

## **Job Description**

<b>Title:</b>	Specialist Stroke Occupational Therapist
<b>Grade:</b>	Band 7
<b>Annual Leave:</b>	27 days per annum increasing to 29 days after 5 years NHS service and 33 days after 10 years NHS service
<b>Department:</b>	Haringey Integrated Locality Therapies
<b>Responsible to:</b>	Operational Lead
<b>Accountable to:</b>	Service Manager

## **POST SUMMARY**

- To provide high quality effective Occupational therapy assessment and treatment/management programmes for adults presenting with stroke in Haringey, who require a domiciliary service or out-patient service
- To use highly specialist Occupational therapy knowledge and skills to manage own complex caseload, as an autonomous practitioner.
- To act as a source of expertise on Stroke conditions and Occupational therapy management of adults in the community; providing advice to patients, carers, all grades of Occupational therapists, other health care professionals, consultants, general practitioners and social services.
- To produce accountable documentation detailing intervention with allocated patient group.
- To be actively involved in evidence-based practice, Continual Professional Development and clinical audit.
- To provide clinical supervision and mentoring to junior Occupational Therapists and to assistants and students where necessary. To be an active member of the team assisting in the management of the clinical team and supporting the operational function of the department.

## **MAIN DUTIES**

### **GENERAL**

- To provide specialised client-centered occupational therapy interventions to clients/patients (aged 18 or over) who are resident in the Haringey community and are referred following a confirmed diagnosis of Stroke. This includes clients who may also present with complex physical, cognitive, psycho-social and housing needs with a background of a wide range of medical conditions.
- To be an influential member of the multi-disciplinary team, providing expert, integrated, client- centered, goal- orientated rehabilitation for clients.



- To work as an autonomous practitioner in managing a defined caseload of complex cases, in a community setting. To evidence high levels of problem solving and clinical reasoning skills in line with evidence based/client- centred principles. To formulate a diagnosis and treatment plan designed to reduce the impact of disability from a comprehensive assessment of the client's needs.
- To take a lead role in the supervision, teaching and appraisal of junior occupational therapists, rehabilitation support workers, students and other members of the multi-disciplinary team.

## CLINICAL

1. To be professionally and legally responsible for all aspects of own professional activities. To adhere to and apply The College of Occupational Therapists' Code of Ethics and Professional Conduct (College of Occupational Therapists 2015)
2. To independently manage a caseload of complex cases, providing specialist occupational therapy assessment and interventions to clients with complex physical, cognitive and psycho-social needs arising from their medical conditions. To provide this service in the most appropriate setting to the client, e.g. clients' homes, workplace and other community settings, working closely with the client, his/her family/carer and other professionals in doing this.
3. To be responsible for prioritising the occupational therapy referrals within the service to ensure that clients with urgent needs are seen within appropriate timescales.
4. To establish excellent therapeutic relationships with clients/family/carers to gain their participation in the therapeutic process by employing advanced interpersonal skills (e.g. communication, reasoning, negotiation skills, motivational tactics) and overcoming any barriers to communication (e.g. different languages, lack of understanding of the spoken word, visual or hearing impairments, fear, anxiety).
5. To assess for and diagnose any functional, physical, cognitive, perceptual, psychological and sensory deficits using functional assessments together with specialised standardised and non-standardised assessment batteries.
6. Based on the analysis of the assessment and a risk analysis, to determine occupational therapy aims and treatment goals as part of the overall care plan, and then to formulate intervention options which reduce the impact of disability.
7. To attend MDT clinical meetings and have close liaison with the acute stroke services (NMH, RFH and the Homerton) and the hyper acute service (HASU).
8. To work closely with the client/family/carers to encourage participation in the therapeutic process. To negotiate and agree decisions relevant to the client's management whilst respecting their diversity. To identify and select with the client/family/carers the most appropriate intervention options, which balance the complex interactions of risk, safety, client choice, independence, areas of conflict, eligibility for services and cost effectiveness.
9. To develop specialised occupational therapy treatment programmes in collaboration with clients, carers and other involved professionals (e.g. physiotherapists, speech and



language therapists, district nurses, clinical lead professionals, home care agencies) to be carried out in the client's home or community as appropriate.

10. To plan, coordinate and deliver client-centred interventions on either an individual or group basis, using the principles of graded activity and a wide range of treatment techniques e.g. functional and remedial activities, splinting, equipment provision, education and health promotion.
11. To use specialised therapeutic moving and handling skills in the assessment for complex neurological conditions, recommending appropriate equipment in line with national and local guidelines; including providing advice and training to client/family/carers on correct handling techniques, having undertaken specialised manual handling risk assessments.
12. To provide specialist assessment for and provision of adaptive equipment such as specialist seating in line with national and local guidelines.
13. To provide assessments for and where indicated the construction of upper limb splinting for clients in order to promote joint integrity or facilitate function.
14. To challenge and improve current practice where appropriate, ensuring practice is evidence based.
15. To provide specialist advice on lifestyles, role, functional abilities, self care and the physical environment after taking account of the effects of any medical conditions on the individual and his/her family/carers, e.g. energy conservation, fatigue management.
16. To prescribe and coordinate interventions to be carried out by others, such as rehabilitation support workers or home carers, and to train them to carry out the therapeutic programmes as appropriate to the home or community environment.
17. To use advanced clinical reasoning, critical thinking and reflection to monitor, evaluate and modify treatment, evaluate outcomes and thus ensure effectiveness of interventions.
18. To provide verbal and written information to support the client's discharge from the service which informs health and social care providers of the outcomes of interventions and of ongoing health and social care requirements.
19. To produce accurate and detailed reports, therapy programmes, care plans, advice and information as necessary in a timely manner, reflecting clinical expertise.
20. To identify and manage the potential difficulties and risks involved in working alone in a variety of community settings (e.g. verbal or physical aggression, challenging behaviour, working in unhygienic environments) and to do this for staff to whom work is delegated. To complete incident forms as necessary.

## **MANAGEMENT/ADMINISTRATION**

1. To co-ordinate workload of self and other assistants or professional staff as required.



2. To participate in service reviews and policy, guideline and protocol development as required by Whittington Health and other services e.g. the stroke association.
3. To be actively involved in changes to service provision for adults with diagnosis of stroke. To be responsible for the day-to-day management and provision of occupational therapy assessments and interventions in within Haringey borough by reviewing the appropriateness of referrals, prioritising referrals and managing junior staff on a day to day basis.
4. To identify opportunities for service development and role re-design to enhance services for adults with stroke.
5. To support senior staff in the development and implementation of the Trust's clinical governance strategy, participating in multidisciplinary audits, investigation of complaints, user involvement activity and other mechanisms of service evaluation and monitoring.
6. To ensure that the agreed quality standards of service, based on professional (College of Occupational Therapists) and national guidelines (e.g. National Service Frameworks) are maintained by self and designated junior staff.
7. To collect relevant statistical information and activity data in accordance with Trust, professional and NCL requirements. To ensure that designated junior staff do likewise.
8. To maintain accurate and up to date documentation (e.g. including comprehensive progress and discharge reports) in multi-disciplinary records which is consistent with legal, professional, organisational and NCL requirements. To be responsible for ensuring that designated staff maintain record keeping standards.
9. To attend and participate in team and professional clinical governance meetings, undertaking tasks which result from these meetings, e.g. risk assessments relevant to clinical duties.
10. To provide clinical leadership to other occupational therapists in the team. To be involved in their recruitment and take responsibility for their professional support, supervision and appraisal.

## **EDUCATION AND TRAINING**

1. To maintain and develop own professional knowledge and skills in relation to occupational therapy in the field of Stroke and neurological rehabilitation.
2. To identify own learning needs related to clinical knowledge and skills in the management of patients with neurological conditions
3. To be conversant with professional developments and current evidence base in this field, evidencing critical appraisal skills and a sound understanding of clinical governance
4. To access further education programmes to develop knowledge and skills, and to share learning with the wider team.
5. To provide highly specialised advice to Occupational therapy colleagues working in other clinical areas regarding the management of adults with stroke/neurological conditions in the community.



6. To participate in staff and service development through attendance at meetings and in-service training sessions, including taking a lead responsibility for designated sessions.
7. To undertake management and leadership training as required to meet the needs of the post, e.g. appraisal, supervision skills, time management, audit.
8. To participate in mandatory training (including fire training, life support, basic food hygiene and movement and handling training).
9. To actively participate in regular clinical supervision and yearly appraisal using reflection and analysis to inform practice, develop skills and identify training needs in relation to the needs of the service and personal development.
10. To provide leadership, support, guidance, teaching, clinical supervision and appraisal to senior/junior occupational therapists and rehabilitation Technicians.
11. To be responsible for providing leadership, advice, support and training to other staff groups with regard to specialist area of rehabilitation for clients with complex physical disabilities.
12. To act as a Professional Practice Educator and support senior/junior staff with students, providing training and education for occupational therapy students on professional practice placements and to provide written reports for the relevant academic institution regarding the student's performance.
13. To be responsible for maintaining a CPD portfolio which clearly demonstrates that competencies required within the post are achieved and maintained.

## COMMUNICATION

- 1 To communicate effectively and work collaboratively with therapy colleagues (OT's,PT's,SLT's,RT's), as well as other community services (e.g. GP's, D/N's, Social Services, home care agencies, voluntary sector) to ensure the delivery of a coordinated multi-disciplinary service, e.g. providing written reports or verbally reporting complex and sensitive information in multidisciplinary client discussion meetings, or where patients require major adaptations.
- 2 To communicate verbally and non verbally with the client/family/carers during assessment and treatment sessions in order to fully understand their needs, to motivate, train and teach them.
- 3 To communicate complex information regarding the assessment and treatment to clients and their family/carers, ensuring that this information is understood (e.g. where the client does not speak English, has a hearing impairment, altered emotional state, cognitive/learning/emotional disability, or where the client does not understand or accept a clinical decision).
- 4 To work with advocacy and interpreting services for families where English is not the first language in order to ensure effective communication and sensitivity to religious and cultural needs.



- 5 To adhere to Trust, professional and local policies and standards in relation to confidentiality.
- 6 To work in partnership to develop new innovative ways of working, to provide a higher quality of service to residents of Haringey, with colleagues within Whittington Health NHS Community services and other organisations (NCL Network).

## **RESEARCH AND DEVELOPMENT**

1. To undertake research and audit, with support from senior staff to ensure the OT Service within your team is of quality, measurable, and appropriately monitored.
2. To support in the monitoring of the effectiveness of the community therapy service through the collation and correlation of data for ongoing audit.
3. Contribute to the evaluation of research findings and disseminate them appropriately, including presentations at study days or conferences
4. To support the monitoring of adherence to the stroke strategy within Haringey (Whittington Health) and local audits on neurological conditions.

## **PROFESSIONAL RESPONSABILITIES**

1. To be aware of and act in accordance with national policy procedures, legislation and professional regulatory body standards.
2. To attend regular clinical supervision with an appropriate supervisor and according to Whittington Health guidance.
3. To adhere to Whittington Health policy and procedures at all times.
4. To be aware of one's own continuous professional development needs and maintain an annual personal development plan.

## **CLINICAL GOVERNANCE**

1. To comply with and participate in the implementation and development of departmental and trust policy, and to support clinical leads in ensuring adherence within the team.
2. To comply with and support Occupational therapy and community based audit programmes.
3. To ensure all equipment complies with health and safety policy and standards, liaising with management for new and replacement items as required and ensuring staff are competent to use.
4. To identify incidents and ensure that all members of the community team adhere to the Trust's incident reporting protocol
5. To ensure adherence to the health and safety policy within the team.





## **APPENDIX 1: Supporting Information**

### **PHYSICAL EFFORT:**

You will be required to work, predominantly through out the borough of Haringey using your own means of transportation or public transportation. In patient's homes you will often work in cramped conditions such as small bedrooms with cluttered furniture. You will be required to complete repetitive and demanding manual handling procedures, often in crouched, crawling or kneeling positions both with and without aids (most of which will need to be moved from the base to the patient's home).

### **MENTAL EFFORT:**

You will consistently be engaged in frequent periods of intense concentration – in meetings, during assessments and treatment sessions, while preparing teaching, during supervision and appraisal time and during report writing. You will be required to provide high-level information with structure and clarity to both managers and to the MDT, often with little or no notice, and with frequent interruptions from junior staff who may need immediate help.

### **EMOTIONAL EFFORT:**

You will be working in an emotionally demanding environment regularly providing feed back to patients and families about likely outcomes from rehabilitation, such as potential to resume activities of daily living, return home, return to work etc. On a daily basis you will be working with acutely/chronically unwell patients, some of whom have low rates of survival and / or limited rehabilitation potential. You will also be working with patients with chronic conditions helping them come to terms with their conditions. Occasionally you will experience unpredictable behaviour from a patient with mental health needs.

### **Revalidation and Registration**

It is the responsibility of all staff registered with a professional body to:

- Act within the Professional Bodies Code of Practice
- Maintain their own work profile to ensure revalidation standards are met and assist junior registered staff in achieving revalidation.
- Contribute and participate in the development of colleagues professional practice across the trust through leading ward and/or department projects, and supporting training.
- Ensure optimum use is made of working time.

### **Equal Opportunities**

Our latest policy known as “Promoting Equality, Diversity and Human Rights” outlines the Trust’s commitment to ensuring that no job applicant or employee receives less than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical disability, mental



health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable.

For more information about our policy and commitment to equality, click: <http://www.whittington.nhs.uk/default.asp?c=10505&q=equality> "

## Infection control

All staff have a responsibility to prevent and control infections within the Whittington. This includes ensuring personal and team compliance with all relevant policies, especially hand hygiene, the trust dress code, and MRSA screening policies.

## Working patterns

The Trust is currently exploring ways in which patients can be given more choice about when they can attend appointments at the hospital. In order to make this possible there may be a future requirement for all staff to carry out patient appointments for patients in the evenings or at weekends. This means that staff may be required to work a shift pattern in future. Shifts will not normally operate beyond 9 pm in the evenings and appropriate pay enhancements will apply. Staff will be consulted about the introduction of / changes to shift systems.

Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances.

Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.

## Health & Safety Policy

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

## Safeguarding

To comply with the Trust's Safeguarding Children and Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:

- Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct





Whittington Health is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.

## Data Protection

This post has a confidential aspect. If you are required to obtain, process and/or use information in any format whether electronic or paper based, you should do so in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.

## Confidentiality

You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at Whittington Health.

## Whittington Mission, Vision and Goals

We have an excellent reputation for being innovative, responsive and flexible to the changing clinical needs of the local population. We are treating more patients than ever before and are dedicated to improving services to deliver the best for our patients.

### Our mission

Helping local people live longer, healthier lives.

### Our vision

Provide safe, personal, co-ordinated care for the community we serve.

### Our goals

We have developed six key strategic goals to make sure we continue to support people to live longer, healthier lives.

- To secure the best possible health and wellbeing for all our community
- To integrate and coordinate care in person-centred teams
- To deliver consistent, high quality, safe services
- To support our patients and users in being active partners in their care
- To be recognised as a leader in the fields of medical and multi-professional education, and population-based clinical research
- To innovate and continuously improve the quality of our services to deliver the best outcomes for our local population



## Whittington Values

Our values underpin everything we do. Our staff are committed to delivering the following values in everything they do.

Our ICARE values have been created by our staff and are embedded in our appraisal and planning processes and form part of our staff excellence awards.



## Carbon Reduction

All staff have a responsibility to contribute to a reduction in the organisation's carbon footprint. You should actively encourage others through your 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.

## Security

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

## No Smoking

Whittington Health promotes a No Smoking Policy as part of employee's healthy living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.

## Method of Payment

Payment of salaries is made into your bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.



## Probationary Period

Employment at Whittington Health is offered subject to successful completion of a 6 month probationary period for all staff with the exception of GMC Registered Doctors

### GENERAL

The post holder is expected to

- Work in accordance with Whittington Health policies and guidelines at all times, Whittington Health Financial Framework guidance and approved national and local policy.
- Adhere to Whittington Health Security Policy at all times, in particular ensuring that there are no breaches of confidentiality as a result of his/her actions.
- Carry out other duties commensurate with the grade as directed.
- Be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

Note: this job description is a reflection of the current position and the post holder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may be varied from time to time in consultation with the post holder.

**I agree that this job description is an accurate summary of the main duties and responsibilities of this post.**

**Signed:**

\_\_\_\_\_  
**Manager**

\_\_\_\_\_  
**Post holder**

**Date:**

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