

## Job description

Position	Team Lead Occupational Therapist for A&E, Frailty Unit & Short Stay Wards
Grade	Band 7
Location	Princess Alexandra Hospital
Hours	37.5 hours per week
Responsible to	8a Team Lead ED and Frailty
Accountable to	Head of Therapies

## Our Organisation

The Princess Alexandra Hospital NHS Trust (PAHT) provides a full range of general acute, outpatient and diagnostic services at The Princess Alexandra Hospital in Harlow, the Herts and Essex Hospital in Bishop's Stortford, and St Margaret's Hospital in Epping.

We employ 3,500 staff and serve a local population of around 350,000 people living in west Essex and east Hertfordshire, centred on the M11 corridor and the towns of Harlow, Bishop's Stortford and Epping. Our extended catchment area incorporates a population of up to 500,000 and includes the areas of Hoddesdon, Cheshunt and Broxbourne in Hertfordshire.

## Our Values

The Princess Alexandra Promise to our patients as identified by our 3 values which will contribute to improving our patient experiences:

**Patient at heart** – Always holding the patient and their wellbeing at the centre of our thoughts and efforts

**Everyday excellence** – Sharing and celebrating our successes, being honest when we get it wrong, giving us the ability to learn from both

**Creative collaboration** – Knowing strength comes from diversity, we combine our experiences, skills and talents, working together to find new and better ways to care

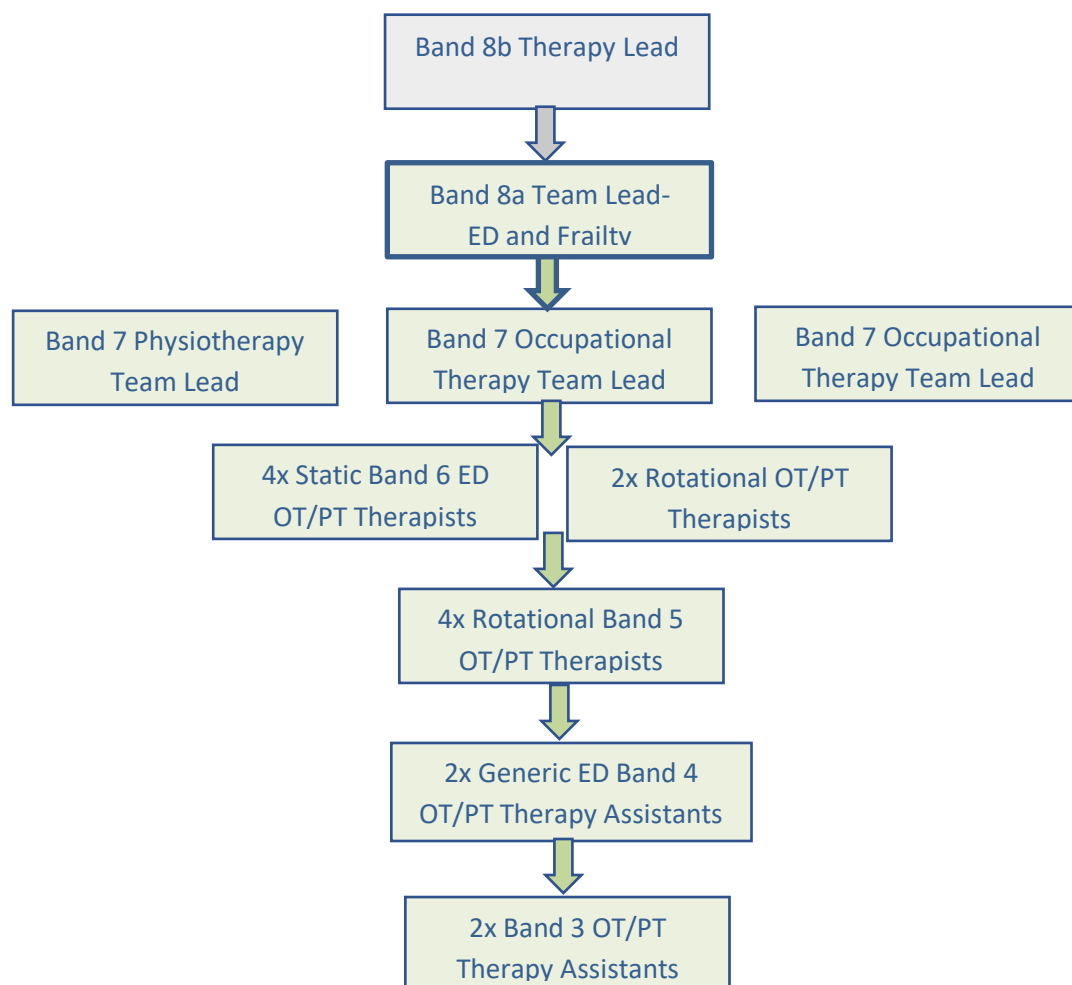


modern • integrated • outstanding

patient at heart • everyday excellence • creative collaboration

The Trust believes in investing in all our staff and rewarding high standards of care whilst building for excellence and in return we expect our staff to uphold the Trust values to the highest level.

## Organisational Structure



## Job Summary

- On a daily basis to provide skilled team leadership in planning and delivering the high standards of Therapy assessment, management, treatment and advice to patients within the emergency department (ED), the Frailty Unit (OPAL) and Short Stay wards.
- To work as part of an integrated therapy service with both Occupational therapy and physiotherapy professionals
- To take a major role in the advanced assessment and management of patients within this specialty who may have a complex presentation and / or a multi-pathology presentation, determining best delivery of care, in conjunction with the multi-disciplinary team (MDT).
- To work as an autonomous professional according to the Royal College of Occupational Therapist “Code of Conduct” and “Standards of Occupational Therapy”, and the Health Care Professions Council’s (HCPC) regulations.
- To undertake service reviews / audits in order to evaluate quality, efficiency and outcomes with a view to implementing change of practice, to ensure that a high standard of clinical practice and patient care is maintained.
- To develop relationships with professional colleagues locally, regionally and nationally if required to develop clinical pathways relevant to the speciality.
- Take a lead role in the supervision and appraisal of Qualified and non-qualified therapists & students to graduate level, including training for multi-disciplinary team (MDT) staff in the therapeutic care of patients within this specialty.
- To champion core principles of Home First approach and discharge home to assess model.

## Scope and range

- To continue to develop highly specialist clinical skills, knowledge and experience through practice in a range of clinical settings, which may include medicine, Care of the Elderly, Surgery, Orthopaedics within the ED, OPAL unit and short stay wards.
- To attend in-service training sessions and specialist Personal Development training as identified in Personal Development Plans.
- To maintain personal professional status by ensuring that the requirements laid down by relevant professional body for periodic registration to maintain personal professional licence are complied with. Exercise professional accountability as guided by the relevant professional body and maintained in accordance with the policies of the department and The Princess Alexandra Hospital NHS Trust.
- To be responsible in the planning & delivery of departmental training and education sessions, to further professional and personal development for staff, working with the support of other senior members of staff as required.



- To ensure effective communication links with patients, carers and all other members of the MDT regarding patient's condition, including the completion of accurate clinical records in line with the trust and professional body codes of practice.
- To ensure competency and supervision of all staff in the team and the clinical education and practice of Occupational Therapy Undergraduates accepted on clinical placement.
- To lead and participate in service improvement initiatives such as in planned research and audit.
- To work as part of a 7 day service and participate in weekend working.
- To work as part of the multidisciplinary team (MDT) in the provision of a high standard of care to those patients referred to the service, to ensure the continuation of therapy on transfer or discharge as necessary
- To be responsible for own and the teams caseload and the seamless transfer of Occupational Therapy care
- To collaborate with local partner organisations to ensure safe and effective transfer of care of patients in short stay wards, frailty and ED through trusted assessment
- To compare own practice with peers in other trusts and participate in national professional networks to establish best practice
- To assist the Head of Therapies and OT Team Leads in the further development and the coordination of the provision of Occupational Therapy across acute inpatients and OT workstreams
- To be an advocate of patient safety and excellent patient experience while working in the trust.

## MAIN DUTIES/RESPONSIBILITIES

### Clinical

- To be responsible for the provision of a high standard of Occupational Therapy practice and patient management for those patients in ED, Frailty Unit, and the Short Stay wards, supporting other staff to do likewise.
- To be highly competent in assessing a wide range of conditions experienced by patients within this specialty based on advanced knowledge of anatomy, physiology and pathology, often in situations where conflicting evidence is present



- To interpret and analyse clinical and non-clinical facts to form accurate diagnoses and prognoses in a wide range of highly complex presentations, to recommend the best course of intervention and to develop comprehensive discharge plans.
- To formulate, evaluate and reassess individualised Occupational Therapy management and / or treatment plans using clinical reasoning skills and utilising a wide range of Assessment tools, treatment skills and options, for example advanced therapeutic handling and manual therapy techniques, in order to formulate a specialised program of care.
- To demonstrate the physical ability to carry out Occupational Therapy assessment and interventions, including therapeutic handling of patients, and the use of specialist equipment e.g. hoist, standing aids, Mobility aids etc. This role may include repetitive movements, prolonged standing and sometimes working in awkward positions, eg crouching/kneeling
- To be personally responsible for all aspects of safety relating to equipment, used when treating the patient or issued to the patient for their own future use.
- To be responsible for the checking and/or teaching competency to more junior occupational therapists and non-qualified therapy staff in using equipment e.g. electrical appliances and gym equipment
- To ensure a high standard of clinical practice and patient care is maintained and to ensure that other Occupational Therapists in the team do the same through ongoing competency assessment and evaluation of treatment outcomes
- To ensure that all of the ED and frailty team members follow and implement clinical policies and service development changes relating to the provision of high standards of clinical practice
- To work, as appropriate, with medical teams, Rapid Emergency Assessment Coordination Team, ward nursing teams, other allied health professionals and service managers in the provision of a high standard of care to patients within the specialty, who may be presenting as complex cases.
- To support in safeguarding patients who are at risks of any form of abuse, and support staff in the process of raising safeguarding concerns in line with the Trust Safeguarding process and policy.
- To be committed and support staffs in completing a mental capacity assessment and upholding patients' best interests at all times especially where the patient lacks mental capacity to make specific decision



- To be committed and support in creating an equality, diversity, and inclusive working environment where every staffs feels valued respected of their differences in line with the Trust's Equality, Diversity, and Inclusion Strategy 2023 - 2026.
- To supervise, educate and train less experienced staff – for example junior therapists and assistants, to ensure provision of a high standard of patient care for all patients within the specialty.
- To provide spontaneous and planned advice, teaching and instruction to relatives, caregivers and other professionals to promote understanding of the aims of occupational therapy to ensure a consistent approach to patient care.
- To represent The Princess Alexandra Hospital NHS Trust in the provision of expert Occupational Therapy knowledge of issues relating to the specialty as requested
- To use specialist knowledge to refer to other agencies as appropriate, e.g. Social Services, community therapists etc
- To effectively manage the ED, short stay and frailty team's caseload and prioritise its workload, within time available e.g. to fulfill patient assessment and treatment commitments in conjunction with any other commitments including managerial ones i.e. staff supervision, in order to meet the needs of both the patients, service and the profession
- To agree service objectives with the head of therapy and to contribute to guidelines and SOPs for frailty and the assessment units.
- To ensure compliance with local and national guidelines and frameworks within service which impact on short stay wards, frailty and ED.
- To support the Head of Therapies in the provision of a high standard of occupational therapy practice and patient management for all patients admitted to The Princess Alexandra Hospital NHS Trust where own specialist knowledge and skills could enhance patient care. This would include supporting staff to coordinate the care of the ED patient from admission through to discharge / transfer.
- When rostered, to participate in autonomous evening, weekend and bank holiday duties at PAH following recognised operational procedures' providing emergency assessment and treatment at The Princess Alexandra Hospital NHS Trust.
- To be part of organising student placements. To supervise and educate under-graduate Occupational Therapy students, ensuring that all university





set standards and procedures are obtained, for the duration of their clinical placements.

## PROFESSIONAL SKILLS

- The Occupational Therapist must be able to adapt their communication, treatment, information and advice to meet the needs of individual patients. Patients seen will range from the vulnerable (e.g. elderly, mentally ill, those with poor memory) to those who are extremely well informed about their condition. Patients may have psychosocial difficulties or may be defensive due to past experiences e.g. abuse.
- The Occupational Therapist must be sensitive to patients' own cultures, beliefs and emotions, especially when asking them to undress for treatment and during assessments or treatments.
- The Occupational Therapist must take a holistic view of the patient and their well-being considering all factors and not purely focus on a specific medical condition, sign or symptom.
- To be professionally and legally responsible and accountable for all aspects of own professional activities, including the management of patients in your care and those delegated to more junior staff in the surgical team.
- To comply with H.C.P.C. regulations and the RCOT professional code of conduct and standards of Occupational Therapy practice at all times.
- To negotiate the ED, short stay and frailty therapy teams working hours, annual leave and study leave with the Head of Therapies to ensure adequate clinical cover is maintained across inpatient services at all times. To organize and plan a 7-day rota as required.
- Liaise regularly with the Head of Therapies to ensure the smooth and efficient running of the Occupational Therapy service to the ED, short stay and frailty team.
- To be an active member of the Therapy team respecting others and recognising own responsibilities to other individuals and the team in the immediate working group and the service as a whole.
- To exhibit and maintain high personal standards of professional expertise, attitude and behavior at all times in accordance with the RCOT standards and local policies. To be an advocate for the Occupational Therapy profession and the PAH Physiotherapy Service.



- To provide accurate, comprehensive and timely documentation including patient records, reports and letters, as required in accordance with local and professional H.C.P.C. and RCOT standards and regulations.
- To identify opportunities to improve Occupational Therapy services within the specialty, by using audit tools to objectively evaluate own and teams work and clinical practice, against available recognised outcome measures, local and national guidelines, in order to provide best possible standards of patient care within available resources.
- To be actively involved in the accurate and timely collection of data &/or information as required for audit / clinical governance in order to monitor and improve standards and quality as applicable.
- To be responsible for Occupational Therapy inclusion in the development of policy and service changes which impact on the service users of the specialty, ensuring these changes are implemented where appropriate.
- To keep up-to-date with clinical developments, analysing current research and discussing and implementing changes in clinical practice accordingly.
- To be responsible for health & safety and clinical governance issues of own and of others in the ED and frailty team, actively participating and reporting all incidents as necessary in accordance with local trust policies.
- To work with the Head of Therapies in developing the strategic and operational management of the occupational Therapy service within this specialty
- To accept delegated tasks supervising therapist and to accept responsibility when delegating appropriate tasks, to more junior therapists, non-qualified therapy staff, carers and other professionals, having first assessed the individuals competence.
- To be committed to the future development of the Occupational Therapy profession by supervising and educating under-graduate Occupational Therapy students and those on work experience.
- In conjunction with other team leads, to deputise for the Head of Therapies in periods of absence.
- To represent the Occupational Therapy service and/or specialty at meetings, contributing to decisions made and feeding back to the line manager as appropriate

## EDUCATION AND RESEARCH





- To maintain own expert knowledge of current practice and evidence-based practice developments within the “field” of the ED and frailty rehabilitation, with a view to incorporating them as indicated into practice
- To use reflective learning and a variety of resources to substantiate and influence clinical practice and teaching
- To be responsible for arranging attendance of mandatory training sessions as specified by trust policy, and to take action as required within the work place, and to ensure other team members do the same.
- To be an active participant in the Personal Review and Development Plan (Appraisal) process. This includes prior preparation in identifying own development needs and objectives. To undertake the appraisals for more junior staff and non-qualified therapists assisting them to identify their continuous professional development needs and objectives.
- To take a lead for setting and evaluating competencies and objectives for the less experienced staff whilst on rotation in the specialty.
- To be an active member of the in-service training program by regular attendance, presentations and organising speakers as requested.
- To be committed to continuous professional development, providing evidence of this and reflective practice / learning in the form of a portfolio / diary.

### SYSTEMS & EQUIPMENT

- The post requires use of a range of software packages and IT equipment for the production of professionally written reports / presentations
- Contribute to the development of performance and governance strategies.
- Routinely handle and present highly complex data and information related to patient flow.
- The trust aim is to be the most digitally enabled trust in the UK, to engage in digital innovation and EHR projects.

### COMMUNICATIONS & RELATIONSHIPS

- Using verbal, non-verbal and written communication tools the post holder must ensure that the patients and carers (if appropriate within the scope of patient confidentiality) have a thorough understanding of their condition and the role and aims of occupational therapy in relation to this.



- The occupational Therapist must be able to persuade, motivate and negotiate, as well as demonstrate empathy and reassurance.
- The Occupational Therapist must effectively amend their communication techniques according to the individual needs of the patient, for example the patient may have a learning disability, sensory problems, neurological difficulties, or may not use English as their first language.
- Is able to communicate sensitive and complex information to MDT, patients and carers in order to gain cooperation for the best possible treatment program for patients presenting with complex and/or multi-pathological issues.
- To be able to deal with situations involving death, bereavement, disability, deteriorating & life-threatening conditions, terminal illness and psychological issues, to apply advanced communication skills for these circumstances.
- To be able to have difficult conversations and manage expectations and demands from patients, relatives and carers.
- Gains consent then uses highly developed persuasion, motivation and reassurance skills to maximize the cooperation of the individual in order to ensure the successful outcome of each selected treatment management program.
- To provide individualized clear written information, instructions and programs for patients to follow when not with the therapist and/or on discharge.
- To provide spontaneous and planned advice on highly specialized Occupational Therapy care and treatment for patients of this specialty based on theoretical knowledge and relevant practical experience and to be consulted frequently for specialist advice and guidance by junior team members and other members of the MDT
- To liaise with any member of the MDT and work collaboratively to ensure a coordinated MDT service, culminating in the timely and appropriate discharge or transfer of care of patients from the specialty i.e. timely and comprehensive hand-over of information to other Occupational Therapy services, for example A and E to frailty beds.

### DEMANDS OF THE JOB

- This post may involve frequent exposure to unpleasant working conditions and physical contact with unpleasant substances e.g. body fluids, sputum, unpleasant smells and occasional exposure to verbal and physical aggression.



- The candidate may be exposed to infectious disease eg MRSA, COVID,
- The candidate must be able to work in a fast paced A&E environment, often under extreme pressure. To be able to work flexibly across areas to meet service demands
- To be able to adapt to changes within the therapy team due to rotations throughout the year.
- To be prepared for interruptions to concentration eg being called to emergency situations, to support junior members of the team alongside clinical duties

This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and the manager. All duties must be carried out under supervision or within Trust policy and procedure.



## Person specification

<b>Position</b>	<b>Team Lead Occupational Therapist for A&amp;E, Frailty Unit &amp; Short Stay Wards</b>
	<b>Band 7</b>

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview. Essential: E Desirable: D

<b>Trust values</b>	
Patient at heart – Always holding the patient and their wellbeing at the centre of our thoughts and efforts	E
Everyday excellence – Sharing and celebrating our successes, being honest when we get it wrong, giving us the ability to learn from both	E
Creative collaboration – Knowing strength comes from diversity, we combine our experiences, skills and talents, working together to find new and better ways to care	E

<b>Education and qualifications</b>	
HCPC registered as Occupational Therapy	E
BSc / MSc in Occupational Therapy	E
Evidence of post-graduate training / development courses relevant to the specialty	E
Member of the RCOT or equivalent	D
Member of clinical interest group relevant to the specialty	D

<b>Experience</b>	
A minimum of 5 years post-graduation Occupational Therapy experience and at least 1-year experience of working within A&E and frailty care as a band 6.	E
Broad range of clinical experience at Band 5 & 6 level including acute medicine, Surgical, orthopaedics & neurology.	E
Supervision of more junior Occupational Therapy staff and assistants	E
Experience of teaching post graduate and undergraduate students	E

<b>Skills and knowledge</b>	
Clear, concise verbal communication in English	E
Ability to write concise and clear, reports and notes in English	E
Ability to work alone and as part of a team	E
Ability to work well with others and pass on skills and knowledge	E
Committed to personal and team development	E



Efficient time management skills	E
Ability to make clear judgments under pressure	E
Willing to accept responsibilities	E
Highly specialist current knowledge and skills relating to the treatment of the patient within the acute setting, ED or frailty beds.	E
Evidence of relevant continuing professional development.	E
An understanding of the changes within the NHS and possible effects on Occupational Therapy services	E
Service provision audit leading to change	D

### Personal qualities

Willingness to participate in additional training as required	E
Professional attitude	E
Forward thinking, to be dynamic and flexible	E
Enthusiastic and able to motivate self and other	E
To work well as part of a team	

