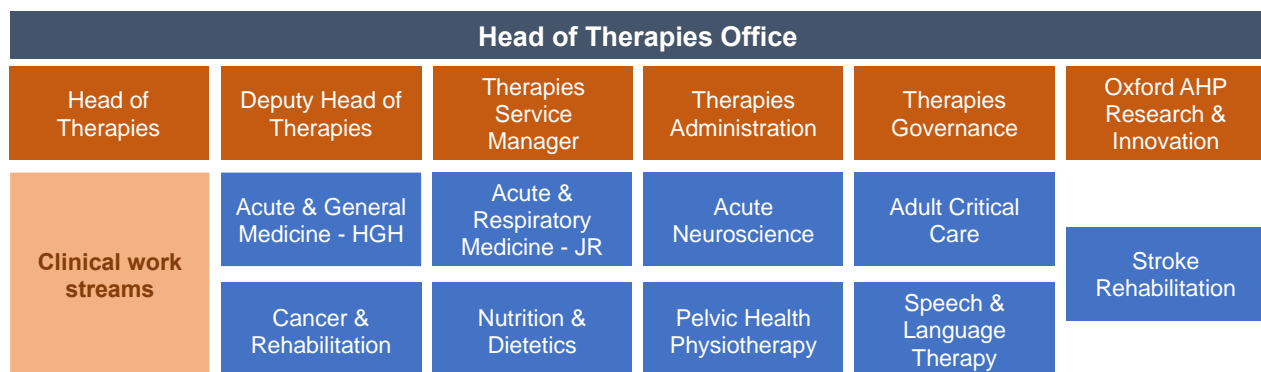
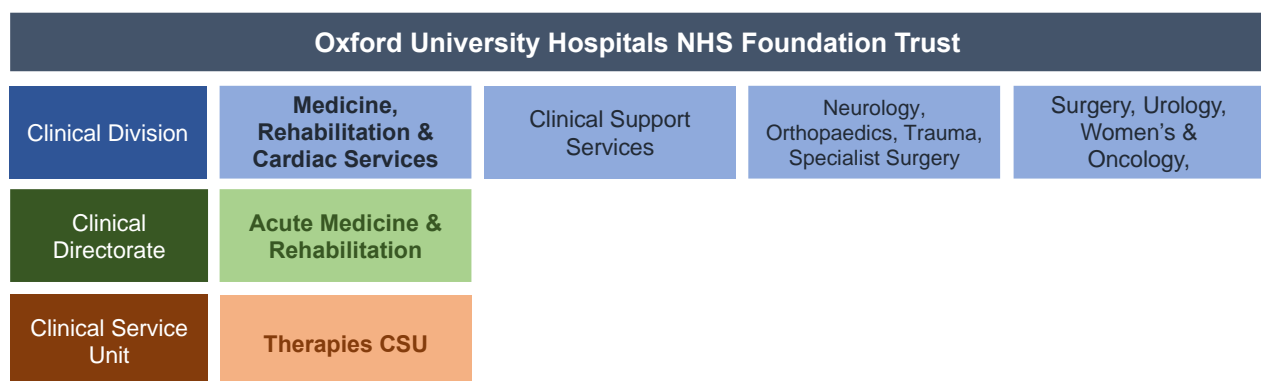
These values and behaviours are extremely important to us and we expect everyone who works with us in any capacity to share and uphold these values and behaviours.

Learning, Respect, Delivery, Excellence, Compassion, Improvement

Therapies Clinical Service Unit (CSU)

Therapies employ 300 staff across the professions of Dietetics, Occupational Therapy, Physiotherapy and Speech and Language Therapy. We are hosted in the Division of Medicine, Rehabilitation and Cardiac services (MRC), but deploy our services across all divisions within the Trust. The Head of Therapies Office comprises senior management, leadership, governance, education and administrative functions supporting seven clinical work streams, all of which are based on clinical disciplines and expertise.

CSU structure and strategic intention



Therapies CSU Strategy 2020 - 2025

Objective & Strategic theme	Aim	To achieve this aim, we will...	Time frame				
			2020/21	2021/22	2022/23	2023/24	2024/25
Our people ** Getting the basics right * Compassionate & supportive culture	We will develop and nurture a highly skilled, capable and compassionate Therapies workforce critical to the strategic and operational success of OUH NHSFT	Implement a compelling career progression framework enabling the journey 'from school leaver to high NHS achiever' to deliver the next generation of clinical experts, leaders and researchers					
		Implement a recruitment and retention program that 1) attracts the best talent, 2) selects the right candidate every time, 3) gets people off to the best start, and 4) results in them choosing to stay					
		Deliver a comprehensive program of professional support and continuing professional development through high quality training and education, and meaningful appraisal					
Our Patients * Our Population ** Getting the basics right * Home sweet home	We will provide clinically excellent therapy services, accessible seven days a week centred on peoples' needs and optimising their quality of life	Implement a clinical service accreditation scheme to drive attainment in the delivering of 7 day services, effective workforce deployment, clinical outcomes and high user experience.					
		Review elective access services across our four professions to improve our offer to patients in terms of accessibility, responsiveness and provision of services closer to home					
		Design innovative models of therapeutic intervention and rehabilitation to maximise prevention, recovery opportunities and quality of life for the health & well-being of people in Oxfordshire					

Objective & Strategic theme	Aim	To achieve this aim, we will...	Time frame				
			2020/21	2021/22	2022/23	2023/24	2024/25
Our people * Our Population ** World class research & education	We will become a world class centre for independent AHP research and innovation	Design and implement an AHP research strategy that focuses on the generation of new knowledge to tackle the local and national challenges arising in our health and care system.					
		Work in partnership with local HEI to deliver a clinical-academic career program that supports our transition from being research aware to research active and independent.					
		Commission an AHP research and development unit to deliver research priorities in the social and economic reality of today's NHS with a particular focus on acute and sub-acute care settings.					
Our people ** Getting the basics right * Compassionate & supportive culture	We will nurture and shape a culture of compassion and excellence driven through well-led, high performing teams with excellent employee engagement	Produce and monitor a framework of outcomes that are clinically meaningful to patients and staff and reflect the experience of those working for, and those in receipt of, our services.					
		Invest in a CSU-wide leadership and team development program to improve leadership capability, team effectiveness and staff engagement.					
		Review our administration and clerical functions to simplify procedures and systems to reduce the administrative burden placed on clinicians releasing their time to provide excellent care.					
Our Patients * Our Population ** Going digital	We will become a digitally mature and data enabled service	Build on our existing excellent digital leadership to deliver a program of wide-spread digital literacy and capability to better connect with patients and other service providers.					
		Progress our electronic patient record function to be completely paper-free at the point of care and in the collection and analysis of service performance and operational data.					

JOB DESCRIPTION

Job Title:	Team Lead Occupational Therapist, Oncology & Haematology
Department:	Therapies CSU
AfC band:	7
Hours of Work:	Full-time, 37.5 hours per week (part time considered)
Contract:	Permanent
Responsible to:	Clinical Lead Therapist
Accountable to:	Head of Therapies

Job summary

- To provide high quality, safe and effective therapy services to oncology and haematology patients being treated on the in-patient wards at the Churchill Hospital, including those with highly complex presentations, as part of a cohesive multi-professional team.
- To work collaboratively with patients and their carers to effectively assess, goal plan and treat patients following admission to hospital and strive to maximise their independence and quality of life.
- Use expert knowledge and skills to contribute to strategic planning and development of the Therapy Service in the management of people with cancer.
- To supervise and teach recently registered professionals, support workers, therapy students and members of the MDT
- Supervise, initiate and participate in evidence-based projects and is responsible for implementing changes within the Cancer and Surgery Rehabilitation teams, and the setting and monitoring standards of practice.
- To take an active part in the team's extended hours and seven-day working roster to maximise the access and delivery of patient rehabilitation– as and when this is included in the service provision.
- Deputise for service lead, implement workforce strategy and support recruitment.

DUTIES AND RESPONSIBILITIES

Clinical

1. To undertake the role adhering to regulatory, professional and organisational standards of practice.
2. To undertake assessment, therapeutic intervention and management of patients, including those with highly complex presentations, deploying sound clinical reasoning and skills within the scope of the role.
3. To work with patients, their carers, and members of the MDT to form appropriate care and treatment plans utilising specialist treatment skills, knowledge of evidence-base and a variety of treatment options.

4. To assimilate and analyse a range of information to form accurate therapy diagnoses, clinical problems and treatment plans in a wide range of highly complex conditions
5. To formulate accurate prognoses and recommend best course of intervention, developing and implementing comprehensive treatment and discharge plans
6. To evaluate and reassess patients to progress their treatment and management plans effectively.
7. To assess a patient's capacity to understand and to gain valid, informed consent for treatment. To work within a legal framework with patients who lack the capacity to consent or refuse treatment.
8. To advise and educate patient, carers, relatives, and other health professionals.
9. To demonstrate the ability to communicate complex and sensitive information to patients, carers and other staff, where there may be barriers to communication e.g. non-English speaking patients; those with communication disorders, impaired speech, hearing, and ensure all members of the team do likewise.
10. To liaise with and advise other physiotherapists, relevant medical staff, nursing staff, social workers and other health care professionals in clinical and operational matters.
11. To communicate effectively with all other disciplines involved in the patient's care both in the Hospital and in the community thus ensuring a multidisciplinary approach and integrated service.
12. To identify, assess and manage clinical risk within the team's work and engage with the governance structure of the department to minimise risk of harm.
13. To participate in weekend, and emergency on-call duties as part of the departments seven day working and out of hours services, as required.
14. To demonstrate physical ability to carry out therapy assessment and interventions including manual therapy techniques and therapeutic handling
15. To demonstrate highly developed dexterity, co-ordination and palpatory sensory skills for assessment and manual treatment of patients

Management

1. To effectively supervise, teach and appraise junior staff, assistants, and students to maximise their capabilities.
2. To be responsible for the daily operational leadership of the oncology & haematology team ensuring that the service is delivered against its specification and staff are supported in this endeavour.
3. To be responsible for competent use and maintenance reporting of equipment used as part of the role and to ensure that all staff/students and assistants attain competency prior to use.
4. To effectively plan, organise and manage your own time, patient caseload, meetings, training in accordance with operational and workforce pressures.
5. To be able to respond to unpredictable demands on your time and frequent interruptions whilst maintaining professionalism.
6. To assist in the planning of juniors, students and assistants' timetables and deputise for the senior staff in organisational duties.

7. To take an active role in assisting senior colleagues with service development in acute care, implementing care pathways and executing change.

Education

1. To complete all Statutory, mandatory and other necessary training requirements within the required timescales.
2. To contribute to the education of the MDT, patients, families and carers to ensure optimal care and treatment.
3. To maintain an accurate and contemporary record of personal and professional development.
4. To oversee the design and delivery of an effective and clinically relevant training programme to support staff development.
5. To attend and actively participate in departmental education and development activities.
6. To maintain and develop current knowledge of evidence-based practice in respiratory care.

Research and governance:

1. To lead and supervise clinical audit and quality improvement work aiming to improve the quality of the team's practice.
2. To maintain clinically applied knowledge formed from contemporary science and evidence-based guidance and ensure this is integrated into the team's clinical delivery by way of policy and procedure.
3. To lead the team's governance arrangements ensuring that the team operates on the basis of openness and a just culture.
4. Represent the team at governance meetings held within the clinical group

General:

1. To carry out therapy assessments and treatments, with moderate physical effort involved, on a daily basis
2. To comply with the Trusts Manual Handling Policy and local therapeutic handling guidelines
3. To work in an environment where the work patterns may be disrupted by frequent demands from patients, clinical staff, students and administrative support staff.
4. To support qualified staff when indicated in the management of challenging patients.
5. To sensitively deal with distressing or emotional circumstances regarding patient care e.g. imparting news of poor prognoses such as chronic pain management or lifelong disability
6. To deal with patients suffering from pain states that may lead to anxiety and aggressive behaviour
7. To comply with all Trust policies and procedures and Health and Safety at Work Act, including adherence to Universal Precautions and Infection Control measures, and ensure that staff within the team are aware of their responsibilities.
8. To participate in the Trust Appraisal Scheme as an appraiser and an appraisee.

Learning, Respect, Delivery, Excellence, Compassion, Improvement

9. To attend and be an active participant in departmental staff and peer group meetings.

This job involves frequent exposure to unpleasant working conditions on a regular / daily basis e.g. bodily fluids (including sputum, blood, vomit, urine, faeces), and occasional exposure to verbal and physical aggression.

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 make every effort to maintain high standards of Infection Control at all times, thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the OUH Trust have the following key responsibilities.

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/ or between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.

Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health

RISK MANAGEMENT

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the following:

- Major Incident Policy
- Fire Policy

and should make themselves familiar with the 'local response' plan and their role with that response.

RESPONSIBILITIES FOR HEALTH & SAFETY

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health and Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

FURTHER INFORMATION AND GUIDELINES

This post is subject to obtaining satisfactory clearance in respect of Disclosure of Criminal Convictions. A Disclosure Application Form will be sent to all new appointees with their appointment letter and the completed form must be submitted for verification on the first day of employment.

All physiotherapists must be registered with the Health Professions Council prior to commencing work and produce the registration document on their first day of employment. Staff must then ensure their registration is maintained according to Trust Policy.

This post is one of continual development. The job description is intended as a guide to the duties and responsibilities of the post. Responsibilities will be reviewed periodically in line with service priorities, and may change, or new duties be introduced after consultation with the post holder.

Person specification

Criteria	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> Degree in occupational therapy or physiotherapy Health and care professions council registration Evidence of postgraduate continuing professional development 	<ul style="list-style-type: none"> MSc or MSc module in cardiorespiratory care Coaching qualification
Experience	<ul style="list-style-type: none"> Previous experience of effectively managing oncology and haematology patients Experience working in a cancer setting Broad range of junior/band 6 experience across respiratory, orthopaedics, outpatients, gerontology and neurology specialties. Experience of working as part of a therapy team and multidisciplinary team. 	<ul style="list-style-type: none"> Experience of quality service improvement and redesign tools (QSIR). Previous experience as a band 7 team lead
Skills, Knowledge and abilities	<ul style="list-style-type: none"> Advanced clinical knowledge and skill in oncology and haematology conditions Advanced clinical reasoning skills Ability to undertake respiratory physiotherapy assessment and treatment autonomously (physiotherapy only) Effective people mentoring and development skills Understands and applies the principles of equality, inclusivity and diversity to all aspects of leadership and clinical practice. Excellent verbal and non-verbal communication skills Proven organisational skills, including prioritisation and delegation Ability to work within a stressful and unpredictable environment Competent digital IT skills Awareness and enactment of the Trust values. 	<ul style="list-style-type: none"> Previous recruitment process experience.

	<ul style="list-style-type: none"> • Understands and applies principles of good clinical governance to prevent harm. • Able to lead and organise a team on a daily basis, including the skills to resolve current clinical and operational issues. • Previous workforce planning and deployment, including the use of e-roster software. 	
Personal Qualities	<ul style="list-style-type: none"> • Understands constituents of effective team performance • Positive and growth mindset • High reliability • Good communicator • Empathetic • Supportive of others 	
	<ul style="list-style-type: none"> • Able to carry out moderate physical effort throughout the working day and carry out concurrent activities • Ability to comprehend and work within the Trust's policies of data protection, equal opportunities and Health and Safety 	