



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Clinical Specialist Occupational Therapist
Pay Band:	7 or Band 7 Annex 21 (Annex 21 remuneration will apply) Dependent on qualifications and experience
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Therapies and Health Sciences
Department:	Powys Living Well Service
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Consultant Therapist
Professionally Accountable to:	Professional Head of Occupational Therapy
<u>VALUES & BEHAVIOUR</u>	
<div style="display: flex; align-items: center;"> <div style="margin-left: 20px;"> <p>Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.</p> </div> </div>	

JOB SUMMARY/ PURPOSE:

Work as an autonomous practitioner delivering occupational focused therapy and manage individuals with highly specialised complex needs across all of the Powys Living Well Services pathways.

Work collaboratively with other professions e.g. GPs, Consultants, Nurses and other AHPs to provide expert person centred care.

Provide training, education, supervision and appraisal for staff and students.

Contribute to the development of professional practice and the transformation and evaluation of service delivery.

Support the research and innovation agenda through participating in research and development activity.

Lead aspects of service evaluation with an emphasis on value-based care and complex audit within their area.

Work in partnership with service users and staff to achieve improved health outcomes for service users and develop clinical pathways.

Or

Band 7 Annex 21

To undertake a training programme to obtain where relevant, the necessary professional body exams, training, and / or experience to meet the Band 7 Clinical Specialist Occupational Therapist role and all duties as indicated within this job description.

DUTIES & RESPONSIBILITIES**Clinical Practice**

Provide a quality service by practicing as a highly specialist autonomous practitioner within a highly complex multidisciplinary pathway including, self-referral, triage services, community, or secondary care clinics.

Undertake comprehensive complex assessment and intervention, using investigative, analytical, and advanced clinical reasoning skills to formulate individualised treatment programmes. This will include identifying and advising the multi-disciplinary team on the need for further intervention.

Act upon the results of standardised assessments e.g. cognitive/diagnosis tools and refer to other services as required.

Formulate and present accurate client-based reports to others. This will include discharge summaries to referring agent including advice on future management.

Undertake specialist treatment interventions utilising highly developed manual skills, in depth knowledge of pain and psychological sciences, and the physiology of exercise and advanced Occupational Therapy skills.

Provide effective high-level communication. This will include complex and sensitive clinical and managerial information and may include advising other professionals.

Involve individuals, relatives, and carers in the planning of treatment programmes including overcoming barriers to communication, gaining consent for assessment and interventions and providing advice and education.

Undertake evidence-based audits to assist with service delivery and own clinical practice.

Participate in the critical analysis of research outcomes and/or relevant literature to maintain expert levels of clinical knowledge and practice.

Where required and in line with PTHB policies deliver Occupational Therapy treatment programmes.

Communicate complex information with other Health and Social Care professionals and/or the Third Sector to support pathway of care.

Provide an expert resource as required, including, reviewing and implementation of new clinical service models.

Participate with the multi-disciplinary/agency team to provide a coordinated approach to management of the individual's care.

Manage clinical risk within own caseload and working with colleagues to manage risk within specific area e.g., neurology, children with disability, learning disabilities, mental health etc. Practice within the All-Wales network for their specialty.

Fulfil the regulatory requirements for practice as set out by the Health and Care Professions Council.

Maintain personal and team standards with regard to clinical documentation ensuring this is in line with Health and Care Professions Council and the organisation's Standards of Practice.

Promote and influence others to incorporate value-based care into practice.

Management and Leadership

Contribute to the development of standards and implementation for Occupational Therapy Practitioners in the Health Board. This will include contribution to the development of guidance, protocols, and pathways of care that span primary, community and secondary care.

Participate in the work of clinical/professional practice groups in line with the needs of the service.

Demonstrate leadership skills that can span different pathway areas e.g. working as part of a primary care team in a GP practice, an MDT team such as Powys Living Well Service / Neuro/ Children services/ Learning Disabilities/ Mental Health/ or secondary care specialist services.

Support department and pathways meetings and lead assigned work plans.

Work collaboratively with Occupational Therapy Practitioners both within PTHB and external agencies in all fields of practice including undertaking delegated operational responsibility duties where required.

Provide expert advice regarding specialist field both inside and outside the organisation.

Provide expert opinion and support to staff in the management of people with complex presentations.

Influence the care provided by other Health and Social Care professions through provision of specialist guidance and involvement in formal teaching.

Take a proactive role in the clinical leadership and supervision of staff within specialist area. This may include supervising/mentoring MDT staff members and will include participating as a supervisee.

Network/benchmark externally (locally, regionally, and nationally) regarding specialist service.

Manage the administrative functions relating to the referral, treatment, and discharge processes for the referral. This includes statistical data from own caseload and wider service to produce performance measurement and monitoring.

Manage working patterns in line with requirements and agreements reached regarding performance management, in their area.

Assist in the recruitment process for the wider Occupational Therapy and Powys Living Well services.

Contribute to multidisciplinary team building within the community service and policy development where appropriate, including the negotiation of collaborative working arrangements.

Represent the Powys Living Well Service in service planning as required.

Ensure co-ordination of clinical area including clinical prioritisation based on clinical risk.

Working with colleagues to identify clinical priorities and service development needs.

Advise line manager on issues of service delivery including shortfalls, service pressures, working environment and equipment requirements.

In conjunction with colleagues, ensure the effective use of all resources.

Take the delegated lead on the development of a particular team objective or project.

Demonstrate negotiation skills and management of conflict including investigating concerns and ensuring when appropriate lessons are learnt.

Demonstrate awareness and adherence to service objectives/ plan.

Support the development, implementation, and analysis of outcome measures within the specialty.

Research and Development

Initiate and undertake audit and research projects into specific areas of clinical practice using a range of methodologies to enhance service delivery.

Develop and implement clinical policies, protocols, and guidelines within specialty within the framework of clinical governance, evidence-based medicine and best practice.

Contribute to the development of service protocols and care pathways, referring to local, national, professional guidance and strategy.

Support the development, implementation and analysis of outcome and experience measures for the service and ensure dissemination of findings through a variety of methods such as publishing articles and presentation at conferences.

Education

Responsible for own continuous professional development through the use of appropriate learning opportunities and maintain portfolio. This includes self-education and reflective practice at appropriate learning events, which may include in-service training post graduate training, peer review to maintain or update knowledge as agreed in the post holder's personal development plan.

Participate in the appraisal system as both Appraiser/ Appraisee and be responsible for fulfilling your agreed objectives and personal development plan.

Responsible for completion of mandatory training as required by the PTHB and job role.

Participate in MDT training, both providing training and receiving training to develop own skills and those of the MDT in providing person centred prudent care.

Take a key role in educating, teaching, supervising, and assessing performance of delegated staff. This includes work-based learning and presentations.

Actively participate in in-service training through the development and delivery of presentations and teaching.

Ensure maintenance of training records, according to PTHB requirements.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Diploma/ Degree in Occupational Therapy</p> <p>HCPC registration</p> <p>Advanced accredited training at Masters level or equivalent</p> <p>Accredited post graduate specialist courses/ training relevant to role</p> <p>Or</p> <p>For Band 7 Annex 21:</p> <p>Commitment to undertake a development programme to achieve the relevant knowledge, skills, and experience as within the job description and person specification for this role with timeframe to be agreed at interview</p>	<p>MSc within relevant specialty</p> <p>Post-graduate qualification up to post grad diploma level in relevant area</p> <p>Member of the Royal College of Occupational Therapy</p> <p>Relevant leadership courses/ qualifications</p>	<p>Pre-employment checks</p> <p>Application Form</p>
Experience	<p>Significant postgraduate experience relevant to specialty</p> <p>Significant experience managing a complex caseload working within relevant specialty</p> <p>Experience in multiagency team working within specialist area</p> <p>Evidence of supporting clinical governance requirements including codes of conduct</p> <p>Leadership of relevant networks/ practice groups</p>	<p>Experience in leading a team</p> <p>Experience of service planning and development across professional boundaries</p> <p>Experience of post graduate teaching</p>	<p>Application Form and Interview</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience cont'd	<p>Experience in audit and service evaluation</p> <p>Experience in research</p> <p>Experience in staff development including education</p> <p>Experience in supervision</p> <p>Experience in presenting to a range of audiences</p>		
Aptitude & Abilities	<p>Proven advanced clinical practice and clinical reasoning skills to specialist level</p> <p>Ability to plan, prioritise and delegate own and others workload</p> <p>Ability to work effectively within a team and independently</p> <p>Possess excellent verbal, non-verbal and written communication skills to all stakeholders including individuals/ carers/ families</p> <p>Possess effective organisational skills</p> <p>Ability to maintain accurate and legible clinical records and statistical information</p> <p>Skilled in unpredictable situations</p> <p>Ability to lead change</p> <p>Ability in coaching, mentoring, supervising and training</p>	<p>Ability to speak Welsh</p> <p>Management and leadership skills</p> <p>Extensive research skills</p>	Interview Application Form

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Aptitude and Abilities cont'd	<p>Possesses teaching skills & ability to present to large audiences</p> <p>Ability to emotionally adapt and demonstrate empathy and negotiation skills</p> <p>Able to cope under pressure and adapt work patterns when the situation is unpredictable</p> <p>Ability to maintain high levels of concentration, alertness and awareness in unpredictable environments</p> <p>Ability to set priorities and deliver and evaluate performance outcomes</p> <p>Ability to reflect on own performance</p>		
Values	<p>Demonstrate PTHB Values</p> <p>Professional confidence and reliable attitude to work</p> <p>Adaptive team player with ability to motivate and be respectful to others</p>		Interview Application Form
Other	<p>Requirement OR willingness to undertake further masters level training up to PGC level</p> <p>Ability to travel and to work in a variety of sites based on need</p> <p>Prepared to work flexibly over the weekend if needed to meet service needs</p>	<p>Membership of appropriate special interest groups</p> <p>Clear vision of role and commitment to specialty</p>	Application Form and Interview

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- ▶ **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- ▶ **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- ▶ **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- ▶ **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- ▶ **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- ▶ **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- ▶ **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- ▶ **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- ▶ **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.

- ▶ **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- ▶ **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- ▶ **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- ▶ **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- ▶ **DBS Disclosure Check:** In this role you will have **direct contact** with patients / service users / vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HS/Trust's pre-employment check procedure.
- ▶ **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.
- ▶ **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.

- ▶ **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- ▶ **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Organisational Chart

