

JOB DESCRIPTION

POST: Senior Occupational Therapist, Enhanced Dementia Care Service

BAND: 6

ACCOUNTABLE TO: Dementia Nurse Specialist for Enhanced Dementia Care Service (EDCS)

KEY WORKING RELATIONSHIPS:

- Project participants; elderly patients and their informal or formal carers
- Acute Frail Elderly MDT (AFET) colleagues, and Acute Care Providers
- Primary Care including Social Prescribers and specific Clinical Directors and Practice for PCN roles
- Community Healthcare services
- Community Mental Health and Dementia Services
- Third Sector Providers
- London Borough of Hounslow Social care services
- Whole Systems Integrated Care (WISC) Dashboards Team
- Data analyst from across health and social care system in Hounslow
- Locality Community Matrons and Keeping Well Practitioners/Nurses
- Admission avoidance and supported discharge services
- Specialist nurses and therapists, for example, Tissue Viability Nurses, Dementia Specialist, Occupational Therapist and Physiotherapist
- GP Support Service

JOB PURPOSE:

- Work as part of the EDCS and wider health and social care services, providing advanced clinical practice and upskilling of the frontline EDCS staff so that they can recognise when EDCS participants are becoming unwell and respond to their changing needs.
- Provide an initial triage of the identified cohort to identify the appropriate pathways based on the individuals level of needs. Individuals may require whole person integrated care planning and care co-ordination or delegation of the care planning responsibility to an EDCS partner agency, if the patient does not present with complex health needs at that point.

- Improve the care of people with Dementia and complex needs, to prevent hospital admission, support timely and safe discharge and establish effective personalised care and treatment plans to support people to remain in their usual residence.
- Provide education and support to individuals, their families and EDCS to promote self-care strategies and independence, and to develop multi-disciplinary informed personalised treatment and management plans for their health condition, including planning interventions for fluctuations in health status.
- Develop skills in health coaching to support more patients and their families with some of the non-medical needs they may have therefore enabling the highest level of self-care and independence.
- Step patients down to routine health, social care and other community services once care plans have been embedded, self-care optimised and admission risks reduced and/or another professional has taken on the care co-ordination role.
- Attend multi-disciplinary (MDT) meetings and other locality or practice - based meetings to optimise MDT care planning and co-ordination and maintain effective working relationships with primary care and other service providers.

KEY RESPONSIBILITIES

- Provide assessment, personalised case planning, management and co-ordination for patients with dementia and a range of complex long-term conditions whose condition is unstable and affecting their daily life.
- Ensure that patients are followed up and that when there is a need to step up care through the wider community service that the patient and their family are well prepared and all primary care interventions have been exhausted.
- Improve clinical outcomes for people with dementia and long term conditions and reduce the need for these people to attend or be admitted into hospital or long-term residential care.
- Work in partnership with EDCS, general practitioners, mental health, secondary care, care homes, community nursing, specialist nurses, rehabilitation services, social services and the wider multi-disciplinary locality team in proactive care planning for regular users of unplanned healthcare services.
- Make integrated care plans available to all EDCS partners and other services involved in the care of the individual to support the ongoing delivery of care.
- Provide training to paid and unpaid carers to increase the success in supporting people with dementia to remain at home.
- Utilise and promote the use of digital solutions in the development of the service as appropriate

CLINICAL RESPONSIBILITIES

- Independently manage a caseload without direct supervision and to be professionally and legally accountable for all aspects of own work, including the management of clinical risk.
- Provide holistic assessments including comprehensive risk assessment in the context of occupational performance for clients who are at risk of, or worried about deterioration or crisis.
- Perform specialist occupational therapy assessments of patients with diverse presentations and complex physical and psychological conditions, working both autonomously and as part of the multidisciplinary team.
- Design and deliver individual Occupational Therapy treatment programmes based on a sound knowledge of evidence-based practice and treatment options using clinical assessment, reasoning skills, use of appropriate outcome measures and knowledge of treatment skills.
- Work with patients to identify and agree treatment goals based on assessment outcomes, which demonstrate an appreciation of the complex interaction of risk, safety, patient choice, independence, areas of conflict and eligibility for services.
- Gain appropriate informed consent for treatment and ensure patient understanding of treatment proposals and care plans. Where not possible, understand the legal framework for working with patients who lack the capacity to consent to treatment.
- Evaluate patient progress through person-centred reviews and alter treatment programmes and care plans if required in partnership with other professionals in the multi-disciplinary team.
- Facilitate service user choice and empowerment through promoting independence, through the timely provision of information, advice, and support to ensure service users maintain independence for as long as possible.
- Facilitate service users and carers engagement in the development of care plans, which meets their needs and offers the widest possible flexibility and choice allowing them to take control of their immediate and long-term needs.
- Carry out environmental assessments which aim to mitigate identified risks within the context of the service user and carers daily life including the provision of aids, equipment and home adaptations to maximise patients' independence and ensure the patient is sufficiently trained regarding their safe use.
- Identify situations where service users are deemed to be at risk, including situations where people may be neglected or abused in accordance with the Adult Safeguarding policy.
- Facilitate service user and carers choice and empowerment through promoting independence, through the timely provision of information, advice and support to enhance patient health and wellbeing promoting lifestyle behavioural change to enable self-management and reduce dependence on healthcare resources.

- Demonstrate safe and efficient moving and handling skills based on a sound risk assessment and address all risk areas associated with individual patient's ability to function.
- Ensure the highest level of data quality for all information recorded, ensuring that the information is consistently timely, accurate and complete to ensure the service meets all statutory recording requirements.
- Establish robust communication channels with the multi-disciplinary team and participate in relevant team meetings/caseload reviews to contribute to the discussion and planning of client care. To use these forums to seek opinion from the team to inform own caseload analysis and reasoning as appropriate.
- Ensure team members including assistants and students attain competency prior to prescribing or use of equipment through teaching, training and supervision of practice.
- Provide oversight and supervision of any delegated caseloads or clinical activities to support staff or students.
- Provide clinical supervision for therapy assistants, students where appropriate, and provide support on clinical issues.
- Assist in the induction and education of new staff, health and social care students and work experience students.

SERVICE DELIVERY RESPONSIBILITIES

- Triage referrals received from GPs, health professionals and others, being aware of quality & appropriateness of referrals, and deal with these as necessary.
- Participate in pathway design and promotion of the service to encourage new sources and routes of referral to optimise the scope and impact of the service.
- Contribute to the planning, development, and delivery of training to relevant groups such as healthcare professionals and other key stakeholders.
- Attend and actively participate in service and other relevant meetings.
- Participate in the planning, evaluation and audit of practice to implement change to clinical guidelines, care pathways and protocols as indicated.
- Contribute to service development and associated clinical guidelines, standard operating procedures and evidence for regulatory inspection.
- To provide accurate and timely data/statistics to the team leader/service manager so that the resultant activity report can be a reliable tool to assist in performance analysis.
- Report all incidents, near misses and other clinical and non-clinical incidents to enable the management of risks and learning from incidents.

MANAGERIAL RESPONSIBILITIES

- Deputise for the team leader, taking responsibility for operational management of the team with peers, allocating and organising the work of therapy assistant staff to meet service priorities on a daily basis.
- Undertake any relevant duties delegated by the team leader.

FINANCIAL RESPONSIBILITIES

- Support the team leader in the optimal deployment and management of staff, clinical supplies, and equipment to remain within the budget allocated for the service.
- Implement savings plans identified by the service manager where opportunities or overspending is indicated.
- Be responsible, as a delegated responsibility, for the safe storage, control, maintenance and use of clinical supplies and equipment to ensure available and returned to stock in line with service protocols.
- Approve hours worked by bank and agency staff.

TRAINING/EDUCATION RESPONSIBILITIES

- Maintain own competency to practice through personal development activities furthering specialist knowledge within a particular field incorporating evidence-based practice.
- Comply with statutory and mandatory training in accordance with HRCH Trust policy and professional body requirements.
- Review and reflect on practise and identify areas for personal development via regular clinical and professional supervision.
- Participate in the staff appraisal scheme as an appraisee and be responsible for complying with your agreed personal development programmes to meet set knowledge and competencies.
- Plan, actively participate in and contribute to the in-service education programme.
- Supervise, educate and assess the performance of occupational therapy students; working with universities to ensure the standard of practise meets the standard set by the degree level qualification.
- Supervise, educate and assess the performance of therapy assistants, in line with the professional and Trust standards of clinical practice, and apprenticeship standards, where appropriate.

RESEARCH AND DEVELOPMENT

- Participate in the organisational wide and local audits and implement recommendations.
- Take an active role in professional clinical groups and other professional development activities.

- Develop a network of Occupational Therapy colleagues working in specialist areas to facilitate the learning, service development and peer review.
- Identify opportunities to improve the deployment of occupational therapy to provide the best possible patient care and to participate in initiatives to improve the service.

ANY OTHER GENERAL DUTIES

This job description is intended as a guide to the main elements of the role and should not be considered as a complete listing of all duties and tasks that may be undertaken.

HRCH is constantly evolving and subject to change, therefore this job description is subject to review dependent on the needs of the service. Any amendments will be discussed with the post holder.

This post is subject to the Terms and Conditions of Employment of HRCH.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

The Trust reserves the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.

Duties and responsibilities as set out in this job description might be reassigned in order to reflect developments within the Trust or operational needs.

VALUES

All staff are expected to act as a role model to others and consistently reflect and demonstrate the Trust values of *care, respect and communication* in all aspects of their role.

CONFIDENTIALITY

All employees must not, without prior permission, disclose any information regarding patients or staff. In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable for disciplinary proceedings in accordance with the Trust's Disciplinary Policy. No confidential information may be read, discussed, disclosed or passed on unless it is necessary in the pursuance of the legitimate duties of the role.

Data Protection Legislation also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

HEALTH AND SAFETY

The post holder is required to make positive efforts to maintain his/her own personal safety and that of others by taking reasonable care, carrying out the requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with Trust policies on Health and Safety.

All staff must attend mandatory/statutory training and ensure any risk observed is reported in the appropriate way.

RISK MANAGEMENT

The postholder will operate in accordance with the Trust's policies and procedures including Risk Strategy to ensure that patients, visitors and staff are protected from harm and that systems are in place to ensure that all risks are proactively managed to safeguard against impropriety, malpractice, waste or failure to provide value for money.

The postholder will identify risks to their own and the Trust's objectives and escalate these to the appropriate individuals in order to add these to the risk register as required.

DATA PROTECTION

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with all Trust Policies on Data Protection, Confidentiality, individual rights, Information Security and know how to deal with a request for access to personal information and to how to report any data breaches. All staff will complete the mandatory Data protection training.

The post holder must be familiar with and comply with the Data Protection Principles contained within the Data Protection legislation and the Caldicott principles of information sharing.

EQUALITY AND DIVERSITY

The aim of Hounslow and Richmond's Community Healthcare NHS Trust's policy is to ensure that no job applicant or employee is discriminated against, either directly or indirectly, on the grounds of race, colour, creed, sex, marital status, sexual orientation, disability, age, nationality, religion or belief, ethnic or national origins.

Hounslow and Richmond Community Healthcare NHS Trust is committed to promoting equality and diversity and will keep under review its policies, procedures and practices to ensure that all users and providers of its services are treated according to their needs.

Staff have a responsibility to treat colleagues, clients and members of the public with respect. Acts of harassment or discrimination are deemed to be gross misconduct in accordance with the Trust's Disciplinary Policy.

This applies to all staff working in Hounslow and Richmond Community Healthcare NHS Trust.

RESEARCH GOVERNANCE

Hounslow and Richmond Community Healthcare NHS Trust manages all research in accordance with the requirements of the Research Governance Framework. As an employee you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance.

INFECTION CONTROL

Hounslow and Richmond Community Healthcare NHS Trust considers compliance with the Infection Control Policy and Procedures, including hand hygiene, to be the responsibility of

all employees who work in clinical areas. Failure to do so will result in disciplinary action being taken against an employee in accordance with the Trust's Disciplinary Policy.

As an NHS Trust we strongly encourage and support vaccination uptake as this remains the best line of defence against COVID19.

PERSONAL DEVELOPMENT

All employees are required to participate in the Appraisal and Personal Development Planning (PDP) process which identifies development and learning needs.

As an employee of a health promoting NHS all staff should be aware of the borough's public health priorities. These priorities should be reflected, where appropriate, in your work plan in a quantifiable form.

SAFEGUARDING ADULTS AND CHILDREN

All staff are required to ensure that they have the required level of safeguarding training appropriate to their role within the organisation and abide by the Trust's Safeguarding Adults and Safeguarding Children policy.

PROFESSIONAL / MANAGERIAL CODES OF PRACTICE

The NHS Code of Conduct for NHS Managers outlines the central standards of conduct expected of NHS Managers and seeks to guide them in the work they do and in their decision making. The Code is also intended to assure the public of the high professional standards and accountability within NHS Management.

The Code applies to all Chief Executives and Directors in the NHS and also to other Senior Manager positions with a similar responsibility and accountability. The Code applies to this post and the post holder will be required to abide by its terms.

COUNTER FRAUD

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.