

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	OT Assistant Practitioner (Band 4)
Responsible to: Lead	Lead Occupational Therapist/ Locality Lead OT Service
Department:	Children and Young Peoples Occupational Therapy
Directorate:	Therapy and Rehabilitation
Operating Division:	Acute Services
Job Reference:	247473
No of Job Holders:	

2. JOB PURPOSE

As part of a dedicated AHP Therapy team the post holder will be allocated a delegated patient caseload by the qualified AHP and be expected to work independently, assessing the patient's care needs and/or modifying existing treatment plans and delivering this care without supervision. This includes progressing patients, reassessing and discharging within the scope of practice.

Support qualified AHP staff, by taking an active clinical role within the specialist clinical area as guided by evidence based protocols produced by the registered practitioner.

To support efficient service delivery, the practitioner will delegate tasks to others in the team and maximise the use of technology (e.g. telehealth) and adopt new ways of working.

3. DIMENSIONS

Range of clinical areas – The post holder will work with children, young people and families in a variety of settings across acute and community services.

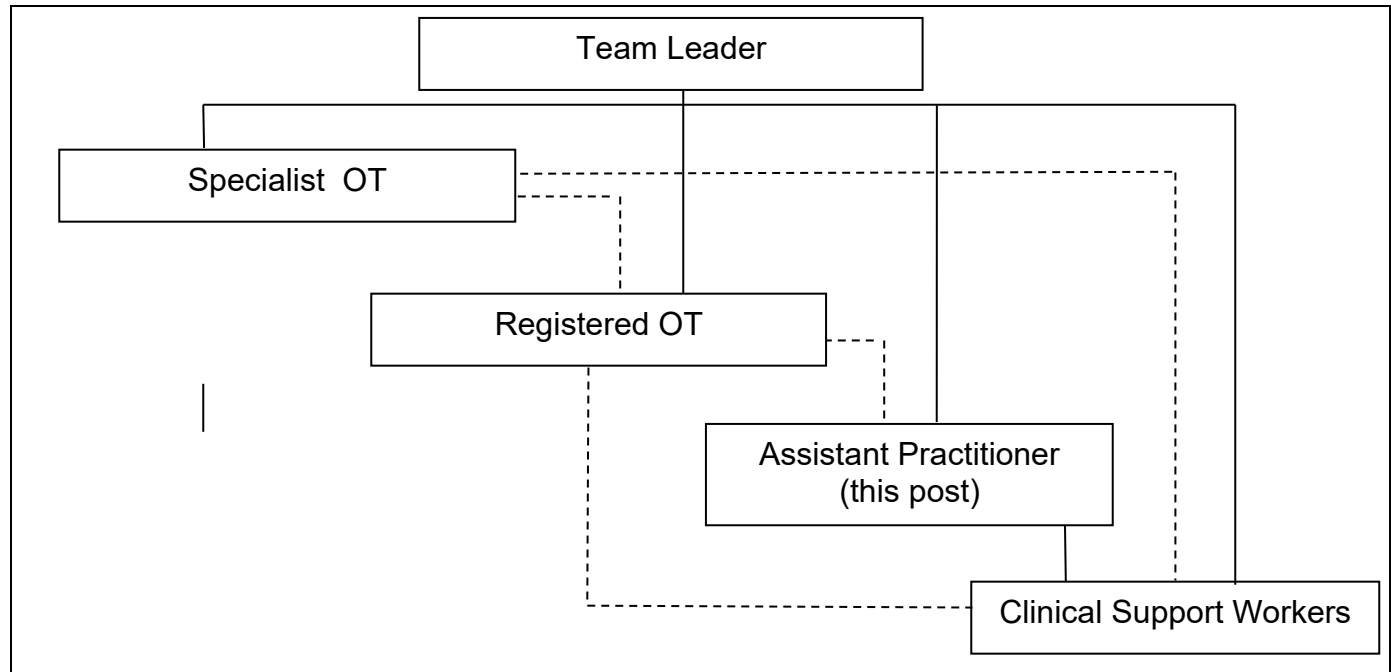
Staff responsibility – Supervise clinical workload of support workers and/or students

Financial/Budgetary Responsibilities: ordering supplies, stock control

The post holder will work within a variety of designated NHS and non-NHS sites including Hospitals, Health Centres, schools and nurseries.

The post 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

Occupational Therapy (OT) services provide diverse and specialist clinical services to a diverse range of patients and clinical population conditions across a wide variety of settings in acute and community and partner organisations. These include patients referred to National and tertiary services as well as local services for Lothian residents.

The children and young people's occupational therapy service supports children from 0-18 years with a range of additional support needs. Services are delivered flexibly to meet the differing needs of the population.

Occupational Therapists are autonomous practitioners specifically qualified to comprehensively assess a patient's functional ability and capacity to manage all daily activities to maximise an individual's potential to live independently and participate in the various occupations of daily life to support their health and wellbeing.

They enable children and young people to participate in the various occupations of daily life to support their health, wellbeing and development by providing occupation centred assessment and intervention and universal and targeted approaches to support early intervention and prevention.

6. KEY RESULT AREAS

Clinical

1. To work without direct supervision, to implement agreed specialist programmes of care ongoing assessment, evaluation, management and discharge of patients and identifying the need for changes in treatment pathway in line with agreed service protocols referring back to registered AHPs as necessary.
2. To undertake a range of procedures, as described in the care pathway using acquired skills and techniques with individuals and groups.
3. To develop a rapport with patients and use behaviour change techniques to support, encourage and motivate to make the necessary lifestyle changes/support self management/achieve goals within treatment plan
4. To have a thorough knowledge of treatment pathways and service protocols and be able to communicate this to patients, health care staff, other agencies and the public and offer guidance and advice as necessary.
5. Ability to effectively organise and prioritise their own delegated caseload even when lone working
6. To maintain professional standard of record keeping which is accurate and current, in line with professional codes, service standards and organisational requirements
7. To attend and participate in relevant meetings and multi-disciplinary team (MDT) meetings that will include contributing to client case discussions including discharge planning and providing update on area of work
8. To contribute to development and design of resources which may include patient literature, training programmes, handouts and evaluation forms
9. To work within all local policies, procedures and protocols and in compliance with NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers (2010). Patients may include vulnerable adults and young people under the age of 18 therefore must have an understanding and work within the legal framework of the adults of incapacity act and child protection.

Leadership

1. Delegates tasks to other members of the team based on the clinical/administrative need
2. To provide support and supervision to team members of routine clinical tasks and delegate appropriately where required
3. To help the registered practitioner to develop and deliver training and induction programmes in partnership with other members of staff and organisations.

4. To assist in research, or audit to support service development and evidence based practice
5. To participate in the departmental Personal Development and Performance Review (PDP) system including reflecting on own practice to maintain standards, identify learning and development needs and to identify areas for potential service improvements

Admin

1. To produce reports from IT systems on key outcome areas as instructed by AHP staff/Service Lead.
2. To undertake some housekeeping duties.
3. 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 - 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, MIM system, Picture Archiving Communication Systems (PACS), PIMs.

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

Health & Safety, Datix and COSHH Systems

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

8. ASSIGNMENT AND REVIEW OF WORK

The clinical caseload is generated by the specific service needs of the clinical area. Further tasks may be delegated on a daily/weekly basis. Access to advice and support from the Service Lead / senior staff will be available as required, and may be indirect. Range of responsibilities will be clearly defined in the care pathway.

The post holder may work independently on a day-to-day basis, being accountable for own actions and working within the relevant AHP related codes of practice and professional guidelines with input/supervision as required. The range of responsibilities will be specified in clearly defined in care pathways.

The post holder will plan and organise delivery of therapy for designated clinical caseload and completion of administrative tasks related to the role.

Formal and/or informal meetings/support with senior staff for purposes of clinical discussion will be regularly available and form part of routine practice.

Local induction and annual eKSF PDPR to be facilitated via team lead with individual responsibility for continuing professional development

9. DECISIONS AND JUDGEMENTS

Assistant Practitioners are responsible for carrying out their own patient consultations / interventions in a safe and effective manner. Decisions may include:

Identifying patients that require input from qualified staff in line with standard protocols

Prioritising own caseload.

The post holder is expected to recognise and escalate clinical concerns to the qualified AHP as appropriate when care deviates from protocols.

Judgements regarding the current condition and status of patients receiving treatment and adapting treatment within the scope of the post holders skills and training including whether it is appropriate for a patient to continue treatment e.g. deterioration of patient .

When to seek support or guidance from a qualified member of staff.

When delegation of tasks is appropriate to other members of the team.

What/when to feedback to other staff.

Participate in service/team discussion to inform and advise on decision-making processes e.g. use of resources, service developments, and patient pathways.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Utilisation of time management skills to provide a service incorporating management of personal caseload, support to other staff, administrative tasks including producing service reports, audit and development activity.

Ongoing patient monitoring and evaluation of outcomes to ensure appropriate caseload management, maintain patient safety and working within scope of practice

Dealing with emotional and/or distressing situations including patients with co-morbidities that require the utilisation of motivational, negotiating and persuasion skills to support behaviour and lifestyle change.

Supporting self-management strategies to embed and sustain behaviour change and effectively manage their condition.

11. COMMUNICATIONS AND RELATIONSHIPS

Patients

Provides advice, education and encouragement in an individual and/or group setting.

Apply knowledge of clinical conditions to facilitate effective communications with patients and others involved in their care.

Utilises developed motivational and behavioural skills to facilitate behaviour change in an individual or group session, including patients with complex psychosocial problems..

Liase with the senior clinicians regarding the management of complex cases, communicating and discussing these as appropriate.

Relatives / Carers

Receive information directly relevant to patient care and encourage/advise on a range of patient management strategies

Deal with verbal complaints and challenging behaviour, including aggression either in person or via telephone and refer up to line manager

Service Management

Regular meetings, email and telephone conversations ensuring a two-way flow of information.

Disseminate service information as appropriate

Advise and negotiate with senior staff/Service Lead regarding service review and development for their areas of responsibility

Promote and share ideas

Multidisciplinary team

Liase with other members of the team, other AHP's and medical staff for purposes of receiving guidance and advice for the exchange of information to ensure clinically effective care.

Applying knowledge of clinical conditions to contribute to multidisciplinary case conferences.

Feedback patient information regarding treatment, progress, presentation and response to intervention.

Share practice skills with other staff, students and contribute to clinical education as possible within area of expertise and as required.

Utilise team support for emotional and challenging patients/situations.

Other Agencies

Liase with a number of local and Lothian wide agencies including Local Authority
Engage with the general public and service users in consultation as required

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

Physical skills

Accurate IT skills – daily use of computer eg communicate with other colleagues, complete data input.
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.

Physical effort

Direct manual handling of patients with due regard for own safety, including lifting, carrying, pushing wheelchairs, arranging seating and feeding required on a daily basis.
Lifting, carrying and transferring a range of equipment to and from locations.
Skills required to assist with therapeutic handling dependent on clinical area.

Mental demands

Reacting flexibly to constantly changing situations and prioritising the workload as possible within existing resources.
Concentration required when undertaking the treatment of patients.
Constant need to be flexible to the demands of the environment including unpredictable work patterns, deadlines and frequent interruptions.

Emotional demands

Communicating frequently with distressed/anxious/worried and emotionally demanding patients/relatives. On a daily basis, dealing with patients who have communication/ Language difficulties.
Assisting in the treatment of patients who have deteriorating conditions or may be terminally ill.
Providing emotional support to peers.

Working Conditions

Working within infection control and Health and Safety guidelines in order to deal appropriately with unpleasant conditions related to client contact as they arise; including exposure to body fluids, odours and head lice.
Potential exposure to unsafe situations eg aggressive behaviour and verbal abuse from patients and relatives, lone working.
Requirement to travel between locations and across Lothian in course of duties.

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

HND in health related subject /SCQF Level 8 or SVQ III/HNC plus evidence of experience working within health and/or social care and managing a delegated caseload.

Demonstrate competencies in Skills for Health Core Standards for Assistant Practitioners (2009) for example:

Reflect on and evaluate your own values, priorities, interests and effectiveness

Synthesise new knowledge into the development of your own practice

Communicate effectively with individuals

Audit your own work practice

Act within the limits of your competence and authority

Knowledge of clinical area/patient group pathology

Experience of implementing programmes of care as prescribed by qualified practitioner and working within agreed scope of practice

Experience of audit

Multidisciplinary team working

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: