

JOB DESCRIPTION

Post Title	Advanced Occupational Therapist – Clinical Lead for Acute Medical Inpatients
Band	7
Base	Royal Shrewsbury Hospital (with a requirement to work across Trust sites)
Hours	Part time 22.5 hours per week, working across 7 days on a rota basis
Responsible to:	Inpatient Therapy Manager & Professional Head
Line Managed by:	Team Coordinator

1. Post Purpose

- 1.1. To act as a lead expert therapist to assess, diagnose/interpret and manage own specialist caseload of complex patients as an autonomous practitioner in accordance with Professional Code of Conduct and Health and Care Professions Council Regulations.
- 1.2. To have developed, through experience and specialist postgraduate training, the advanced knowledge and clinical skills required for the post.
- 1.3. The post holder will work in close co-operation with colleagues within all Care Groups to deliver a cohesive service that is led by user need ensuring high quality of patient care, optimal patient flow and safe timely discharge.
- 1.4. To work closely with team co-ordinators to ensure an efficient operational service and a robust structure of training, supervision and appraisal is delivered to all members of the team.
- 1.5. To act as a source of expert advice and support within the Therapy Centre and across the Trust and the wider health economy.
- 1.6. To have highly effective communication skills and demonstrate these on a continual basis with patients, carers, colleagues and the wider Multi-disciplinary Team (MDT).
- 1.7. To provide specialist education and training to the Therapy Centre and the Trust and the wider health economy.
- 1.8. To undertake audit projects as a regular part of the role.
- 1.9. The post holder may be required to work flexibly, as part of the cover arrangements within their competence across all locations within the Therapy Centre as required. Notification of flexible working may be communicated at short notice to ensure safety of the service.
- 1.10. To use the Trust values at all times as a framework for own behaviour and encourage others to do likewise, ensuring the values underpin all that is done by the Therapy teams.

2. Main Responsibilities

Clinical

- 2.1 The post holder will work as a specialist autonomous practitioner to perform advanced assessment of patients with diverse presentations. To use advanced clinical reasoning to diagnose/interpret and then develop, deliver and adapt individualised treatment plans for patients within a specialist clinical area.
- 2.2 To participate as appropriate in own professional clinical area out of hours / weekend rota and the collective Therapy major incident response rota providing high quality patient care and specialist advice to medical and nursing staff.
- 2.3 To ensure that contemporaneous treatment records discharge summaries and activity data are maintained in accordance with Trust and Professional standards and where appropriate other members of the team.
- 2.4 To be responsible for organising and planning own caseload and where appropriate other members of the team, to ensure the needs of the service are met, readjusting plans as situations and priorities change.
- 2.5 To maintain a professional portfolio for continuing professional development to demonstrate specialist clinical competencies and compliance with Trust policies and Professional code of conduct.
- 2.6 To create an environment that supports life long learning through the provision of advanced pre and post registration training.
- 2.7 To act a source of expert advice for therapy colleagues, nursing and medical staff and other MDT members providing professional or clinical advice and discussing complex cases.
- 2.8 To provide induction, supervision, assessment and training to students on clinical placement, liaising with the student coordinators as appropriate and providing evaluation and feedback to the Higher Education Institutes (HEI) as appropriate.
- 2.9 To regularly undertake audit activity as part of role. To critically evaluate current research and apply where appropriate to practice and demonstrate a knowledge and understanding of national guidelines and legislation ensure this knowledge is disseminated to the Therapy Manager, Professional Head and the wider MDT.
- 2.10 To assess patients understanding of treatment offered, gain consent and have the ability to work within the legal framework with patients who lack capacity to consent to treatment as outlined in the Trust's consent guidelines.

3. Specific Clinical Elements of the Post

- 3.1 To deliver clinical services, to a complex level, to patients within the acute inpatient bed base.
- 3.2 To act as clinical lead for Occupational Therapy within inpatient therapy services.

- 3.3 To act as an expert in managing complex discharges and supporting colleagues in the assessment and treatment of patients presenting with complex conditions.
- 3.4 To deliver training and education to all staff
- 3.5 To support undergraduate education by mentoring a minimum of one student per annum in collaboration with occupational colleagues.
- 3.6 To work on the weekend discharge and orthopaedics rota routinely as an active part of the rota.

4. Management / Leadership

- 4.1 To manage own caseload and time effectively and efficiently responding appropriately to frequently changing demands, and unexpected urgent changes.
- 4.2 To adhere to Trust and Professional policies and procedures regarding own advanced role and contribute to their ongoing development and review.
- 4.3 To ensure all aspects of clinical governance are dealt with effectively and efficiently e.g. Datix reports are completed when required, patient complaints are processed in a timely manner and all mandatory training is completed when required.
- 4.4 To propose changes for own service area where appropriate and liaising with other disciplines when these protocols and guidelines impact on other clinical areas and professions.
- 4.5 To work collaboratively with the Therapy Manager and Quality Improvement Lead to evaluate activity, outcomes and effectiveness to ensure the service delivery is of the highest standard possible.
- 4.6 To participate in recruitment and selection process when required.
- 4.7 To work collaboratively with the Therapy Manager and Quality Improvement Lead to deliver service improvement.

5. Decisions, Judgements and Freedom to Act

- 5.1 To be professionally and legally accountable for all aspects of own work including the management of patients working to a specific agreed job plan.
- 5.2 The post holder will use advanced analysis and judgement and make independent complex decisions during the assessment process to arrive at a diagnosis and then plan a programme of treatment.
- 5.3 To be professionally accountable for own and team's actions and aware of professional boundaries.
- 5.4 To report to the Therapy Manager and participate in annual appraisal.
- 5.5 To participate in supervision in accordance with Therapy Centre / Trust policy and undertake appraisals.

- 5.6 To advise Therapy Centre, Trust and external colleagues on clinical and service issues, assisting them in complex decision making regarding clinical and operational decisions.
- 5.7 To be pro-active in developing and implementing policies, procedures, guidelines and protocols specifically for the management of the services within the post's remit.

6. Communication and Relationships

- 6.1 To communicate complex information to users of the service and their carers, regarding their condition and treatment options using advanced communication skills to convey contentious or sensitive information where there are barriers to understanding. To support the wider MDT and Therapy teams to communicate effectively when appropriate.
- 6.2 To be an advocate for all of the therapy professions within the Centre and maintain an appropriate network of external contacts.
- 6.3 To develop and maintain effective communication, feedback and engagement with customers of the service, including Consultants, GP's, patients and carers. The focus will also include promotional work with referring agents, other Trust services, community / primary care, social care, voluntary and private sectors.
- 6.4 To work with the Coordinator or TQIL to manage any complaints regarding the service ensuring that they are dealt with in a prompt and professional manner.
- 6.5 To develop and maintain adequate IT skills to support communication requirements

7. Systems and Equipment

- 7.1 To use appropriate equipment within the remit of the post, adhering to agreed instructions / manufactures guidelines.
- 7.2 To be responsible for own safe and competent use of all equipment used by all staff by ensuring all staff attain and maintain the required competency levels through attending induction and ongoing annual equipment training sessions.
- 7.3 To demonstrate the safe use of equipment loaned to patients, ensuring documentation is complete and instructions given.
- 7.4 To keep up to date with new developments in equipment and technology in order to maintain own and the team's competency levels in order to advise others, e.g. regarding procurement.
- 7.5 To be responsible for the sourcing and purchasing of equipment ensuring that cost and quality issues are taken into consideration when suppliers are selected and liaising with the Therapy Manager regarding decisions.
- 7.6 To undertake annual Trust and professional statutory training to maintain competency in the safe use of all equipment and to keep records of own attendance

7.7 To assist the Centre Manager in the development and maintenance of appropriate information management systems.

7.8 To use correct procedures with regard to the safe and competent prescription, issue, use and retrieval of Therapy equipment

7.9 To acquire a robust understanding of the Trust Cardiac arrest and emergency procedures and to understand the Therapy role.

8. Working Conditions and Physical, Mental and Emotional Demands

8.1 To perform tasks involving the handling of patients or loads on a frequent, sometimes unavoidable and repetitive basis as applicable to the role (refer to the clinical section).

8.2 The workload is frequently very complex and challenging, and is usually delivered under significant time constraints.

8.3 The post holder will be imparting unwelcome or sensitive news on a frequent basis, regarding treatment outcomes, rehabilitation prospects or condition deterioration.

8.4 To develop and maintain an ability to cope with and prioritise many unexpected work demands and deadlines.

8.5 To develop own competencies in handling the complexity of issues relating to the management of people and frequently be required to deal with distressed or unpredictable behaviour from patients, their carers and staff members, for example, when dealing with complaints and patients / carers.

8.6 There is a frequent requirement for periods of prolonged concentration.

8.7 The post holder will frequently encounter unpleasant working conditions.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and

- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and

- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

The post holder may be required to perform other duties on an occasional basis, which are commensurate with the grade and agreed by the post holder and the line manager.

This job description can only be altered with the approval of the post holder and line manager.

Job description agreement

Manager	Post holder
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Name:	Name:
Signature:	Signature:
Date:	Date: