

AIREDALE NHS FOUNDATION TRUST
ACUTE THERAPY SERVICE

JOB DESCRIPTION

JOB TITLE:	Specialist Occupational Therapist – Community Therapist.
BAND:	Band 6
HOURS:	37.5 (may consider part time or job share and may include weekend working in the future)
LOCATION:	Airedale General Hospital
MANAGERIALLY ACCOUNTABLE TO:	Principal Therapist and ultimately to the Head of Therapy Services
PROFESSIONALLY ACCOUNTABLE TO:	Occupational therapy Professional Lead

JOB SUMMARY:

The integrated community therapy teams based at a number of sites across Airedale NHS Foundation Trust footprint.

Including working from a range of Health and social care bases to support people at home , as well as defined Rehabilitation Beds.

The primary vision of this new exciting roles will be to support the entire community therapy service as well forging stronger links with Acute Teams to overcome barriers and support with flow and safe discharges from hospital / Rehab beds

The post-holder will also be expected to support the Team Leaders to manage and provide clinical cover for the whole team as required.

The service is currently provided Monday to Friday.

There is also the ambition to move to a fully funded 7 day service in the future.

The successful applicant will:

- Manage and priorities a clinical caseload of patients with complex needs.
- Apply evidence-based client-centered principles to assess, plan, implement treatment/discharge plans.
- Work closely with the multi-professional team in order to facilitate timely assessment and treatment.
- Develop strong links with the case managers, Flow team and MAID team to assist with the facilitation of information sharing, assessing and identifying patients' needs as well as discharge planning.
- Ensure that therapies are represented at community meetings.

- Support therapy teams to develop clear discharge plans for patients from Rehab beds, identifying and escalating any barriers
- Develop strong communication links with other local statutory services and voluntary organisations
- To be a proactive member of the therapy team in respect of communication, team administration, quality of service, service development and evaluation
- To be involved in providing training, supervision and support to others as required
- To provide good quality practice placement education

In pursuing these duties the post holder will ensure compliance with the NHS Constitution and the Trust's Right Care strategy

Principle Duties and Responsibilities:

1. Clinical

- 1.1. Provide timely and efficient physiotherapy / occupational therapy to patients according to clinical protocols and service priorities.
- 1.2 Ensure patients receive a high standard of clinical care and that you meet the standards expected from The Royal College of Occupational Therapists
- 1.3 Use investigative and analytical skills to undertake a comprehensive, specialist Occupational therapy assessment of the patient.
- 1.4 Reflect on complex facts gathered or situations presented and use analysis and judgment skills to consider options for interventions, and outcomes.
- 1.5 Formulate individual management and treatment plans, using advanced clinical reasoning and a wide range of treatment skills.
- 1.6 Plan and implement specialist occupational therapy interventions /care packages in partnership with the service user, with the carer as necessary and in consultation with colleagues.
- 1.7 Plan and organise to carry out assessment and interventions in the most appropriate setting.
- 1.8 Monitor and evaluate the outcome of specialist interventions in partnership with the service user if possible, with the carer if necessary and in consultation with colleagues.
- 1.9 Collaborate with the MDT to develop and improve patient pathways.
- 1.10 Respond to unforeseen situations that take precedence over planned work.

- 1.11 Provide advice, teaching and instruction for relatives, carers, and other health professionals to promote understanding of the aims of therapy and to ensure a consistent approach to patient care.
- 1.12 Provide specialist advice to therapy and dietetic colleagues working within other clinical areas across the Trust and with other health, social care and voluntary organisations
- 1.13 Train and supervise junior therapists, assistants and students. This will include the use of formal appraisal documentation.
- 1.14 Use highly developed communication skills to establish good working relationships with colleagues, service users and carers.
- 1.15 Use verbal and non-verbal communication skills and sensitivity with patients, relatives and carers to overcome barriers to communication e.g. loss of hearing, altered perception, expressive and receptive dysphasia, pain, anxiety, tracheotomy, problems with cognition.
- 1.16 Deal effectively with complex, sensitive or contentious communications

2. Leadership and Management

- 2.1 Follow supervision guidelines and consult with clinical lead to ensure optimum outcome for complex patients with clear presentation of complex facts and analysis to enable effective decision making
- 2.2 Recognise and respond to changing team priorities and unforeseen situations that take precedence over planned work.
- 2.3 Contribute to the planning and development of discharge and flow therapy service in partnership with team members, team lead and operational managers across community services,
- 2.4 Take responsibility and lead on delegated tasks and service development activities.
- 2.5 Communicate effectively within the immediate team, MDT and with other internal and external organisations such as Acute Therapy Teams, Collaborative Care teams, Social services and voluntary sectors
- 2.6 Plan, deliver and evaluate appropriate clinical training to students ensuring all clinical protocols are accurately followed
- 2.7 Ensure equipment is stored in adherence with to relevant policies and that you are up to date with competencies to use equipment within the Community Therapy service.
- 2.8 Contribute to the development of discharge and flow team protocols policies and procedures designed to improve patient care and experience
- 2.9 Adhere to health and safety policies and procedures
- 2.10 Raise incidents and near misses using the incident reporting systems.

- 2.11 Ensure all team members you supervise participate in supervision and annual development review processes.
- 2.12 Have an awareness the need for cost efficiencies being aware of the need for judicious use of resources and maintaining stock control
- 2.13 Deputise for team leader in their absence
- 2.14 Be prepared to work flexibly in terms of time and workload to meet service needs.

3. Personal and Professional Development

- 3.1 Adhere to the Health and Care Professions Council (HCPC) Standards of Proficiency and Code of Ethics and Professional Conduct Occupational Therapy and maintain current professional registration.
- 3.2 Maintain own continuing professional development (CPD) by keeping abreast of new trends and developments, use of reflective practice and incorporating learning into working practice.
- 3.3 Attend and present in-service training sessions at designated times and at staff meetings sharing existing knowledge and skills and feeding back from external courses.
- 3.4 Be a role model for professional behaviours in all aspect of practice.
- 3.5 Ensure compliance with supervision and appraisals standards and maintain a professional portfolio both as a supervisor and supervisee.
- 3.6 Support team to participate in relevant internal and external research and quality improvement projects.
- 3.7 Establish links with other clinicians specialising in Frailty through regional and national groups to promote sharing of good practice and evidence-based research.
- 3.8 Facilitate and engage in practice placement education (PPE) and ensure that PPE standards are upheld by all staff.

4. Service Improvement and Governance

- 4.2 Evaluate individual and group interventions through the use of outcome measures and audit, and implement necessary service improvements.
- 4.3 Where there is an identified need for a new or updated policy or procedure in own work area as a result of an evaluation ensure that this is implemented.
- 4.4 Undertake research and audit of the Community Therapy Service presenting the results to the team and wider MDT.
- 4.5 Keep abreast of new research and clinical developments

- 4.6 Respond to requests for information and actions in a timely manner.
- 4.7 Participate in the development of risk assessment strategies for the community therapy service.
- 4.8 Attend the clinical governance meetings for flow and discharge and contribute to the operational planning and monitoring of the service.
- 4.9 Assist with the development and implementation of Trust and therapy wide service quality improvements strategies
- 4.10 Ensure maintenance of accurate, comprehensive and up-to-date documentation in line with professional, legal and service requirements.
- 4.11 Communicate clinical and personal information confidentially and in an appropriate format
- 4.12 Follow Trust and departmental policies and guideline

5. Professional Registration/Codes of Conduct

Be aware of and comply with the relevant codes of conduct and practice set up by the Health and Care Professions Council (HCPC) and maintain professional registration. Any breach of these codes may lead to action by the Trust independent of any taken by the Health and Care Professions Council.

6. Safeguarding Children & Adults

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults

7. Health & Safety

Be responsible, in respect to your area of work, for ensuring so far as is reasonably practicable and in accordance with Trust policies a healthy and safe environment for relevant clients and patients, employees and trainees, volunteers, visitors and members of the public on our premises, contractors and other people using the Trust's services, and for the provision of the information, training and supervision that is required to achieve this responsibility. This requires you to:

- Comply with any health and safety regulations or trust policies or procedures that affect your area of work.
- Raise matters of non-compliance with your manager or other advisers to reach appropriate solutions.
- Are familiar with the Trust's Health and Safety Policy and your department's Health and Safety Control Book or Manual.

8. Manual Handling

Manoeuvre **light and heavy** goods and equipment and assist people to move, in accordance with manual handling regulations and good practice.

9. Equal Opportunities

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

10. Infection Prevention and Control

Be responsible, in respect to your area of work, for ensuring so far as reasonably practicable and in accordance with Trust policies, that all staff are aware of their individual responsibilities in regard to infection prevention and control, and for the provision of the information, training and supervision that is required to achieve this responsibility. This requires you to:

- Maintain a safe infection prevention and control environment for yourself and others
- Be familiar with and comply with Trust guidelines, policies and procedures relating to Infection prevention and control
- Raise matters of non-compliance with your manager or other advisers to reach appropriate solutions
- Ensure that infection prevention and control guidelines, policies and procedures are distributed to relevant staff
- Ensure procedures specific to your specialty are in place, in collaboration with the Infection Control Team
- Ensure that infection prevention and control forms part of staff appraisal

11. Mandatory Training

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

12. Information Governance

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility

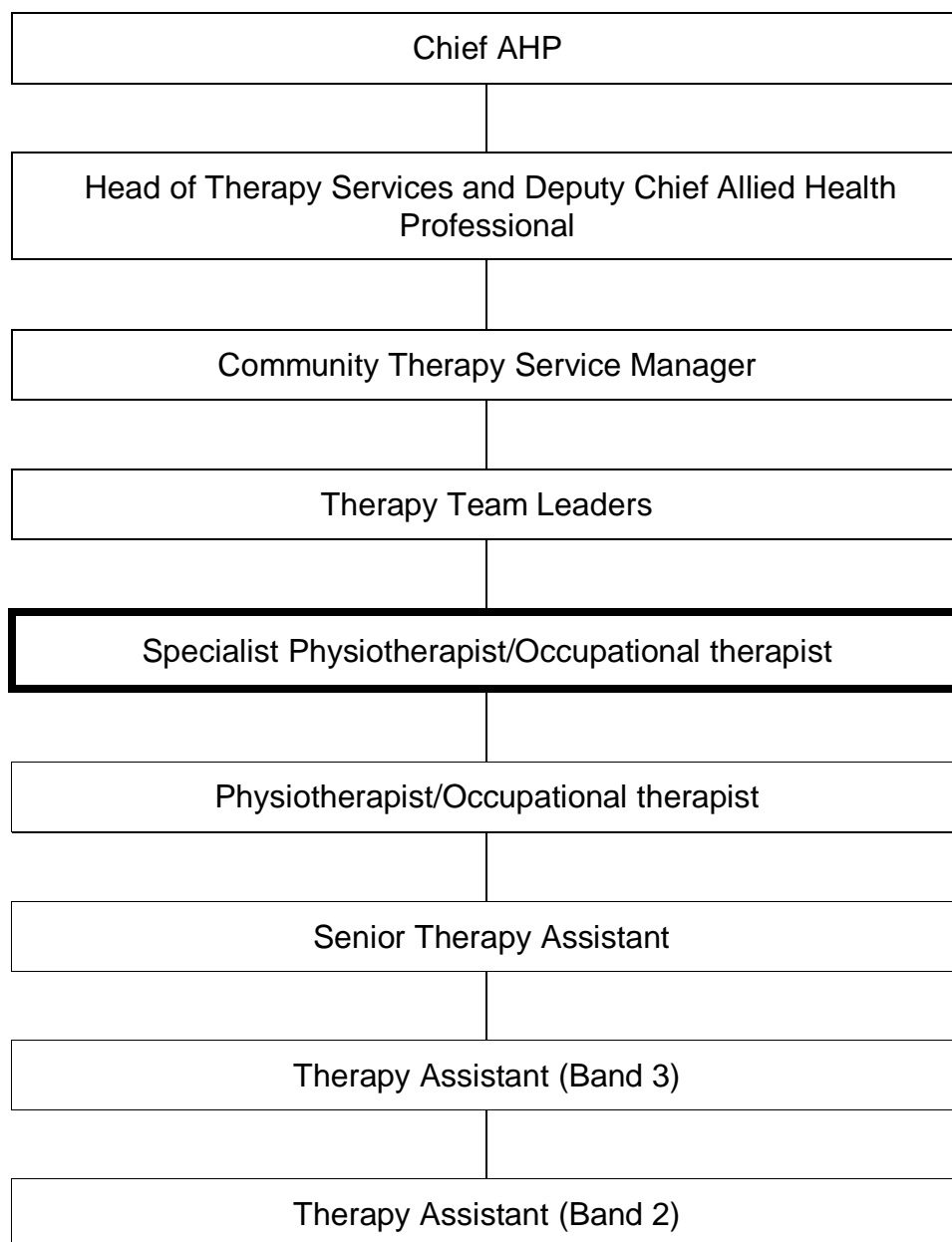
13. Restriction on Smoking

The Trust is "Smokefree". You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.

This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.

ORGANISATIONAL CHART



THERAPY, DIETETIC and MOBILITY SERVICES

PERSON SPECIFICATION

TITLE OF POST	<i>Specialist Occupational therapist</i>
BAND	6
DEPARTMENT	Community therapies
LOCATION	AGH

REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications	<p>Degree or equivalent pre-registration award in Occupational Therapy</p> <p>State registrations with the Health Care Professions Council and Royal College of Occupational Therapists</p> <p>Completion of course in Professional Practice education</p>	<p>Successful completion of a professionally validated specialist courses</p> <p>MSc modules in a relevant area of practice</p> <p>Leadership courses</p> <p>ECDL or formal qualifications in word processing and spreadsheets</p> <p>Member of relevant Professional special interest groups/organisations</p>	Application form
Experience	<p>Relevant and recent experience working at band 5 level in the acute setting and community settings</p> <p>Relevant and recent experience working in multiple specialities ideally within Rehabilitation settings, acute care, care of older people.</p>	<p>Experience at Band 6 level</p> <p>Supervisory & appraisal skills</p> <p>Worked within an integrated team</p>	Application form/ interview/ references/ CPD portfolio

	<p>Experience of multidisciplinary team working and working collaboratively with other professions and agencies including statutory, private and voluntary sector services</p> <p>Experience of guideline development, implementation and audit</p> <p>Experience of clinical supervision both as supervisee and supervisor</p> <p>Recent experience of student training.</p>	<p>Experience of taking part in or leading on Projects/ service improvements</p> <p>Experience of taking part in or leading an audit or research project</p>	
Knowledge	<p>Knowledge and clinical reasoning skills to support advanced clinical practice in acute therapies and flow.</p> <p>Knowledge of the roles of other professionals and the principles of partnership working</p> <p>Knowledge of clinical standards and ability to implement and audit these in the team</p> <p>Knowledge of the principles of clinical governance,</p> <p>Knowledge of the principles of student-centred learning and reflective practice</p> <p>Knowledge to promote and support equality and value diversity</p> <p>Knowledge of the NHS constitution</p>	<p>Knowledge of current national and local legislation relevant to discharge and flow.</p> <p>Specialist knowledge and clinical reasoning skills in relation to rehabilitation/ deconditioning / interventions in the community setting</p>	<p>Application form/ interview/ references/ CPD portfolio</p>
Skills	<p>Ability to work well within a team</p>	<p>Motivational interviewing skills</p>	<p>Application form/ interview/</p>

	<p>Excellent planning and organisational skills</p> <p>Excellent communication and counselling skills including observation, listening and empathy</p> <p>Able to adjust style to suit the situation</p> <p>Highly developed negotiation and problem-solving skills in complex situations</p> <p>Excellent analytical and reflective skills</p> <p>Excellent presentation skills, both written and verbal, and ability to adjust style and content as appropriate</p> <p>Ability to work under pressure and meet deadlines</p> <p>Ability to cope with working in a stressful environment, including emotional or aggressive patients and carers</p> <p>Ability to concentrate and work intensely in a busy environment</p>	<p>Audit and critical appraisal skills</p> <p>Ability to facilitate skills in others</p>	<p>references/ CPD portfolio</p>
Personal Attributes	<p>High degree of self-motivation and initiative</p> <p>High degree of integrity and reliability</p> <p>Approachable, tactful and diplomatic</p> <p>Resilient and confident</p> <p>Highly flexible to meet own and service needs and be open to new ideas</p>	<p>Actively contributes to the improvement of services by engaging service users.</p> <p>Actively seeks responsibility, accountability and autonomy</p>	<p>Interview/references</p>

	<p>High degree of energy and enthusiasm</p> <p>Works independently within parameters set by codes of conduct, professional guidelines and policies</p> <p>Conducts self professionally at all times and able to adapt approach to a range of situations.</p>		
Other	<p>Current UK Driving Licence</p> <p>Access to own transport</p>		Application form