

## **JOB DESCRIPTION**

<b><u>JOB TITLE:</u></b>	Advanced Occupational Therapist
<b><u>GRADE:</u></b>	Band 7
<b><u>DEPARTMENT</u></b>	As Designated
<b><u>LOCATION:</u></b>	As Designated
<b><u>RESPONSIBLE TO:</u></b>	As Designated
<b><u>ACCOUNTABLE TO</u></b>	As Designated

## **MAIN PURPOSE OF THE JOB**

To be responsible for the advanced assessment and management and occupational health service provision for service users who have a variety of complex physical needs, diverse presentations and a range of mental health, learning disabilities and / or Neurological conditions.

To manage and provide on-going advanced occupational therapy assessment and treatment using evidence based practice.

To provide leadership to and to work as part of the occupational therapy team within their specialist clinical area.

The post holder will work as a member of the multi-disciplinary team ensuring that high quality, individualised care is delivered and that this maximises independence and promotes recovery and wellbeing.

To facilitate the delivery of Occupational Therapy Student Education within the clinical setting.

To provide compassionate care that is based on empathy, kindness, respect and dignity.

To provide clinical supervision and leadership to staff as delegated by the team lead.

To act as an identified deputy in the absence of the team lead.

Participate in the planning development and evaluation of local services leading on defined projects as agreed with the team lead.

## **VISION AND VALUES**

**Our Vision is:** “To work together, with compassion and care, to keep you well over the whole of your life.”

**Our Values are:-**

- Caring Compassionate
- Respectful
- Honest and Transparent

## **ORGANISATIONAL CHART**

Please see attached Service Descriptor

## **COMMUNICATIONS AND RELATIONSHIPS:**

Work collaboratively with colleagues directly involved in the delivery of health care, both in the community as well as in hospital inpatient settings and will develop good working relationships and networks with other community resources and providers, both statutory and non-statutory.

Communicate clinical assessments and interventions to Service Users and Carers in an understandable manner promoting wellbeing which inspires hope to service user and carer.

Demonstrate the ability to overcome barriers to communication, supporting Service User's understanding by adapting the approach used (eg use of Interpreters where English is not a first language, alternative and augmentative communication methods), to ensure that they can access and engage effectively with services.

Utilise and develop a high level of interpersonal and communication skills that promote and maintain therapeutic relationships with service users, their families and carers, and to help the service user overcome any barriers to communication.

Demonstrate negotiating, empathic and motivational skills to manage situations where highly complex and highly sensitive material/information is being discussed, ensuring professionalism is maintained.

Advocate on behalf of the Service User within a range of services ensuring, as far as possible, that they reflect their needs and wishes. This would require the courage to voice concerns about practice and service delivery.

Contribute or chair multidisciplinary clinical meetings including, complex clinical reviews and risk strategy meetings.

Provide reports, information and advice (verbal and written) to Service User, professionals and Carers /Family.

Demonstrate excellent professional working relationships within the clinical team, with Trust colleagues and external partners.

Liaise with other professionals, agencies and stakeholders across the care pathway ensuring that service user transitions are safe and timely.

Ensure that where there is a barrier to communication or understanding, that the team are able to access appropriate services to deliver the care pathways, such as Interpreters, Advocates, Clinical advice from other professionals.

Support the Clinical Lead in the management and resolution of team conflict.

Establish and maintain therapeutic partnerships with Service Users and Carers in the delivery of occupational therapy assessments and interventions.

Contribute to and lead multi-disciplinary clinical discussions reporting and escalating professional concerns and respond to changes to risks in a timely manner.

Utilise communications in accordance with Caldicott Principles, Data Protection, Freedom of Information Act and Trust Policies and procedures.

To use de-escalation skills when working in highly antagonistic, hostile and emotive clinical areas to ensure the safety of self, clients and others, in line with Talk 1<sup>st</sup> principles.

### **KNOWLEDGE, SKILLS, TRAINING AND EXPERIENCE:**

Be HCPC Registered Occupational Therapist.

Have a nationally recognised professional occupational therapy qualification

Evidence of post registration clinical experience and clinical skills relevant to the post.

Evidence of relevant post graduate specialist training to master's degree or equivalent level.

Demonstrate highly specialist clinical knowledge underpinned by theory and experience, demonstrating advanced clinical reasoning and decision making skills.

Have a proven track record of working collaboratively with individuals experiencing substantial and complex problems.

Evidence of clinical supervision skills, and a working knowledge of a variety of clinical supervision models including 'live' supervision and group supervision.

Evidence of effective positive risk taking and risk management / safety planning.

Demonstrate excellent clinical leadership skills.

Demonstrate IT skills and a good working knowledge of the patient electronic record.

### **ANALYTICAL AND JUDGEMENTAL SKILLS:**

Assess, interpret and analyse a range of highly complex clinical information and environments, delivering a clear rationale for care delivery, clinical outcomes and clinical management strategies.

Demonstrate excellent analytical and judgmental skills in relation to initial and on-going assessments and subsequent interventions and assist colleagues in problem solving and providing quality care.

Make a judgement on whether clients have the capacity to give informed consent seeking additional advice when necessary.

Demonstrate a high level of reflective practice and competence in clinical reasoning and decision making.

Initiate and promote Serious Untoward Incident (SUI) reporting and contribute to SUI investigations as Lead Clinician.

Contribute, support and lead on complaints resolutions where the complaint is in relation to the quality of clinical interventions and treatment received. Take on role as Investigating Officer for formal complaints.

Understand and Apply policies and procedures which ensure that the Trust and Local Authority statutory responsibilities are being met.

### **PLANNING AND ORGANISATIONAL SKILLS:**

Work independently as an advanced practitioner to manage own complex caseload.

Manage workload within the requirements of the service and priorities; this will include the co-ordination of educational programmes, supervisory responsibility, appraisals, service developments and initiatives as delegated by the Clinical Team Lead.

Facilitate timely goals and interventions with service users both in an in-patient environment and community.

Promote, develop, and implement clinical standards and good practices both in care delivery and appropriate record keeping. Meet deadlines for reports in accordance with statutory requirements and provide timely professional reports as requested by Multi disciplinary Team members and clinical / line managers.

Deputise in the absence of the Clinical Team Lead as appropriate.

## **PHYSICAL SKILLS**

Be required to use a keyboard and computer screen.

Be appropriately trained and capable of using authorised breakaway techniques as required.

Be able to transport equipment to various sites as required.

## **RESPONSIBILITIES FOR PATIENT/CLIENT CARE**

Following the completion of a comprehensive core assessment, develop and provide an individualised, evidence based programme of care. Based on Formulation, including service users with highly complex needs/challenging behaviours. At all times work in collaboration with Service Users, and Carers ensuring that the Service User is treated with Compassion, Respect and Dignity.

Assess, manage and evaluate risk as an ongoing process using risk assessment tools identified by the Trust. Escalate risks and communicate effectively with partners and seek advice from teams such as Safeguarding, MAPPA, MARAC as appropriate.

Manage distress and conflict in the day to day work with Service Users who, as an expression of their condition/ diagnosis, may at times be difficult to engage and/or demonstrate significant risk behaviours.

Provide effective care and therapeutic interventions to Service Users presenting with a range of difficulties including highly complex needs and challenging behaviours. To work collaboratively with service users and carers with intervention planning and discharge planning.

Coordinate any transitions across pathways provided by the Trust, ensuring high level of communication is maintained.

Provide highly specialist clinical advice and guidance to Service Users/Carers and practitioners of other professional disciplines, less experienced staff, voluntary organisations and the public.

Recognise and anticipate situations that may be detrimental to the health and wellbeing of service users and their carers and advise and treat on the promotion of health and the prevention of physical/mental and behavioural deterioration.

Assist Service Users to develop plans to promote wellbeing and independence including determining problems, identifying goals and setting individual objectives.

To ensure Carer needs are considered and Carers are involved in Care Planning as appropriate.

Work flexibly to meet the needs of Service Users across pathways which may regularly include working extended and flexible hours over 7 days a week.

Demonstrate flexibility in the role. This may involve working across clinical pathways to support the needs of the service, whilst ensuring the delivery of high quality care at all times.

### **POLICY AND SERVICE DEVELOPMENT**

Adhere to HCPC and Royal College of Occupational Therapy (RCOT) professional standards and conduct, Trust policies and requirements of the Mental Health Act and other legislation.

Ensure implementation of national, Trust and local service legislation, policies, procedures and guidelines for Health and Social Care and be involved in their development where appropriate. Adhere to Trust Policies, Procedures, Protocols & Standards and be instrumental in embedding these in service provision.

Contribute to the ongoing development of local service area. Contribute, comment on and implement new policies and developments within the Pathway.

Participate in the effective monitoring, review and evaluation of the service provided taking a lead on designated projects.

Understand, contribute and advise on statutory issues which impact on Service Users and Carers. Perform statutory duties and seek advice where necessary.

Report any deficiencies within the clinical environment or equipment.

Identify and interpret changes in national, Trust and local service legislation, policies, procedures and guidelines for Health and Social care and influence new developments which impact on other services and professions.

### **FINANCIAL AND PHYSICAL RESOURCES:**

Recommend and source equipment for loan to service users and train others in the use of specialist equipment.

Advise clinical lead / manager on resource requirements.

Be responsible for the risk assessment and maintenance of equipment within the designated area of work.

May be required to monitor petty cash.

### **HUMAN RESOURCES:**

Contribute to, the induction, training and education of students and other staff in the specialised area taking a lead as appropriate.

Be responsible for ensuring active involvement in their professional development plan via Trust supervision and appraisal process. Take responsibility for keeping own professional knowledge and skills up to date through: e.g. Mandatory training,

reflective practice, journal club, work based learning and supporting opportunities for shared learning.

To provide spontaneous and planned education and instruction to service users carers, and colleagues involved in patients' care.

To lead in the development and delivery of educational training programmes to groups of people both within and external to the organisation, for example academic centres.

Participate as required in the recruitment and selection of other staff in line with Trust policy.

Provide specialist clinical supervision to qualified staff within own profession, Trust and wider services as requested.

Carry out appraisal with designated staff in accordance with Trust policy.

Deputise in the absence of the Clinical Team Lead / Manager as appropriate

### **INFORMATION RESOURCES**

Responsibility, via paper or electronic systems, for maintaining accurate and contemporaneous records and securely storing and retrieving necessary information/documentation as per Trust Policy.

Use Digital Recording Equipment and mobile working as per Trust Policy.

Responsibility for maintaining own knowledge of current legislation.

Responsibility for adhering to guidance when using specialist assessments.

Responsibility for devising and evaluating treatment plans and risk assessments within time frames as per Trust policy.

Record data and contribute to monitoring clinical priorities and improving quality.

Responsibility for the recording of minutes, as required, ensuring appropriate distribution to other services both within and outside of the Trust i.e. MAPPA, Child Protection or CPA

### **RESEARCH AND DEVELOPMENT**

Initiate and lead on regular clinical audit and participate in research as required by Clinical Team Lead

Keep up to date with relevant research in the field in order to evaluate current practice and suggest service improvement.

Monitor and commit to service effectiveness via the Clinical Governance Agenda in order to improve quality and clinical effectiveness and work towards continually improving the Service User/Carer experience and satisfaction of services.

Support staff in clinical audit and evaluation as a means to improving quality, effectiveness and outcomes for service users.

Undertake research into specific areas of service delivery using a range of research methodologies where required.

Plan, initiate and carry out complex audit, cascading results and implementing change in practice within area.

Share any knowledge gained via conference, peer review journals, specific training sessions, workshops, presentations etc. in order to develop and underpin good practice.

### **FREEDOM TO ACT**

Work within professional and Trust guidelines and be accountable for own professional actions.

To work autonomously as an advanced practitioner, prioritising and managing own workload and time efficiently and effectively.

Adhere to professional code of conduct, Trust Policies and Procedures while working within clinical and professional standards identified by the RCOT/HPCPC.

Access management supervision from designated clinical supervisor as per Trust policy.

### **PHYSICAL EFFORT**

Frequent light effort for short periods of time.

Sometimes be required to transport equipment to various sites in the locality.

### **MENTAL EFFORT**

Be expected to deal with frequent interruptions due to the unpredictability of the work and the service user group.

Frequently be required to exert prolonged concentration during interviews, assessments and treatments of service users.

Be required to provide a high level of concentration in the writing of records and all required documentation, to meet deadlines.

Problem solving for service users who have complex physical, mental health and communication needs.

## **EMOTIONAL EFFORT**

Frequently work with service users and their carers who directly exhibit potentially severely challenging and emotional behaviours and will frequently be exposed to very distressing and very emotional circumstances.

May have regular contact with individuals presenting with trauma associated with childhood abuse; physical, sexual or emotional.

Regularly deliver unwelcome or distressing news to service users and/or their families and communicate life-changing events.

## **WORKING CONDITIONS**

Be required to frequently work in areas not subject to health and safety regulations e.g. service user's homes with exposure to unpleasant working conditions such as dirt, dust, smells or bodily fluids.

Be exposed to potential verbal and physical aggression from both service users and carers.

Work alone in service users home and adhere to Trust lone working policy.

Be required to work at various locations throughout the Trust area including from home as per Trust policy.

Have a base but be expected to use mobile technology to input into IT systems

## **SAFEGUARDING**

Every employee has a responsibility for safeguarding and protecting adults and children from abuse, regardless of the setting in which the care takes place. It is every employee's responsibility to be aware of relevant Trust Policies. All employees should take part in training in order to maintain their skills. Front line practitioners should access regular supervision and support in line with local procedures.

## **HEALTH AND SAFETY**

Contribute to maintaining a safe environment of care through effective risk management. Identify risks and develop appropriate strategies to manage the risks including responding appropriately to untoward/emergency situations.

## **TRUST CLINICAL GOVERNANCE STRATEGY**

It is the responsibility of all health care professionals to play an active role in delivering the clinical governance agenda. There is a specific responsibility for individual health care professionals to be involved in auditing their own and their team's clinical performance, and to engage in activities, which continuously improve, the quality of services they provide.

### **Information of a Confidential Nature or Access to Confidential Information**

"To be aware of the nature of information dealt within the NHS and to work in a manner which ensures confidentiality and security of this information"

## **INFECTION CONTROL**

All Trust staff (clinical and non-clinical, including locum and agency staff employed by external contractors) have a personal responsibility to ensure the risk of infection to themselves, service users and visitors is minimised by ensuring that they (1) are familiar and adhere to, current Trust policy and guidance on infection prevention and control, (2) participate in the Trusts induction programme and statutory/required training in infection prevention and control and (3) consider infection prevention and control as part of their appraisal and/or personal development plans'.

## **CALDICOTT RESPONSIBILITIES:**

1. **Justify the purpose (s) of every proposed use or transfer** - every proposed use or transfer of patient-identifiable information within an organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed by an appropriate guardian.
2. Don't use it **unless it is absolutely necessary** - Patient-identifiable information should not be used unless there is no alternative, **where this is the case permission should be obtained.**

3. **Use the minimum** necessary - Where use of patient-identifiable information is considered to be essential, each individual item of information should be justified with the aim of reducing identification.
4. Access should be on a strict **need-to-know** basis - Only those individuals who need access to patient-identifiable information should have access to it, and they should only have access to the information items that they need to see.
5. Everyone with access to it should be **aware of their responsibilities** - Action should be taken to ensure that those handling patient-identifiable information are aware of their responsibilities and obligations to respect patient confidentiality.
6. **Understand and comply with the law** - Every use of patient-identifiable information must be lawful. Each department must have someone responsible for ensuring that the organisation complies with legal requirements.

**ACCESS TO CONFIDENTIAL INFORMATION:**

To be aware of the nature of information dealt with within the NHS, and to work in a manner which ensures confidentiality and security of this information.

This job description is not intended to be an exhaustive list of the duties and responsibilities of the post and the post holder may be requested to carry out any other duties appropriate to the grade or post.

The post may change over time to meet organisational requirements and the job description may be changed after consultation with the post holder at any time.

**JOB DESCRIPTION AGREEMENT**

**Post Title:** .....

**Post Holder's Name:** .....

**Post Holder's Signature:** .....**Date:** .....

**Line Manager's Name:** .....

**Line Manager's Signature:** .....**Date:** .....

**PERSON SPECIFICATION**

	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b><u>Education and Qualification</u></b>	<p>Recognised Occupational Therapy degree or equivalent. HCPC Registered</p> <p>Evidence of successful completion of specialist short courses and other relevant CPD to Masters level equivalence</p> <p>Post graduate level qualifications</p>	<p>Registered member of College of Occupational Therapists</p>
<b><u>Knowledge and Experience</u></b>	<p>Awareness and understanding of professional accountability, HCPC and RCOT standards and other local and national initiatives</p> <p>Proven track record of post registration clinical experience relevant to the post.</p> <p>Experience of working within a multi-disciplinary team</p> <p>Awareness of equal opportunities legislation and policies.</p> <p>Experience of collaborative working across agencies and professional disciplines.</p> <p>Proven ability to manage a clinical caseload in a flexible manner as required.</p> <p>Undertaking Appraisals</p> <p>Experience of providing clinical supervision and support to clinical staff.</p> <p>Knowledge of health and safety requirements of the team.</p> <p>Experience of teaching / training</p>	<p>Understanding of difficult to manage/challenging behaviours.</p>

<p><b><u>Skills and Competencies</u></b></p>	<p>Proven ability to carry out and provide comprehensive written assessments of individuals with complex needs.</p> <p>Risk Assessment and Risk Management / Safety Planning skills.</p> <p>Demonstrate an understanding of effective &amp; appropriate treatment options including a range of evidence based clinical approaches as identified in N.I.C.E. Guidance).</p> <p>Excellent written and verbal communication skills</p> <p>Evidence of high level of professional organisational and leadership skills</p> <p>Ability to work under pressure</p> <p>Excellent interpersonal skills including negotiation and conflict management</p> <p>Ability to work effectively with other professionals using a multi-agency approach.</p> <p>Ability to work autonomously and within a team.</p> <p>Excellent time and case management skills.</p> <p>Ability to adapt within changing environment</p> <p>Proven track record of acting as an effective advocate for service users and their carers.</p> <p>Evidence of maintaining accurate and contemporaneous record keeping Ability to use electronic recording and relevant IT equipment.</p> <p>Expert clinical supervision skills</p>	<p>Demonstrate change management skills</p> <p>Knowledge of patient information systems.</p> <p>Experience of conducting and evaluating clinical audit</p>
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<p><b><u>Personal Characteristics</u></b></p>	<p>Open and non-judgemental, anti-discriminatory approach to clinical, managerial and leadership roles.</p> <p>Friendly, outgoing, approachable, confident manner</p> <p>Innovative and creative</p> <p>Flexible and adaptive</p> <p>Ability to work under pressure.</p>	
<p><b><u>Additional Requirements</u></b></p>	<p>Ability to meet the mobility and geographical requirements of the post.</p>	