



JOB DESCRIPTION

Job Title:	Specialist Occupational Therapist
Professionally/Managerially Responsible to:	Senior Specialist Occupational Therapist
Ultimately Accountable to:	AHP Team Manager/Advanced Occupational Therapist (Clinical Lead) and Therapy Service Manager
Ultimately Professionally Responsible to:	Professional Lead
Ward/Department:	Allied Health Professions
Base:	MRI/St Mary's Hospital/Trafford/Community

Job Summary

- The post holder will provide an efficient and high quality specialised occupational therapy service for patients throughout specialist areas rotating between specialties every 12 months for rotating staff or on a static basis within a specialist field as appropriate.
- As an experienced autonomous practitioner they will assess, diagnose and treat patients on their own case load of inpatients and/or outpatients/community patients in individual and group settings.
- Post holder will supervise recently qualified occupational therapists, assistants and students.
- Participate in Continuing Professional Development, clinical audit and in service training.
- Be professionally and legally accountable for all aspects of their professional and clinical work, working to agreed national and professional standards.

Main Duties/Responsibilities

Clinical

- To competently carry out full consultations with patients in order to establish base line data.
- To undertake a comprehensive assessment of patients including those with diverse or complex presentations/multi-pathologies in order to identify their problems and needs and ensure that patient's medical, psychological, social environmental and cultural factors are taken into account.
- Using clinical reasoning skills and assessment techniques:
 - Identify the problem/diagnose
 - Set appropriate treatment aims and objectives in negotiation with the patient.
 - Competently plan and carry out realistic programmes of treatment from a range of specialised therapeutic options for each patient using evidence based practice.
 - Relate findings to presenting pathology
- To be able to give appropriate advice to ensure patients understanding, co-operation, compliance and consent.
- To be able to adapt a style of communication if the patient has communication cognitive or other problems that may create a barrier to communication affecting ultimate treatment outcomes.
- To facilitate safe and timely patient discharge and to determine outcome of occupational therapy management of the patient.
- To plan and prioritise own workload and that of junior staff.
- To appropriately select patients for inclusion on the weekend treatment list and guide junior staff in this process as appropriate.
- Access advice and support from more senior therapists as required as part of training and Continuing Professional Development.
- To communicate complex conditions related information to clients, carers, other family members, members of the multidisciplinary team and other professions and agencies.
- To monitor and review occupational therapy care plans against outcome measures and adjust care plans to facilitate achievement of goals.

- To organise and attend patient related meetings as appropriate e.g. case conferences, ward rounds and discharge planning meetings and patient review meetings, ensuring effective communication of the patients occupational therapy needs thus ensuring a well coordinated and comprehensive care plan.
- To participate in the weekend and or emergency on call rota as necessary.
- To be competent in treating patients on an individual basis as well as in a group / class setting.
- Within rehabilitation service to be the key worker for individual patients, acting as a main point of contact and information giver for the patient, their family and carers, coordinating delivery of care plan including organisation and leading goal setting meetings, case conferences and complex discharge planning, often involving agencies outside of the Trust where applicable.

Communication and Leadership

- To be responsible for maintaining accurate and comprehensive records of assessment and treatment in line with College of Occupational Therapy national standards and local policy.
- To be familiar with the Trust and Directorate organisational structure and lines of communication.
- Use a range of communication skills to establish a rapport and demonstrate empathy towards patients and carers and give effective advice to patients, staff and carers who maybe under stress.
- To be able to sensitively impart unwelcome news/information of a difficult /sensitive nature to patients and relatives.
- To maintain a calm, professional approach to their duties.
- To exhibit a committed attitude to all aspects of work.
- To communicate with patients to gain consent for treatment and to agree/inform expected treatment outcomes.
- To contribute to the development of a range of evidence based educational resources.
- To communicate effectively both verbally and in writing with internal and external agencies, e.g. consultants, GPs, community staff, nurses, Social Services and support services about patient care including professional clinical reports.
- To deal with initial complaints sensitively avoiding escalation where possible seeking advice and referring to senior staff as required.
- To work with link workers or interpreters as necessary during assessment and treatment to overcome barriers of communication.
- To provide informal support/counselling and to refer for formal counselling for staff / patients as required
- To provide formal and informal supervision for more junior staff
- To produce with support of senior staff as required information/advice/exercise information based on evidence based practise for patients/relatives/carers in accordance with the Trust information group and line manager.

Management/Human Resources

- Contribute to teaching assessment and appraisal of more junior registered staff and rehabilitation assistants.
- Contribute to the development and supervision of occupational therapy students on clinical placement as required.
- Once qualified as a fieldwork undergraduate educator -
Be responsible for teaching student occupational therapists to a graduate level. This includes programme planning, assessment of performance, constructive feedback, coaching and formal end of placement assessment.
- To provide support to junior staff who may need emotional support and assistance with adjustment to changing roles.
- To explain the role of occupational therapy to visitors, students and volunteers and at events e.g. career conventions.
- To provide peer support and contribute to peer support meetings.

Organisational/Planning

- Contribute to the preparation and implementation of service objectives/business plan
- Delegate patient care appropriately to rehabilitation assistants and undergraduate students and more junior registered staff.
- To deputise for more senior highly specialist occupational therapy staff taking responsibility for holding the team bleep, organising and prioritising the team's workload.
- To be responsible for independently organising and planning own caseload to meet service and patients priorities, readjusting plans as situations change.
- To manage own time appropriately with support as required and seek advice appropriately
- To facilitate and plan for discharge as appropriate and collaborate with multi-disciplinary colleagues within own organisation and with external agencies to achieve a safe discharge and provision of continued treatment and care.
- To contribute with multidisciplinary team, colleagues and managers to the AHP service wide initiatives which address specific issues relating to overall service delivery e.g. on-call working party, teaching and development group, improving working lives.
- To develop community based clinical initiatives in liaison with external agencies
- In cases of unplanned absence to cancel appointments and transport, reallocate workload and reorganise the appointments diary.

Education/Development

- To maintain up to date requirements for the Health and Care Professions Council registration.
- To identify and work towards and achieve personal development objectives set in conjunction with the supervisor as part of the Continuing Professional Development/appraisal process maintaining an up to date Continuing Professional Diary portfolio.
- To maintain the skills and knowledge required of a rotational / static occupational therapist through reflective practice and attendance at team in-service training, informal teaching, relevant national courses, clinical specialist interest groups and other clinical meetings.
- To develop and deliver formal and informal training to other health care professionals, agencies and students from other professions and patients, with occasional support from senior staff .
- In a static post, (where applicable) undertake NVQ assessor role.
- To undertake Trust and local mandatory training.

Management of Resources

- Be responsible for the safe and competent use all occupational therapy equipment and appliances used by patients under your care in hospital and in the community
- To ensure that junior staff attain competency prior to use or issue of equipment.
- To have delegated responsibility for the security and safe use of equipment within treatment sessions, reporting and removing from use any faulty equipment.
- To be responsible for own personal safety and that of patients and personnel within the department.
- To maintain up to date knowledge of local policies and best practice guidance pertaining to equipment provision and personal competence in use of this equipment e.g. walking aids/wheelchairs/hoists/ADL equipment and patient appliances.
- To observe lone working policy when working as a lone practitioner in the community
- Contribute to stock control system in own service area.
- To organise external / internal courses to generate income for postgraduate training.
- To respond rapidly in the provision of necessary in aids and adaptation liaising appropriately with internal and external agencies

Research and Audit Clinical Effectiveness

- To undertake clinical audit/effectiveness projects where appropriate using research methodology within the team and to involve more junior staff in this work. To implement changes in practice.
- To gather data for other research projects, clinical audits, quality assurance standards etc in line with the service/team clinical effectiveness agenda.
- To critically analyse research papers on new treatment techniques and to implement changes in own area of practice to improve patient care

Policy

- To work within the Health and Care Professions Council standard of conduct and proficiency
- To adhere to Trust and departmental health and safety policies.
- To comply with the College of Occupational Therapy standards and rules of conduct.
- To observe patient confidentiality in compliance with the Data Protection Act and Caldicott recommendations.
- To comply with the Trust Risk Management policy.
- To contribute to the development of local/team policies and standards with support from senior staff and to educate other team members in implementation of the above.
- To operate within local and national policies and procedures
- To adhere to College of Occupational standards and code of conduct policies
- To comply with all infection control policies and procedures as set out in the Trust Infection Control manual
- To ensure that Child Protection, Vulnerable Adult and Mental Health legislation is adhered to in accordance with Safeguarding policies.

Administrative

- To complete manual and computerised statistical return which meet both legal and service standards.
- To undertake routine administrative tasks e.g. booking appointments, arranging patient transport, booking vehicles to ensure smooth service delivery.
- To attend and contribute to relevant team/service meetings

Conditions of Service

Health and Safety

The postholder must not wilfully put him/herself or others at risk while at work. Safe working practices and safety precautions must be adhered to, protective clothing and equipment must be used where provided.

All accidents must be reported to a member of management who has to participate in accident prevention by reporting all potential hazards.

Infection Control

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual.

Confidentiality

The post holder must maintain confidentiality at all times in all aspects of work.

Security

The post holder has a responsibility to ensure the preservation of all NHS property and resources.

Equal Opportunities and Fair Treatment

The postholder will immediately report to their line manager any breach or suspected breach of both equal opportunities and fair treatment guidelines.

No Smoking Policy

The Trust operates a no smoking policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

Team Briefing

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

It is expected that all employees will attend the monthly briefing sessions.

Signed:
(Employee)

Date:

Review Date:

Signed:
(Manager)

Date:

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.