

<b>Job Title</b>	<b>Occupational Therapist Integrated Community Stroke Service (ICSS)</b>
<b>Band</b>	<b>Band 6</b>
<b>Responsible to</b>	<b>ICSS Specialist Occupational Therapist and Team Coordinator</b>
<b>Accountable to</b>	<b>Neuro Team Lead</b>
<b>Base</b>	<b>Harpenden</b>

## Job Purpose

- To be an active member of the CLCH ICSS multidisciplinary team, providing a comprehensive occupational therapy service to residents within West Hertfordshire and in **their own homes**. The ICSS includes Early Supported Discharge Team (ESD) Neuro Enhanced Transition Team (NETT) and Community Stroke team.
- To work within professional standards and clinical guidelines, promoting best practice and undertaking all aspects of clinical duties as an autonomous practitioner, including assessing and treating own caseload of patients/clients and maintaining professional documentation.
- To 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. To have an understanding of the occupational therapy role within the multi-professional team.
- To be responsible for the supervision of rehabilitation assistants and occupational therapy students.
- To work mainly in the patients' homes but also in a variety of settings including clinics, residential care homes, continuing care homes and community centers.
- To support personal and professional development through active participation in Continuing Professional Development (CPD) and by participating in any audit or research being undertaken by the service.

## Key Working Relationships

### Internal

- To build and maintain key working relationships within the Stroke and Neuro services in West Hertfordshire.
- To build key relationships with referring services such as GPs, stroke association, Acute Care Staff, community specialist services, social care, and voluntary sectors. Also, with other frontline services across CLCH such as Unplanned care, Rapid response service, Community inpatient rehab services, and other integrated locality services to patients within the borough of Hertfordshire.

## Main Duties and Responsibilities

### Clinical duties

- To undertake multidisciplinary neurological assessments, to be able to identify the needs of the clients and to 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: functional, cognitive, visual, vocational, seating, and upper limb assessments and identify areas of priority for patient-centred 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.

- To be responsible for gaining 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.
- To 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 assessments to guide clinical reasoning, analysis, and re-assessment skills and to use 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, manual occupational therapy treatment techniques or patient and carer education.
- To 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.
- To comply with local risk assessments when dealing with complex clients with challenging behavioural needs and high-risk environments.
- To be responsible for organising and prioritising your own caseload to meet service needs and to communicate with your supervisor if the service needs cannot be met.
- To prescribe appropriate equipment to clients to maximise their independence such as moving and handling equipment and wheelchairs.
- To travel to patients' homes using your own vehicle, taking necessary assessment and treatment equipment as required.
- To be responsible for the safe storage and safe moving and handling of occupational therapy equipment.
- To work closely with other members of the multi-professional team e.g., Physiotherapists, Speech and Language Therapists, Social Worker and Clinical Psychologists and Rehab assistants to provide a comprehensive, seamless service aiming to improve and maintain functional physical health for clients using the service.
- To work as a lone practitioner, within the guidelines of the Lone Working Policy, when performing home visits.
- To 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.

#### Communications

- To communicate information related to complex conditions from assessment through to treatment and discharge to clients, carers and families.
- To motivate and facilitate informed consent through advanced communication skills others through advanced communication skills and to be able to gain co-operation for treatment where there may be significant barriers to understanding such as dementia, aphasia or apraxia of speech.
- To demonstrate skill in managing conflict across a range of situations in a verbal, written, formal and informal manner.
- To work with other members of the multi-professional team to run therapy groups on an as-needed basis.
- To develop, update and present occupational therapy-specific patient and carer education presentations to clients and carers.

#### Management

- To be able to use a mobile device (laptop) for clinical record keeping and access to CLCH systems off site.
- To 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.

- To participate in triaging referrals into the ICSS when required. This will require the use of clinical reasoning skills to identify appropriate referrals to teams within the wider organisation and prioritising the appropriate referrals in accordance with prioritisation criteria.
- To participate in the multi professional team meeting within each service area, actively contributing.
- To respond to inconsistent work patterns and to be able to manage a diary and re-prioritise as required.
- To be responsible for the supervision of Rehabilitation Assistants and occupational therapy students.
- To be compliant with the Trust's complaints procedure and take appropriate action as necessary in accordance with the procedure.
- To initiate and participate in change management processes as needed.

#### Professionalism

- To be responsible for maintaining detailed and accurate patient treatment records in line with RCOT and legal standards.
- To be responsible for complying with legal and professional confidentiality guidelines at all times.
- To be professionally and legally accountable for all aspects of own work ensuring that the standard of professional work meets professional standards and clinical guidelines.
- To actively participate in the CLCH Appraisal Scheme, both as an appraiser and appraisee, by identifying key performance objectives and continuing education needs.
- To actively participate in both clinical and operational supervision sessions with your supervisor and to identify and develop professional, clinical and service needs.
- To display enthusiasm and interest in service development, and to demonstrate initiative and drive in providing services.
- To comply with the Trust's Moving and Handling, Infection Control, Lone Working and Risk Assessment Policies at all times.

#### Teaching and Training

- In conjunction with other team members, to take an active role in service development and promotion by liaising with and educating referrers, ensuring that promotion leaflets are up to date and accurate and developing and presenting presentations.
- To act as specialist occupational therapist, providing education, training and advice, rehabilitation assistants and staff from other disciplines through formal and informal training, advice, and joint assessments.
- To provide clinical supervision and competency attainment for the junior staff and students by providing clinical training, theory and practical education sessions and advice on client needs and treatments.
- To participate in the student placement programme, and following appropriate training, be responsible for student supervision and teaching.
- To organise and to attend both the occupational therapy and multi-disciplinary in-service training programmes and with the assistance of other senior staff, be responsible for teaching colleagues on a rotational basis.

#### Clinical Governance

- All employees of CLCH must not, without prior permission, disclose any information regarding clients, carers or staff. In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff concerned will be liable to dismissal. Moreover, the Data Protection Act 1984 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.
- The post-holder will have access to confidential information and is expected to ensure that the highest level of confidentiality is maintained at all times.
- All staff must comply with the Trust's Staff Code of Conduct. Senior Managers must also comply with the NHS Code of Conduct for Managers, based on the Nolan principles of public accountability.

- If you are employed in an area of work, which requires membership of a professional body in order to practice (e.g., NMC registration for nursing staff), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice.

#### Research

- Through supervision and appraisal to identify Band 5 projects, for example research, audit or implementation of new research findings / best practice, and to be responsible for completing these projects within an agreed time period.
- To be responsible for completing and leading on designated clinical governance objectives and, in conjunction with the team, to review the objectives on a six-monthly basis.
- To 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.

#### Other duties

- These duties and responsibilities may be subject to change from time to time, in discussion with the post-holder.
- This post is subject to the terms and conditions of employment of CLCH.
- It may be necessary to undertake any other duties commensurate with the grade and in line with the requirement of this post.

**Person Specification Job Title: Occupational Therapist Integrated Community Stroke Service**

Factors	Criteria	Assessment Method
<b>Education/Qualification</b>		
Essential	<ul style="list-style-type: none"> <li>Diploma/degree in Occupational Therapy</li> <li>Current HCPC registration</li> <li>Evidence of up to date CPD portfolio</li> <li>Involvement in Appraisal Scheme</li> <li>Attendance at specialist short courses or equivalent CPD activities within the specialist areas of Adult Rehabilitation, Neurology, Older People Rehabilitation</li> </ul>	C C IV//AF/P P P
Desirable	<ul style="list-style-type: none"> <li>Member of a Special Interest Group relevant to this post</li> <li>1.7 Member of BAOT / RCOT</li> </ul>	C c
<b>Skills &amp; Knowledge</b>		
Essential	<ul style="list-style-type: none"> <li>Skills in the assessment and treatment of adults with complex neurological conditions and multi-pathologies</li> <li>Knowledge and understanding of complex medical conditions including, neurology, multi-pathologies and falls</li> <li>Knowledge of role of Allied Health Professionals and interdisciplinary team working</li> <li>Ability to apply core occupational therapy skills across a range of clinical conditions within a client centred, goal setting</li> <li>Knowledge of outcome measures and evidence based practice relevant to occupational therapy practice in neurology</li> <li>Knowledge of the National Stroke Strategy, Clinical Guidelines for Stroke and the National Service Framework for Long term Conditions</li> <li>Ability to problem solve, prioritise and demonstrate clinical reasoning</li> <li>Good communication and report writing skills, in both verbal and written format</li> <li>Basic IT skills – Microsoft Word, Power point, Excel</li> <li>Teaching of junior staff / students, peers in in service training setting</li> <li>Knowledge and understanding of the role of Social Services and voluntary agencies</li> <li>Experience of community rehabilitation</li> </ul>	IV / AF  IV / AF  IV / AF  IV / AF  IV / AF
Desirable	<ul style="list-style-type: none"> <li>Supervision of assistant / junior staff</li> <li>Supervision of Students</li> <li>Knowledge and experience in research and audit</li> <li>Knowledge and understanding of National Service Framework for Older People, NICE Guidance and Clinical Guidelines for progressive conditions</li> <li>Knowledge and understanding of NICE and CSP/RCOT Fallers Guidelines</li> </ul>	IV//AF/P IV//AF IV//AF IV//AF
<b>Key Attributes</b>		
Essential	<ul style="list-style-type: none"> <li>Be able to drive (own a car and have a valid car licence for UK)</li> <li>Personally and Professionally responsible</li> <li>Able to self motivate</li> <li>Able to work as a team member</li> <li>Flexible, adaptable and reliable</li> <li>Able to work under pressure</li> <li>Able to resolve situations of conflict</li> <li>To be occupational health cleared for the role specified</li> </ul>	IIV/ AF IV//AF IV//AF IV//AF 1V//AF IV//AF
<b>Assessment will take place with reference to the following</b> <b>AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate</b>		