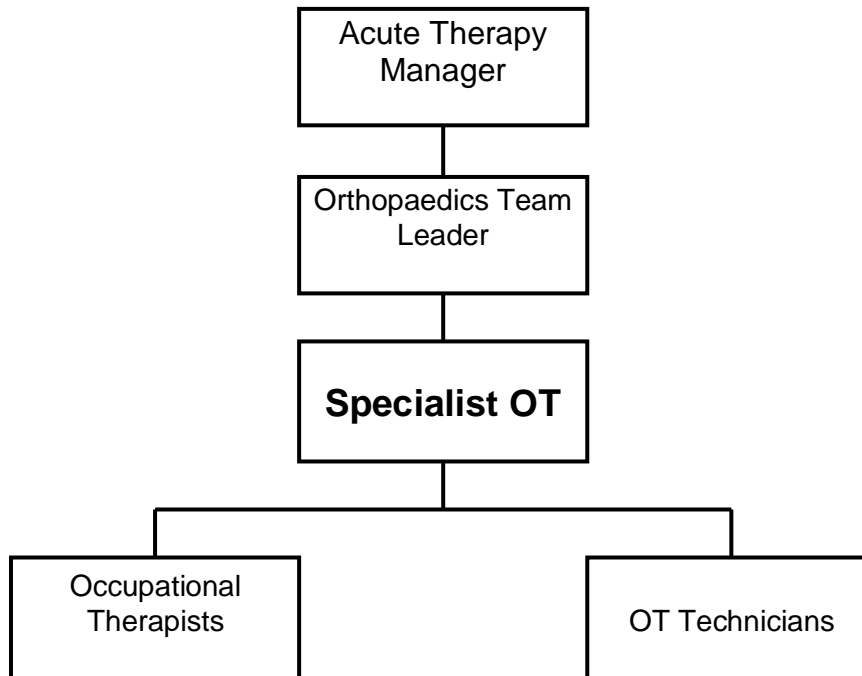


JOB DESCRIPTION

Post Title	Specialist Occupational Therapist
Band	6
Division	Diagnostics and Clinical Support
Service	Acute Occupational Therapy and Physiotherapy
Speciality	Orthopaedics
Base	Royal Blackburn Hospital / Burnley General Hospital
Reports to	Orthopaedics Team Leader
Responsible to	Therapy Manager (Therapy Clinical and Operational Lead Surgery)

ORGANISATION CHART



JOB SUMMARY

The Occupational Therapy Service receives referrals directly from a variety of sources. Occupational Therapists carry out independent, holistic professional assessments of a person's needs, with regard to independent living and functioning/ occupational performance. Occupational Therapy intervention is provided on the basis of that assessment. As an autonomous practitioner the Occupational Therapist remains accountable for the Occupational Therapy assessment and intervention provided, and its outcome.

The post holder will be responsible for the provision of an Occupational Therapy service at a specialist level for the designated area.

This post will involve carrying a defined caseload of patients that require specialist Occupational Therapy skills. The post holder will implement the Occupational Therapy process with patients presenting with a variety of needs arising from occupational dysfunction. Patients will have chronic, complex, disabling, life limiting or challenging conditions.

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

The post holder will have responsibility for monitoring, organising and supervising junior members of the Occupational Therapy Service including Occupational Therapists, support staff and students.

The work will take place in a variety of settings including wards, nursing/residential homes 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

Undertake a comprehensive Occupational 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 addressing occupational performance.

Interpret and analyse clinical and non-clinical factors including physical, environmental, psychosocial, mental, spiritual, political and cultural aspects of the patient's life, in order to identify occupational performance deficits, and provide specialist advice and intervention for the facilitation of optimum level of occupational 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.

Formulate goals in partnership with the patient, clearly communicating your clinical reasoning, in order to justify your recommendations, and utilising most appropriate treatment/intervention for the patients' needs.

Implement a variety of evidence based Occupational Therapy interventions to a specialist level according to the needs of the individual patient.

Evaluate and modify the treatment programme as appropriate.

Independently manage a varied and complex caseload on a day to day basis, organising your time effectively and efficiently with regard to clinical priorities; ensuring good use of skills within the team by delegating and allocating work to junior staff as appropriate.

Advise, support, and educate patients, carers and other professionals in the self management of patient's condition.

Initiate and organise case reviews involving multi disciplinary and multi agency staff. The post holder may be required to take the key worker role.

Develop, maintain and demonstrate specialist clinical skills related to clinical area, which are underpinned by theory, research and practical experience.

Responsible for assessing for 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.

Assess for and provide standard and specialist assistive technology for patients in accordance with local criteria and pathways for provision.

Advise, instruct, and educate patients, carers and other professionals in the use of standard and specialist assistive technology, and environmental adaptation where appropriate.

Undertake risk assessments, and manage and document risk.

Work as an autonomous practitioner in a variety of settings (clinic, patient's own home, care home, hospital, etc.) where there is a requirement to make decisions spontaneously.

Work across agencies and have a working knowledge and understanding of the systems within Health, Housing, Social Services in order to facilitate the recommendation of treatment approach, equipment, access, and adaptation issues.

Understand and demonstrate a working knowledge of national guidelines and legislation relating to Health and Social Care relevant to Occupational Therapy.

Record patient contact statistics.

Delegate, monitor, organise, and supervise the work of junior staff as appropriate.

Actively involved in the day to day running of the department.

Deputise for senior staff in the day to day running of the department as required.

Is a member of the team and shares information as required.

Maintain treatment areas and equipment used to an appropriate standard in accordance with health and safety, infection control, and other relevant guidance.

Assess capacity of patients in order to gain valid informed consent for intervention and work within organisational policy with patients who lack capacity.

COMMUNICATION

Communicate effectively and work collaboratively with medical, nursing, therapy, education, 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.

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

Use a range of techniques to overcome barriers to communication.

Adapt your own communication style and utilise advanced communication skills appropriate to the patient in order to foster an effective therapeutic relationship.

Deal with challenging situations including verbal aggression/distress from patients, carers and relatives.

Advise, instruct, and educate patients, carers and other professionals regarding the occupational therapy process.

Promote and educate others regarding the role of Occupational Therapy and the importance of occupational to health and well being.

Provide comprehensive occupational therapy reports clearly outlining clinical reasoning and recommendations.

Provide clear information (verbal and written) regarding Occupational Therapy intervention in a variety of settings.

Ensure that up to date written and electronic records and activity data are maintained in accordance with professional standards and organisational guidance.

Have basic IT skills including use of Internet, E-mail and any special programmes used within the service.

Ensure that resources are available to meet the differing communication needs of the population e.g. ethnic minorities, hearing impaired, etc.

Attend and participate in team meetings. Taking the lead when required.

Assist the Occupational Therapy Service in involving service users, their carers and family in service improvements.

Act as an advocate on behalf of patients.

TRAINING AND DEVELOPMENT

Continue to develop and demonstrate skills related to Occupational Therapy / specialist clinical area, to a specialist level, ensuring that those skills are underpinned by philosophy, theory and professional standards.

Keep up to date with evidence based practice.

Complete all required mandatory training.

Responsible for your own continuing professional development including maintaining your own developmental portfolio and assisting others in the development of theirs.

Participate in your own annual development review and supervision, undertaking post registration training related to area of work as required.

Responsible for the support and supervision of qualified and support staff as required and as outlined in service guidance.

Take responsibility for the learning of students and nurses as required, and be willing to work towards accreditation.

Involvement in research activity, e.g. journal clubs, evidence based practice and clinical audit as required.

Provide training to colleagues, the wider multi disciplinary team, and other agencies as required.

Keep up to date with relevant legislation and current issues relating to occupational therapy in your area of work in areas such as Health, Housing, Social Services, and Education.

ORGANISATIONAL RESPONSIBILITIES

Promote and implement organisational policies, procedures, standards and guidance.

Act as agents and make prescriptions/recommendations against the budget of other organisations e.g. Social Services, Education, local authorities, for equipment and adaptations.

Responsible for the induction of new staff as required.

Work towards achieving service and organisational objectives.

Undertake/lead tasks related to team/ service development/governance as required.

Participate in the recruitment and selection of Occupational Therapists and/or support staff as required.

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

Comply with the College of Occupational Therapy Code of Ethics and Professional Conduct, Health Professions Council Standards, and national and local policies and procedures, legislation and guidance.

Aware of and fulfil your responsibilities under the Health and Safety at Work Act, and organisational policies and procedures relevant to health and safety.

Responsible for own workload management with guidance from senior team members.

Understand the need to act in the best interest of service users at all times.

Understand the need to respect, and so far as possible uphold the rights, dignity, values and autonomy of every service user.

Understand your role in the diagnostic and therapeutic process, and in maintaining health and well being.

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.

Practice in a non-discriminatory manner.

Exercise a professional duty of care.

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.

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

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.

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

Postholders 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 ELHT. 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

The Trust operates a Smoke Free Policy.

ACCEPTANCE OF JOB DESCRIPTION

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

NAME:(PRINT)

Postholder Signature: **Date:**

Line Manager Signature: **Date:**

PERSON SPECIFICATION
SPECIALIST OCCUPATIONAL THERAPIST BAND 6

KNOWLEDGE TRAINING AND EXPERIENCE REQUIRED FOR THE POST	ESSENTIAL AT RECRUITMENT	DEVELOPED WITHIN THE ROLE	HOW ASSESSED A – APPLICATION I – INTERVIEW P – PRESENTATION T – TEST
<p>Qualifications</p> <ul style="list-style-type: none"> • Diploma/Degree in Occupational Therapy. • European Computer Driving Licence (ECDL) or equivalent level IT skills. • Master level qualification in Clinical Student Education. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>	<p>A</p> <p>A</p>
<p>Experience</p> <ul style="list-style-type: none"> • 2 years post graduate therapy experience in a relevant setting. • Post graduate training in relevant clinical area. • Experience of delivering training to colleagues in health and/or other agencies. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>		<p>A and I</p> <p>I</p> <p>I</p>
<p>Work Related Knowledge and Skills</p> <ul style="list-style-type: none"> • Knowledge of relevant current legislation. • Ability to manage risk in relationship to patient care. • Experience of supervising junior staff. • Able to use a variety of assessments/interventions. • Able to demonstrate skills in advanced clinical reasoning. • Appraisal skills. • Supervision skills. • Advanced communication skills. • Individual and group treatment skills. • Basic knowledge of the principles of clinical governance. • Workload management skills. • Ability to reflect and critically appraise own performance. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>	<p>P</p> <p>I</p> <p>I</p> <p>A and I</p> <p>I</p> <p>A and I</p> <p>A and I</p> <p>I</p> <p>I</p> <p>A and I</p> <p>I</p>

<ul style="list-style-type: none"> • Research skills. • Numerate. • Knowledge of the application of Occupational Therapy models of practice. • Demonstrate knowledge of a wide range of specialist Occupational Therapy treatment techniques. • Knowledge of a wide variety of assistive technology and environmental modification. • Effective teaching and presentation skills • Legible hand writing. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 		A and I I I I I I T
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 multi task. • Punctual and regular attender. • Flexible to a variety of work demands/environments. • Person centred approach. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 		I I I I I I
Other <ul style="list-style-type: none"> • HPC registered. • Commitment to lifelong learning. • Car driver and has access to a car undertake visits in the community as required. • Moving and handling ability. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 		A A A A

EFFORT FACTORS
SPECIALIST OCCUPATIONAL THERAPIST BAND 6

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. • Supervising and managing junior staff members. • Writing detailed reports. • Case conferences. • Attending training sessions. • Educating others. • Specialist treatment application. • Analysis of assessments and standardised assessment results. • Driving a car. 	<p>Daily.</p> <p>Daily / Weekly / Monthly.</p> <p>Daily.</p> <p>Weekly.</p> <p>Weekly / Monthly.</p> <p>Daily.</p> <p>Daily.</p> <p>Daily.</p> <p>Daily.</p>	<p>Up to 1 hour.</p> <p>Up to 1 hour.</p> <p>Up to 1 hour.</p> <p>Up to 1 hour.</p> <p>Up to 1 day.</p> <p>Up to 1 hour.</p> <p>Up to 1 hour.</p> <p>Up to 1 hour.</p> <p>Up to 30 minutes.</p>
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. • Driving in the community. • Need to respond to urgent referrals and requests. • Completing home visits in the community as a lone worker. • Moving and Handling of patients and objects. 	<p>Daily.</p> <p>Daily.</p> <p>Daily.</p> <p>Daily.</p> <p>Daily.</p>	<p>Variable.</p> <p>Variable.</p> <p>Variable.</p> <p>Up to 1 hour.</p> <p>Up to 1 hour</p>

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 Occupational Therapy assessment and treatment. 	Weekly.