

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Specialist Occupational Therapist (Band 6)
Responsible to:	AHP Team Lead
Department:	Occupational Therapy Services
Directorate:	Midlothian Health and Social Care Partnership
Operating Division:	Midlothian
Job Reference:	236063
No of Job Holders:	1

2. JOB PURPOSE

To act independently to provide a full comprehensive specialist service of assessment, diagnosis, treatment/appropriate management, onward referral and discharge to a complex range of patients referred to the service.

To supervise occupational therapists, assistant practitioners, clinical support workers and occupational therapy students.

To develop and deliver training programmes for a wide range of professionals and carers to educate carers and significant others in the understanding of both the therapy process and any intervention relating to the management of patients medical and social needs.

3. DIMENSIONS

Hours: Permanent 37 hours per week

Clinical Activity:

Population of the area: Midlothian is a small area adjoining Edinburgh's southern boundary, and framed by the Pentland Hills, the Moorfoot Hills and the Scottish Borders. Most of Midlothian's population resides in or around the main towns of Penicuik, Bonnyrigg, Loanhead, Dalkeith, Mayfield and Gorebridge. The southern half of the county is predominantly rural, with a small population spread between a number of villages and farm settlements, with increasing population growth due to new housing developments across the area.

Clinical:

This role sits within the AHP Team within Midlothian Community Hospital, who are a team of Occupational Therapists, Physiotherapists and Clinical Support Workers who work collaboratively. Guided by shared values and beliefs, we deliver person-centred, evidence-based, and timely interventions.

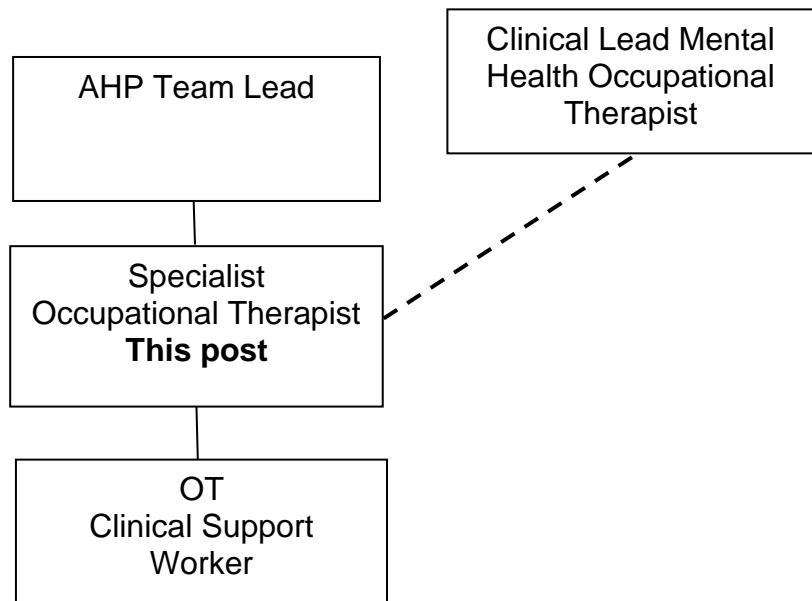
This post will provide assessment and interventions to Older People with functional and /or organic mental health needs and will have a designated base at Midlothian Community Hospital.

Professional responsibilities

The post holder may professionally supervise Band 5 Occupational Therapists, Occupational Therapy Assistant Practitioners, Clinical Support Workers, and Students.

The post holder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

We believe in the transformative power of occupation to support and enhance mental health and wellbeing throughout life. By applying our expertise to analyse, adapt, and grade meaningful activities, we promote engagement, participation, and performance in everyday roles and occupations. Occupation is both our tool and our goal, empowering individuals to achieve what they want and need to do for a better quality of life.

The role will focus on providing high quality, effective Occupational Therapy, providing appropriate evidence-based assessment. Individualised interventions for people presenting with a range of diagnosis (including Dementia, Mild Cognitive Impairment, Depression, Anxiety, and physical health needs) providing support and advice to a range of different professions, organisations and services, communicating effectively with colleagues within the Community Dementia team, Older Peoples Mental Health Team, Discharge to Assess and our third sector colleagues.

The post will be primarily based on:

Rose Lane an assessment ward for older adults from Midlothian who have acute Mental Health needs and/or Dementia.

Penny Lane provides ongoing assessment and treatment for people who have a complex dementia, who are unable to be cared for in the community due

Key Responsibilities

- Deliver a range of evidence-based assessments and therapeutic interventions for individuals whose mental health or dementia significantly impacts their daily activities and quality of life.
- Provide expert advice and guidance to patients, carers, and multidisciplinary teams.
- Facilitate individual and group interventions
- Undertake home assessments, visits, and community-based interventions to support recovery and independence.
- Ensure consistent, person-centred, high-quality care.
- Promote and deliver recovery-focused interventions that enhance independence, social inclusion, and personal wellbeing.
- Refer or signpost individuals to appropriate health, social care, and third-sector services as required.
- Maintain a commitment to evidence-based practice in all assessments and interventions

The post holder is required to work as an autonomous practitioner, comprehensively assessing a patient's functional ability and capacity to manage all daily activities to maximise an individual potential to live independently and safely. They will use an asset-based approach to enable adults to identify their skills and abilities, to develop and maintain healthy lifestyles and develop self-management skills

Occupational therapy takes a whole person approach to both mental and physical health and well-being and enables individuals to achieve their full potential. It aims to improve your ability to do everyday tasks if you're having difficulties. It involves assessment and intervention to develop, recover or maintain the meaningful activities, or occupations, of individuals, groups or communities.

Occupation includes all the activities and tasks that an individual does every day. For example getting dressed, going to work, cooking a meal, playing a sport, enjoying leisure time - these are all considered occupations fundamental to our health and well-being Occupational Therapists are critical to assessment, diagnosis, treatment, rehabilitation and ongoing management of individual's lifestyle.

6. KEY RESULT AREAS

Clinical

1. To independently prioritise and manage own individual specialist caseload providing a full and comprehensive specialist service of assessment, diagnosis, treatment/appropriate management, onward referral and discharge to a complex range of patients referred to the service.
2. Act as a specialist clinical resource for the therapy and multidisciplinary team e.g. patients, carers, Voluntary Organisations to optimise available clinical care including taking responsibility for more complex cases.
3. To maintain professional standard of record keeping which is accurate and current, in line with professional codes, service standards and organisational requirements
4. To work within all local policies, procedures and protocols and in compliance with professional standards as documented by the professional body and the Health and Care Professions Council. Patients may include vulnerable adults and young people under the age of 18 therefore develop a working knowledge of relevant procedures including Child Protection, Protection of Vulnerable Adults and other legal frameworks.
5. To contribute as required to the planning and implementation of team and departmental policy and service developments, including representing the team at relevant meetings.
6. Delegate allocated tasks to clinical support workers, assistant practitioners and Band 5 staff and supervise where appropriate, to maximise efficiency and to achieve desired quality of care ensuring they follow NHS Board Policies & Procedures.
7. To undertake audit, research activity or other projects to promote evidence-based practice, develop the service and maintain efficiency and effectiveness.

Educational

8. To develop and deliver training programmes for a wide range of professionals and carers to educate carers and significant others in the understanding of both the therapy process and any intervention relating to the management of patients medical and social needs.
9. To participate in the academic teaching and clinical supervision of occupational therapy undergraduate students and other professional groups and provide advice and specialist training to qualified AHPs, clinical support workers, assistant practitioners and students.

Managerial

10. Responsible for the supervision of staff including participating in the recruitment and induction processes.
11. Support Team Lead to develop a specialist therapy service to maximise patient care and use of resources, and identify areas for potential service improvements.
12. Monitor activity and support Team Lead to prioritise staff and equipment resources to meet service demands within budgetary constraints. To deal with first stage complaints recognising when to escalate to a more senior member of the team.
13. To deputise for the team lead/manager in meetings related to specialist clinical area.
14. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

7a. EQUIPMENT AND MACHINERY

Be competent in the use of a wide range of equipment. Ensure that equipment in use is clean and safe, and regularly monitored for safety as per professional and organisational standards of practice. Must ensure that all equipment issued by them is safe to use and be responsible for the safe and competent use of equipment they issue to patients.

The following are examples of equipment which may be used when undertaking the role:

IT Equipment – Personal Computer, phones, mobile phone, telehealth units, teleconference, videoconference.

Manual Handling equipment - Walking aids, Mechanical Hoists, Samhall turner, Sliding boards, Rope Ladders – to facilitate patient transfers.

Detail of equipment will be held locally and will depend on the work area.

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.

7b. SYSTEMS

The following are examples of systems which may be used when undertaking the role:

Maintaining patient records– documenting all patient interventions and non-direct contacts e.g. TRAK, Picture Archiving Communication Systems (PACS),

Internet based clinical information sources e.g. E-Library

Update department shared drive/intranet site

Use of intranet to access information within NHS Lothian

Daily use of e-mail for communication

Microsoft Office - Formatting and populating spreadsheets and databases to produce statistics and reports as required

Note: New systems may be introduced as the organisation and technology develops, however training will be provided

8. ASSIGNMENT AND REVIEW OF WORK

The specialist clinical caseload is generated by the specific needs of each clinical area. The post holder has sole responsibility for clinical management of a specialist caseload and will act independently within departmental and professional protocols / guidelines. Access to clinical supervision is available via a senior therapist as required.

The post holder is expected to initiate work and developments in their specialist area. They will allocate tasks associated with the clinical management / development of the service on a day-to-day basis to other occupational therapy staff.

The Team Lead may also delegate other non-clinical tasks e.g. participate interview / recruitment process, appraisal, PDP, patient satisfaction quality assurance.

The post is managed by the Team Lead/Manager. This includes participation in the departmental Personal Development and Performance Review (PDP) system.

9. DECISIONS AND JUDGEMENTS

To act independently to make complex clinical decisions relating to assessment, differential diagnosis, planning, and implementing and evaluating specialist treatment programmes leading to discharge.

Prioritise own caseload and workload management of self and junior staff.

Plan and implement own treatment care packages from analysis of assessment results and using developed clinical reasoning skills.

Decide when to refer on to a more Advanced /Specialist Occupational Therapists or other agencies.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Working with a complex range of patients, staff groups and different services and organisations and having an understanding of their priorities and structures through well-developed communication channels. Developing and maintaining effective communication links to ensure continuity of service and patient care

Effective time management of clinical commitments, administrative work, and professional requirements.

Prioritising complex caseload while managing the demands of families, patient's needs, staff from education, health and other agencies.

Providing supervision to occupational therapy staff and recognising the need to highlight areas of concern to the Team Lead.

11. COMMUNICATIONS AND RELATIONSHIPS

Required to communicate with patients, children, their families and a range of staff from other agencies about all aspects of assessment, diagnosis and management. This involves interpreting, adapting and presenting information which may be complex, sensitive and contentious, e.g. relating assessment results to patients/families or to other professionals, dealing appropriately with information relating to a child protection issue etc At times this may be contentious due to unrealistic expectations of other professionals, relatives / carers.

Maintenance of effective liaison with referring agents, patients, carers, clinical health care teams, education services and colleagues by informing relevant parties of current status of patient's level and degree of therapy involvement, attendance at case reviews, submission of verbal and written reports and making onward referrals as required.

The majority of contacts will be with the following:

OT/PT/SLT/POD/Diet colleagues both within and out with Lothian.

Patients, relatives and carers.

Allied Health Professionals.

Medical staff e.g. Clinical Medical Officers, GPs, and Health Visitors.

Education services e.g. teachers, nursery nurses, Educational Psychologists.

Other agencies e.g. Social Services, voluntary sector.

To develop and deliver training programmes for a wide range of professionals ensuring content and delivery is appropriate to the group

To support band 5 OTs, clinical support workers, assistants and students through formal and informal supervision opportunities. Identifying development needs and recognising the need to highlight areas of concern to the Team Lead.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical skills

Knowledge of how to use specialist equipment – required for day to day use with specific patients e.g. communication aids, special seating, standing frames etc.

Standard keyboard skills – required for daily use of IT equipment.

Manual handling skills – trained to a level as required by NHS Lothian for daily use in the workplace.

Physical effort

Direct manual handling of patients, with due regard for own safety, including manoeuvring patients, carrying equipment, pushing wheelchairs, arranging seating required on a daily basis.

Skills required assisting with therapeutic handling dependent on clinical area.

Mental demands

Concentration required when making specialist clinical decisions during assessment and treatment taking into account cognitive, perceptual, psychological, social and any cultural/ linguistic differences.

Concentration when completing patient notes and report writing.

Emotional demands

Communicating frequently with distressed/anxious/worried and emotionally demanding patients/relatives.

Frequent need to impart potentially distressing information regarding the nature of the difficulties and the implications of these, for example in relation to level of functioning or ability/inability to cope at home.

Managing patients with challenging behaviours and a range of complex difficulties including the application of appropriate management strategies.

Patients may include vulnerable adults and young people under the age of 18 therefore develop a working knowledge of relevant procedures including Child Protection, Protection of Vulnerable Adults and other legal frameworks. This can include receiving and acting upon confidential information relating to issues including physical/emotional/sexual abuse and neglect.
 Providing emotional support to junior colleagues and peers and when dealing with staff competency or performance issues.

Environmental and working conditions

Working within infection control and health and safety guidelines in order to deal appropriately with highly unpleasant conditions related to client contact as they arise; including frequent exposure to saliva, body fluids, odours and head lice.

Frequently required to work in a variety of locations which can result in exposure to unsuitable and/or unpleasant working conditions including cramped areas not designed for clinical use, patient homes etc.

Potential exposure to unsafe situations e.g. aggressive behaviour and verbal abuse from patients and relatives, lone working etc.

Requirement to travel between locations and across Lothian in course of duties.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Degree in Occupational Therapy (SCQF Level 9) or equivalent qualification recognised by the College of Occupational Therapists

Registered with the Health and Care Professions Council.

Evidence of significant post registration professional practice experience to undertake and fulfil the key areas for this post eg post graduate experience, post graduate courses (at SCQF Level 10) in clinical speciality, short courses.

Knowledge of and adherence to national clinical guidelines

Previous supervisory experience/evidence of developing leadership skills.

Good communicator, team worker and ability to work independently, and travel.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: