

Job Description

Job Title: Senior Occupational Therapist	Band: 6
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Accountable to: Therapy Lead
Responsible for: Therapy Delivery
Key Relationships with:- Clients Carers, both informal and formal Colleagues at all grades Uni-professional colleagues across the county Primary Care Colleagues Colleagues within Health, Social Care Services and the private and voluntary sectors Colleagues within Acute Hospitals Colleagues within specialist services Colleagues from higher education/local schools Staff group organisations General public East Anglian Ambulance Trust

Purpose of Role:

- To provide clinical and supervisory leadership to junior staff and students within the multi-disciplinary team
- To be jointly responsible with other senior colleagues for the day-to-day planning and delivery of the multi-disciplinary team services within the Integrated Neighbourhood Team in-patient setting and community.
- To manage a caseload of clients with multiple and complex needs, using evidence based/client centred principles to assess, plan, implement and evaluate interventions
- To provide specialist Therapeutic input into planning, development and evaluation of clinical services within the team, with responsibility for defined projects

Key Responsibilities:

Leadership

- To be responsible for the day-to-day planning and delivery of Occupational Therapy/Physiotherapy services within the community team/inpatient team, prioritising clinical needs to provide an effective service.
- To be jointly responsible with other senior colleagues for the day-to-day planning and delivery of the multi-disciplinary services.
- To ensure junior staff in the teams manage their caseloads using evidence based, client centred principles to assess, plan and implement, specialised programmes of care and evaluate their interventions.
- To establish, maintain and participate in robust multi-disciplinary communication networks, for self and team, with clients, carers and other health workers and agencies involved in client care.
- To promote awareness of the role of Occupational Therapy/Physiotherapy within the team, in relation to all aspects of patient care, negotiating priorities where appropriate, informing the Integrated Services Implementation Plan using high level of presentation and training skills.
- To promote the role of the multi-disciplinary rehabilitation services within East Suffolk and North Essex NHS Foundation Trust, in relation to all aspects of client care, informing the Integrated Services Implementation Plan.
- To participate in and maintain robust professional communication systems within own and other professional teams.
- To ensure junior Occupational Therapy/Physiotherapy team members maintain robust communication systems within their own profession and with other professionals.
- To contribute to relevant meetings with East Suffolk and North Essex NHS Foundation Trust. To provide highly complex information to the clients, clinicians and other agencies to assist in decision-making, using persuasive, motivational, negotiating, training, empathic and reassurance skills.
- To ensure any verbal complaints are dealt with in a sensitive, effective and timely way in accordance with local and Trust complaints procedure.
- To ensure that self and junior members of the team maintain up-to-date written and electronic data, where applicable, in accordance with professional and East Suffolk and North Essex NHS Foundation Trust standards and in compliance with Confidentiality of Information policy.
- To ensure self and all members of the team provide therapy reports relevant to the clients' situations
- To identify the training needs of self and junior staff through the service appraisal process to inform personal and team development plans.
- To contribute to a robust induction process for all new staff in the multi-disciplinary services and all students on placement.
- To participate and support the Practice Placement Education of professional, NVQ and work experience students.
- To act as specialist witness for NVQ candidates.
- To plan, contribute and participate in robust in-service training programmes for the staff.
- To apply highly developed specialist knowledge and skills in order to demonstrate professional competence and fitness to practice in multi-disciplinary services.
- To demonstrate ongoing personal development of self and junior staff through participation in internal and external training and development opportunities, recording learning outcomes in a portfolio.
- Develop self and others through regular one to ones and supervision

- To hold a caseload of clients with a broad range of multiple and complex health needs, using specialist knowledge to carry out assessments, using standardised tools, setting objectives and implementing appropriate treatment, as part of the holistic care plan.
- To formulate an individual specialist management/treatment plan for each client using clinical reasoning skills and utilising a wide range of highly specialised physical, sensory and cognitive treatment skills following analysis of information received from client, carers and referrer and any other professionals involved in the clients' care as necessary.
- To ensure own and junior staff's interventions are evaluated and treatment is modified in order to measure progress and ensure effectiveness of intervention.
- To apply a high level of understanding of the effects of disability and provide training and advice to patients and carers on lifestyle changes and adaptations to the client's social and physical environment, involving other appropriate professionals and agencies when indicated.
- To work with the appropriate leads and other senior staff to effectively triage all referrals to the team, to ensure the most appropriate use of the services and the appropriate and timely service to the client.
- To ensure all aspects of care offered by the team meet with agreed national, professional and local standards.
- To provide specialist advice to clients, carers and colleagues, as necessary, on Occupational Therapy/Physiotherapy related matters as appropriate
- To develop and maintain an agreed area of professional interest and experience and act as a resource for other team members for the subject area accessing relevant external training/information.

Service Delivery and Improvement

- To ensure that self and junior members of the team work effectively within the service to support the planning and achievement of local and East Suffolk and North Essex NHS Foundation Trust service objectives.
- To contribute to and participate in the planning and development of services in line with the Integrated Services Implementation Plan.
- To be actively involved in integrated working across and between Health and Adult Community Services (ACS)
- To ensure self and junior members of the multi-disciplinary team are working in partnership with local voluntary and statutory agencies.
- To demonstrate a clear understanding of the roles of own and other services and how they interact to provide effective patient-centred care

Financial and Performance Management

- To ensure self and junior staff are aware of budgetary constraints and work within them
- To be responsible for monitoring and maintaining stock, advising on resources to carry out the service and its security.
- To encourage, support and participate in research activity within the services.
- To be responsible for submitting statistics and monthly returns for audit purposes as required by the organisation
- To engage actively in practice development, evaluation, audit and research activities to promote evidence based practice.

Risk Management and Governance

- To ensure that self and staff adhere to East Suffolk and North Essex NHS Foundation Trust and local Health and Safety policy and procedures and maintain safe environments and working practices.
- Ensure that staff report incidents and near misses in accordance with East Suffolk and North Essex NHS Foundation Trust risk management/ incident policies. Promoting a blame free culture in reporting incidents. 3 security of self and others – page 65, KSF handbook.
- Comply with East Suffolk and North Essex NHS Foundation Trust Infection Control Policies and conduct themselves in such a manner as to minimise the risk of healthcare associated infections.
- To comply with jointly agreed policies and procedures of the Suffolk Area Child Protection Committee/Vulnerable Adults services, including cooperating with the statutory child protection agencies in ensuring the safety and well-being of children and attend case conferences as required.

General

- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk and North Essex NHS Foundation Trust's Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by East Suffolk and North Essex NHS Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Prepared By:

Date:

Person Specification

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Band: 6

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of the supervision of staff and students • Experience of participating in research and audit. • Evidence of skill relevant to the rehabilitation of adults with physical disabilities gained through theory and practical course and experience. • Experience of working with adults with complex physical, sensory and cognitive disabilities. • Experience of working with a range of primary and community services including Health, Social Care Services and the independent Sector. • Proven post registration experience within a multi-disciplinary service • Leadership experience in a Health/Social care setting. Planning decision making skills 	<ul style="list-style-type: none"> • Current professional student practice placement educator training and associated skills • Membership of a special interest group relevant to the role.
Qualifications	<ul style="list-style-type: none"> • Diploma or Degree in Occupational Therapy • Health Professions Council Registration 	<ul style="list-style-type: none"> • Membership of an appropriate professional body

Knowledge	<ul style="list-style-type: none"> • Documented evidence of Continuing Professional Development • To demonstrate a knowledge of Health & Safety legislation for self and others • Current knowledge and skills of moving and handling dependent adults and older people • Knowledge of current manual handling regulations • A clear understanding of, and commitment to clinical governance, health and safety and risk assessment • A knowledge of primary and community services • An in-depth knowledge and understanding of the NHS Plan and NSF's relating to own and associated services and the implications for service provision. High level of skill in developing and maintaining effective working relationships with relevant stakeholders • Knowledge and understanding of professional and ethical issues. • A specialist knowledge and application of current best practice in the rehabilitation of adults with physical disabilities. • A clear understanding of, and a high level of commitment to clinical governance. 	
Personal Skills	<ul style="list-style-type: none"> • High level of communication skills • A high level of ability to reflect on and critically appraise own practice and performance • Standard computer skills including use of Microsoft and email. • High level of presentation and training skills. • Effective leadership skills 	

	<ul style="list-style-type: none">• To be flexible, innovate and creative in the pursuit of efficient and effective client-centred services.• High level of ability to work under pressure and set priorities to achieve service objectives.• Able to travel to rural locations.	
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