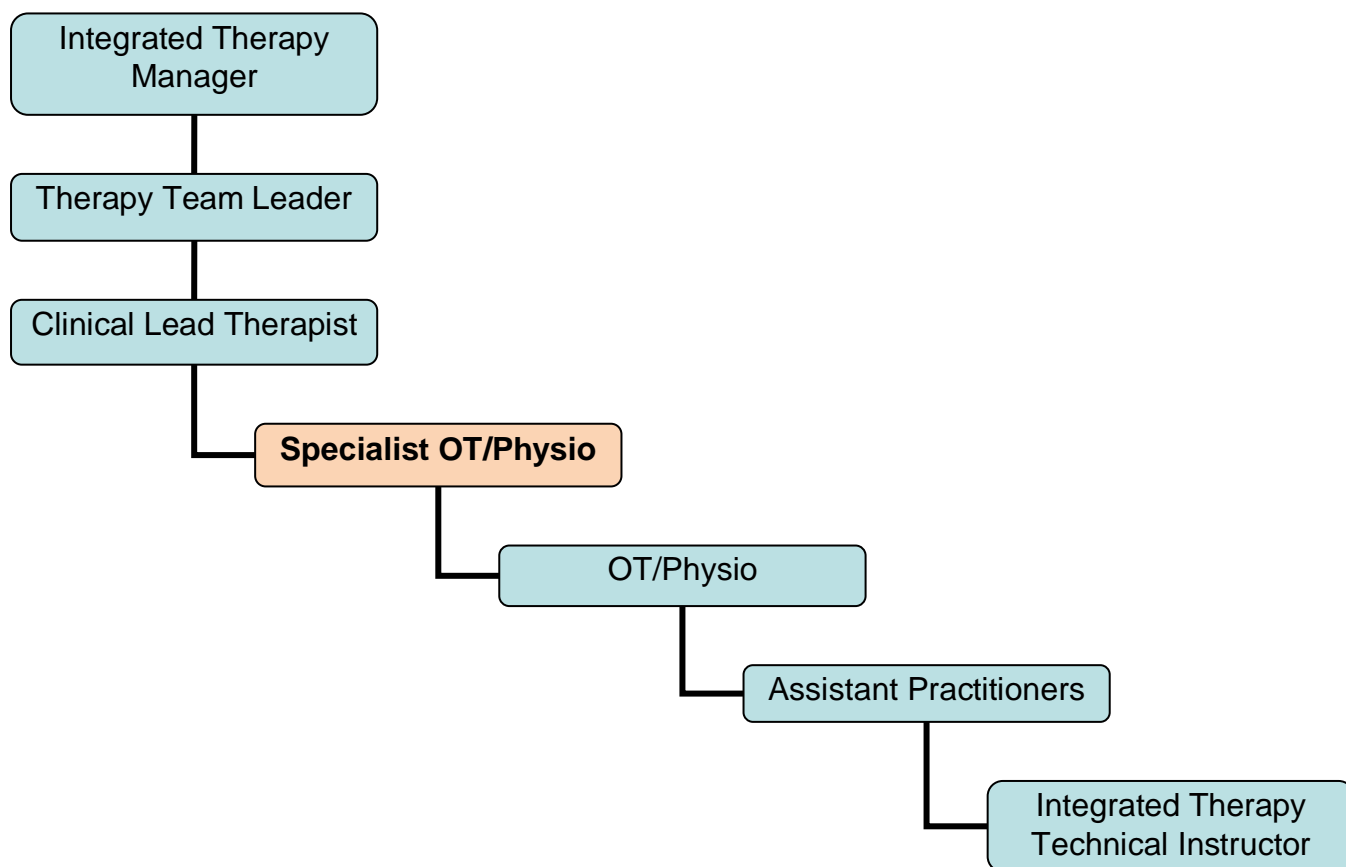


JOB DESCRIPTION

POST TITLE	Specialist Occupational Therapist/Physiotherapist
BAND	6
DIVISION	D C S Therapies Directorate
BASE	East Lancs Hospitals NHS Trust
REPORTS TO	<i>Therapy Team Leader</i>
RESPONSIBLE FOR	<i>Junior Therapists, Technical Instructors, Advanced Practitioners and Integrated Therapy Technical Instructors</i>

ORGANISATION CHART



OVERVIEW

The Community Integrated Therapy Service provides services to patients and their carers in a variety of settings including community hospitals, residential rehabilitation units, nursing/residential homes, community clinics, out-patient settings and patient's own homes. Referrals are received from a variety of sources including GPs and community teams, Acute hospital teams, Social Services and self –referrals.

The Community Integrated Therapy Service at East Lancashire NHS Trust aims to deliver care that is patient centred and goal orientated; delivered around clinical pathways; ensuring effectiveness and efficiency to maximise independence and recovery in a timely manner.

The post holder will be required to work as a member of the integrated therapy service providing assessment and treatment in any of the settings described above and delivering care in accordance with agreed clinical pathways. The post holder will be required to work in a collaborative way across the Therapy and Orthotic Directorate and more widely with colleagues across the Acute Trust, Community Services, Local Neighbourhood teams, Voluntary Sector and Social Services to maximise independence.

Specialist Therapists within the Community Integrated Service carry out independent, holistic, specialist professional assessments of patients with diverse presentations, including complex physical and psychological conditions. This is to provide a diagnosis and develop and deliver an individualised treatment programme to deliver patient/carer agreed goals. As an autonomous practitioner, the therapist remains accountable for the therapy assessment and intervention provided and its outcome, working collaboratively with other services and professionals to deliver holistic and coordinated care

JOB SUMMARY

The post holder will have continuing responsibility for the management of a defined caseload of patients that require specialist therapy skills, with patients presenting with a variety of needs, such as chronic, complex, disabling, life limiting or challenging conditions. The primary function of the role is to provide proactive, responsive services to maximise independence and recovery of the patients within the defined caseload.

The post holder will practice autonomously and demonstrate evidence based clinical decision making.

The post holder will be responsible for providing specialist therapy advice to other multi agency professionals, junior staff and therapy students.

The post holder will have responsibility for monitoring, organising and supervising junior members of the therapy service plus support staff and students.

The work will take place in a variety of settings including community hospitals,, residential rehabilitation units, nursing/residential homes, community clinics, out-patient settings and patients own homes.

The post holder will often work in the community as a lone worker, in line with organisational lone worker policy.

MAIN DUTIES

1. Undertake a comprehensive therapy assessment at a specialist level with patients, allocated to your caseload. This may involve the selection and application of standardised and non-standardised assessments.
2. Interpret and analyse clinical and non-clinical factors (including physical, environmental, psychosocial, mental, spiritual, political and cultural aspects of the patients life) in order to identify and provide specialist advice and intervention for the facilitation of optimum levels of functioning. This will require the post holder to consider a range of options, some of which may conflict and require negotiation, having to consider the needs of individuals, families and carers.
3. Formulate goals in partnership with the patient, carers and family, clearly communicating clinical reasoning, in order to justify recommendations and utilising most appropriate treatment/intervention for the patients' needs and to maximise independence
4. Implement a variety of evidence based therapy interventions to a specialist level according to the needs of the individual patient.
5. Evaluate and modify the treatment programme as appropriate.
6. Independently manage a varied and complex caseload on a day to day basis, organising your time effectively and efficiently with regards to clinical priorities ensuring good use of skills within the team by delegating and allocating work to junior and support staff as appropriate.
7. Advise, support and educate patients, carers and other professionals in the self-management of a patient's condition.
8. Initiate and organise case reviews involving multi-disciplinary and multi agency staff. The post holder may be required to take the key worker role.
9. Develop, maintain and demonstrate specialist clinical skills related to clinical area, which are underpinned by theory, research and practical experience.
10. Be responsible for assessing and recommending both minor and major adaptations/environmental modifications, seeking advice from senior staff when necessary. This will require a good working knowledge of the process of eligibility for specialist equipment and disabled facilities grants and being able to explain the process to others.

11. Assess for and provide standard and specialist assistive technology for patients in accordance with local criteria and pathways for provision.
12. Advise, instruct and educate patients, carers and other professionals in the use of standard and specialist assistive technology and environmental adaptation where appropriate.
13. Undertake and document risk assessments and manage the risk.
14. Work as an autonomous practitioner in a variety of settings (wards, clinics, patients own home, care home, hospital etc) where there is a requirement to make decisions spontaneously.
15. Work across agencies and have a working knowledge and understanding of the systems within Health, Housing, and Social Services in order to facilitate the recommendation of treatment approach, equipment, access and adaptation issues.
16. Record patient contact statistics.
17. Delegate, monitor, organise and supervise the work of junior and support staff as appropriate.
18. Deputise for senior staff in the day to day running of the department as required.
19. Maintain treatment areas and equipment used to an appropriate standard in accordance with health and safety, infection control and other relevant guidance.
20. Attend local Neighbourhood Team meetings as required to support development and delivery of joint care plans.
21. Work collaboratively with colleagues in Acute Therapies to facilitate hospital discharge and inform development of discharge planning from admission with patients who are known to the Community Integrated Therapy Service.

COMMUNICATION

1. Communicate effectively and work collaboratively with medical, nursing, therapy, social services staff and others to ensure the delivery of a coordinated multi-disciplinary and multi-agency approach and facilitate and maintain good working relationships.
2. Communicate complex or sensitive information, in an empathetic and reassuring manner to patients and carers in a language understandable to them. This may include imparting unwelcome news relating to future needs.
3. Use a range of techniques to overcome barriers to communication.

4. Adapt your own communication style and utilise advanced communication skills appropriate to the patient in order to foster an effective therapeutic relationship.
5. Deal with challenging situations including verbal aggression/distress from patients, carers and relatives.
6. Advise, instruct and educate patients, carers and other professionals regarding the therapy process.
7. Promote and educate others regarding the therapy role and the importance of health and wellbeing.
8. Provide comprehensive therapy reports clearly outlining clinical reasoning and recommendations.
9. Provide clear information (verbal and written) regarding therapy intervention in a variety of settings.
10. Ensure that up to date written and electronic records and activity data are maintained in accordance with professional standards and organisational guidance.
11. Have basic IT skills including use of email, internet and any special programmes used within the service.
12. Ensure that resources are available to meet the differing communication needs of the population e.g. ethnic minorities, hearing impaired etc.
13. Attend and participate in team meetings, taking the lead when required.
14. Assist the therapy service in involving service users, their carers and family in service improvements.
15. Act as an advocate on behalf of patients.

TRAINING AND DEVELOPMENT

1. Continue to develop and demonstrate skills related to specific therapy profession and clinical area, to a specialist level, ensuring that those skills are underpinned by philosophy, theory and professional standards.
2. Keep up to date with evidence based practice.
3. Complete all required mandatory training.

4. Be responsible for your own continuing professional development including maintaining your own developmental portfolio and assisting others in the development of theirs.
5. Participate in your own annual development review and supervision, undertaking post registration training related to area of work as required.
6. Responsible for the support and supervision of qualified and support staff as required and outlined in service guidance.
7. Take responsibility for the learning of students and nurses as required, and be willing to work towards accreditation.
8. Involvement in research activity e.g. journal clubs, evidence based practice and clinical audit as required.
9. Provide training to colleagues, the wider multi-disciplinary team and other agencies as required.
10. Keep up to date with relevant legislation and current issues relating to profession specific therapy in your area of work in areas such as Health, Housing and Social Services.

ORGANISATIONAL RESPONSIBILITIES

1. Promote and implement organisational policies, procedures, standards and guidance.
2. Act as agents and make prescriptions/recommendations against the budget of other organisations e.g. Social Services, Education, local authorities, for equipment and adaptations.
3. Responsible for the induction of new staff as required.
4. Work towards achieving service and organisational objectives.
5. Undertake/lead tasks related to team/ service development/governance as required.
6. Participate in the recruitment and selection of profession specific therapists and/or support staff as required.
7. Able to deal sensitively with complaints following procedures, managing them where necessary and directing them to an appropriate person within the team, if required.

PROFESSIONAL RESPONSIBILITIES

1. Comply with the College of Occupational Therapy or Chartered Society of Physiotherapy Code of Ethics and Professional Conduct, Health Professions Council Standards, and national and local policies and procedures, legislation and guidance.
2. Aware of and fulfil your responsibilities under the Health and Safety at Work Act, and organisational policies and procedures relevant to health and safety.
3. Responsible for own workload management with guidance from senior team members.
4. Understand the need to act in the best interest of service users at all times.
5. Understand the need to respect, and so far as possible uphold the rights, dignity, values and autonomy of every service user.
6. Understand your role in the diagnostic and therapeutic process, and in maintaining health and wellbeing.
7. Assess the capacity of the patient in order to gain valid informed consent for intervention and work within the organisation's policy with patients who lack capacity.
8. Practice in a non-discriminatory manner.
9. Exercise a professional duty of care.
10. Work within the limits of your competency seeking advice from senior staff when necessary.

EMPLOYMENT ACTS AND CODES OF PRACTICE

All employees are required to comply with employment legislation and codes of good practice.

Equality and Diversity

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

Health and Safety

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

Infection Control

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

Sustainability and Corporate Social Responsibility

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

Risk Management

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

Safeguarding

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

Data Protection Act

All members of staff are bound by the requirements of the Data Protection Act 1998.

Rules, Regulations, Policies, Standing Orders and Financial Instructions

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

Research and Development Projects

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

Development Review

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

Training

Post holders are required to attend any relevant and mandatory training for the post.

Outside Employment / Outside Interests

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

Review of Job Description

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder.

STANDARDS OF CONDUCT

Conduct duties with regard to values underpinning the Trust's Vision "*to be widely recognised for providing safe, personal and effective care*":-

Values:-

- Respecting the individual
- Putting patients and customers first
- Promoting positive change
- Acting with integrity
- Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:-

- Understand the world we live in and deal with it
- We are clinically led and management supported
- Support departments support the front line
- Everything is delivered by and through Divisions
- Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence

- Quality is our organising principle – driving quality up and cost down is not mutually exclusive
- We deliver what we say we need to

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME:
(PRINT)

SIGNED:

DATE:

PERSON SPECIFICATION

Specialist Occupational Therapist/Physiotherapist

Knowledge, Experience and Training required for the Post	Essential at Recruitment	Desirable/Developed within the Role	Measured By A – Application I – Interview P – Presentation T - Test
	√	√	
Qualifications <ul style="list-style-type: none"> ○ Profession specific Diploma/degree in Occupational Therapy or Physiotherapy ○ Health Professions Council Registration ○ Evidence of CPD maintained in a portfolio including attendance at recent postgraduate courses relevant to the clinical fields in rotations. ○ Membership of the Chartered Society of Physiotherapy/ Royal College of Occupational Therapy ○ Involvement in Special Clinical Interest Group 	√ √ √		A A A
Experience <ul style="list-style-type: none"> ○ Extensive post graduate therapy experience to include community and rehab, ○ Post graduate training in relevant clinical areas ○ Experience of delivering training to colleagues in health and/or other agencies. ○ Experience of working in an integrated therapy or multi professional MDT ○ Experience of therapy student and/or support staff supervision ○ Contribution to clinical education of less experienced staff/students/assistants ○ Experience of working with patients with dementing 	√ √ √ √		A & I A I A A A A & I

activities.			
Personal Attributes <ul style="list-style-type: none"> ○ Ability to work alone as well as part of a team ○ Excellent problem solving skills ○ Able to work in a pressurised, unpredictable environment, with a proven ability to multitask ○ Flexible to a variety of work demands/environments ○ Person centred approach 	√ √ √ √ √		I I I I I
Other <ul style="list-style-type: none"> ○ Commitment to lifelong learning ○ Car driver and has access to a car to provide a service as required in a variety of community settings across East Lancashire NHS Trust ○ Moving and Handling ability 	√ √ √		A & I A & I A & I

EFFORT FACTORS

Specialist Occupational Therapist/Physiotherapist

- **PHYSICAL EFFORT**

WHAT PHYSICAL EFFORT IS REQUIRED FOR THE JOB?	HOW OFTEN?	FOR HOW LONG?	WHAT WEIGHT IS INVOLVED?	ANY MECHANICAL AIDS?
<ul style="list-style-type: none"> • Moving and handling patients for assessment and treatment purposes. 	Daily.	Up to 1 hour.	<ul style="list-style-type: none"> • No physical lifting of adults but may facilitate movement. • Carrying of pre-school children up to 2 stones. 	<ul style="list-style-type: none"> • Hoist. • Moving and handling equipment.
<ul style="list-style-type: none"> • Driving. 	Daily.	Up to 30 minutes at a time.	N/A.	Car.
<ul style="list-style-type: none"> • Moving and handling equipment / carrying equipment to / from car / fitting equipment in home environment. 	Daily.	Up to 30 minutes.	Variable depends on equipment.	2 people required for some fittings.

IS THE JOB HOLDER EXPECTED TO SIT / STAND IN A RESTRICTED POSITION?	HOW OFTEN?	FOR HOW LONG?	WHAT ACTIVITY IS INVOLVED?
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Every shift <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Less often <input type="checkbox"/>	More than 20 minutes on each occasion.	Kneeling, crouching, facilitating and positioning of patients.

• **MENTAL EFFORT**

ARE THERE ANY DUTIES REQUIRING PARTICULAR CONCENTRATION?	HOW OFTEN?	FOR HOW LONG?
<ul style="list-style-type: none"> • Writing patient notes. 	Daily.	Up to 1 hour.
<ul style="list-style-type: none"> • Supervising and managing junior staff members. 	Daily / Weekly / Monthly.	Up to 1 hour.
<ul style="list-style-type: none"> • Writing detailed reports. 	Daily.	Up to 1 hour.
<ul style="list-style-type: none"> • Case conferences. 	Weekly.	Up to 1 hour.
<ul style="list-style-type: none"> • Attending training sessions. 	Weekly / Monthly.	Up to 1 day.
<ul style="list-style-type: none"> • Educating others. 	Daily.	Up to 1 hour.
<ul style="list-style-type: none"> • Specialist treatment application. 	Daily.	Up to 1 hour.
<ul style="list-style-type: none"> • Analysis of assessments and standardised assessment results. 	Daily.	Up to 1 hour.
<ul style="list-style-type: none"> • Driving a car. 	Daily.	Up to 30 minutes.

ARE THERE ANY DUTIES OF AN UNPREDICTABLE NATURE?	HOW OFTEN?	FOR HOW LONG?
<ul style="list-style-type: none"> Dealing with patients/carers who can be angry/upset/distressed or who have unpredictable behaviour. 	Daily.	Variable.
<ul style="list-style-type: none"> Driving in the community. 	Daily.	Variable.
<ul style="list-style-type: none"> Need to respond to urgent referrals and requests. 	Daily.	Variable.
<ul style="list-style-type: none"> Completing home visits in the community as a lone worker. 	Daily.	Up to 1 hour.
<ul style="list-style-type: none"> Moving and Handling of patients and objects. 	Daily.	Up to 1 hour

• **EMOTIONAL EFFORT**

DOES THE JOB INVOLVE DEALING WITH ANY DISTRESSING OR EMOTIONAL CIRCUMSTANCES?	DIRECT / INDIRECT EXPOSURE	HOW OFTEN?
<ul style="list-style-type: none"> Dealing with patients with life limiting conditions / severe disabilities and terminal illness. 	Direct.	Daily.
<ul style="list-style-type: none"> Dealing with varied caseload demands and pressures associated with this. 	Direct.	Daily.
<ul style="list-style-type: none"> Dealing with patients/carers who have difficulty coming to terms with diagnosis/prognosis. 	Direct.	Daily.
<ul style="list-style-type: none"> Dealing with emotionally upset patients/carers. 	Direct.	2 – 3 times a week.
<ul style="list-style-type: none"> Dealing with complaints. 	Direct.	Weekly.
<ul style="list-style-type: none"> Dealing with people that have challenging behaviours. 	Direct.	2 – 3 times a week.
<ul style="list-style-type: none"> Dealing with performance issues. 	Direct.	2 – 3 times a month.

- **WORKING CONDITIONS**

DOES THE JOB INVOLVE EXPOSURE TO UNPLEASANT WORKING CONDITIONS?	HOW OFTEN
<ul style="list-style-type: none"> • Working in a variety of locations not necessary ideal for therapy assessment and treatment. 	Weekly.