

**Team Lead Occupational Therapist: Adult Mental Health
JOB DESCRIPTION**

1. JOB IDENTIFICATION

Job Title: Team Lead Occupational Therapist (Band 7)

Responsible to : Mental Health and Substance Misuse Manager

Departments: Adult Mental Health and Substance Misuse Services

Directorate: North East Edinburgh Locality

Operating Organisation : Edinburgh Health and Social Care Partnership

Job Reference: 092438

No of Job Holders: 1 WTE

Last Update (insert date): November 2017

2. JOB PURPOSE

The post-holder will have delegated responsibilities for the clinical, strategic and managerial leadership of the Occupational Therapy service in North East Locality, Community Mental Health Team and Substance Misuse Service within Edinburgh HSCP, ensuring provision of a quality service to patients and to provide leadership to senior and junior staff through supervision and appraisal. The post-holder will develop and implement service changes and act as a specialist resource.

The post will be approximately 60% clinical and 40% management – flexible in line with service need.

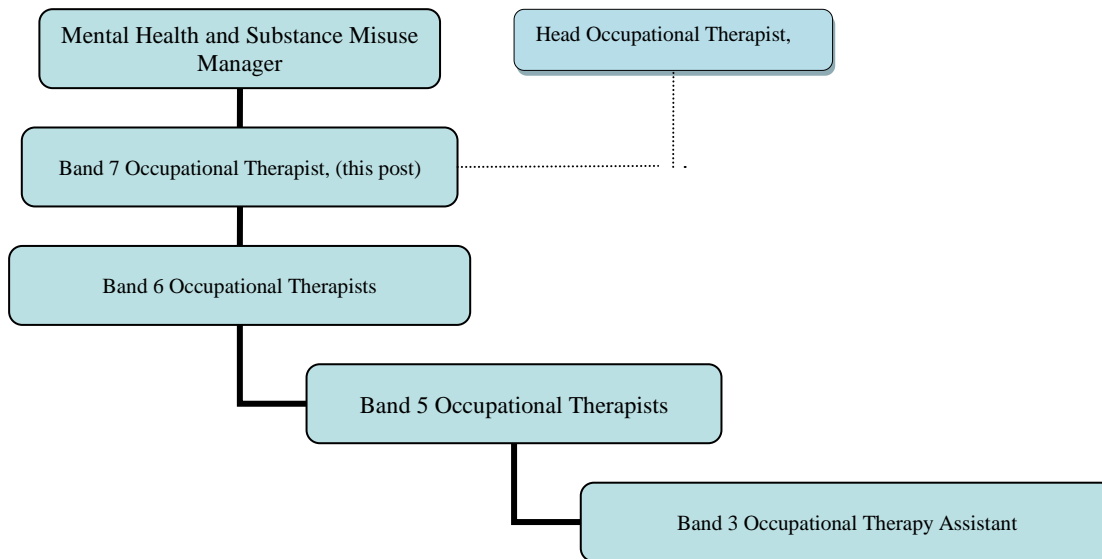
3. DIMENSIONS

The post-holder will have clinical and managerial responsibility for the Occupational Therapists in the Adult Mental Health and Substance Misuse Services, North East Edinburgh locality. There are currently 5.5 WTE staff spread across the three teams.

The post-holder will work closely with colleagues across the mental health and substance misuse pathway including the locality primary care and community mental health teams, substance misuse service and The Works.

The post-holder will be based with the community mental health team at Inchkeith House.

4. ORGANISATIONAL POSITION



The post holder will have close links with Occupational Therapists across the mental health pathway and receive professional supervision and advice from the Head Occupational Therapist

5. ROLE OF DEPARTMENT

The Occupational Therapies Service is part of the Adult Community Mental Health Team, which provides a locality wide community based for people aged 18-64 who have complex mental health needs requiring case management. People are seen at where appropriate at a team base, the person's own home or in other community settings. The team: offers a recovery based service whereby people will be encouraged to work on their strengths and identify their own goals to work on; provides and co-ordinates a broad range of treatments, based on individual assessment and recognized best practice, through ongoing contact, assertive outreach and crisis intervention; and provides support, advice and education for carers and families of service users

The North East Team works with people aged 18-64 experiencing mental, psychological or emotional problems which compromise normal functioning, and who are likely to respond to time limited mental health interventions. Most appointments take place in a clinic setting but alternative locations such as the person's own home may be used when clinically necessary.

The team works with the person to develop a shared assessment or formulation of their strengths and difficulties; and provides a range of time limited interventions for mental health problems including occupational therapy, psychologically informed nursing interventions and (where the worker is suitably trained and supervised) formal psychological therapies

The Substance Misuse Service provides a locality wide community based substance misuse assessment, treatment and home detoxification service which will, employing evidence based methods, aid the attainment and support the maintenance of abstinence for those individuals with addiction problems whilst promoting recovery. This includes harm reduction interventions on safer levels of consumption to people concerned about their drinking/drug taking but not contemplating abstinence.

Occupational Therapists within those teams provide specialist occupational therapy to people

receiving care or treatment within the teams above.

6. KEY RESULT AREAS

Management

- To be responsible for workload and management and supervision of adult mental health and substance misuse OT team within North East Edinburgh locality. This will include ensuring appropriate and safe levels of staffing are maintained and that staff are managed and supported in their performance of their duties in line with current Human Resource policies.
- To lead and promote the development of flexible team working across designated area, thus ensuring an integrated approach.
- To monitor workload pressures including use of workload activity data and demands on the Occupational Therapy Service and actively support the teams in planning their work effectively and efficiently as well as work with MDT colleagues to effectively manage these.
- To promote and facilitate effective communication systems for all Occupational Therapy teams ensuring regular team meetings take place and any pertinent issues are communicated to the Mental Health and Substance Misuse Manager or Head 8a Occupational Therapist as appropriate.
- The post-holder will lead on clinical governance issues such as risk management, monitoring and maintaining high standards of clinical practice and record keeping through clinical audit and promotion of evidence-based/best practice to improve clinical outcomes.
- Attend Management/AHP/Senior OT Meetings when required and contribute to maintaining a high profile of the service within Edinburgh HSCP.
- To provide professional leadership support to Occupational Therapy team, ensuring appropriate and effective response to current initiatives.
- Facilitate and support OTs in developing their management and leadership skills, helping to empower them to address local issues.
- Support staff through change, encouraging problem solving and conflict resolution and promoting a values -based working ethos.
- In collaboration with the Mental Health and Substance Misuse Manager and Head 8a Occupational Therapist, facilitate and manage the ongoing process of professional and personal development within the Knowledge and Skills Framework by undertaking annual appraisals for OTs.
- Identify and ensure appropriate education and learning opportunities are undertaken to reflect the changing needs of the service and maintain an appropriately skilled workforce, thereby promoting staff retention.
- Maintain own and others' professional development including regular access to clinical supervision or learning set.
- In conjunction with Mental Health and Substance Misuse Manager, lead on the recruitment and selection of OTs within the service area, ensuring appropriate skills mix to maintain optimum service levels. Ensure appropriate placement induction and orientation programmes are in place for new staff and students.
- Ensure that incidents, complaints and clinical risks are reported and investigated timeously in collaboration with the Mental Health and Substance Misuse Manager and subsequent action plans are implemented, making staff aware of user concerns or identified issues.
- Be a local budget signatory and proactively manage resources as delegated

Clinical

- To be responsible and accountable for the clinical input to a designated area ensuring ongoing assessment, treatment and review, ensuring that the highest standard of care and

service is delivered in a consistent and safe manner within the home and clinical setting.

- To initiate, establish and maintain good working relationships with patients, carers and members of the multidisciplinary team to support multidisciplinary working. This also includes maintaining effective communications and relationships with statutory and voluntary agencies which promotes collaborative working and effective co-ordination of services for individuals and groups.
- To promote and participate in effective discharge planning procedures which may involve development and support of care packages in line with the joint future agenda.
- The post-holder may be required to initiate, facilitate or participate when required in Case Conferences or other meetings relating to meeting the needs of patients and carers.
- To proactively develop and deliver specific programmes of care aimed at improving health, increasing social inclusion, preventing ill health and reducing inequalities for patients and the wider community in accordance with national and local priorities.
- To act as an autonomous, highly specialist practitioner to assess, analyse and provide clinical input using advanced clinical reasoning skills.
- To provide ongoing leadership and mentorship to the OT team including students and participate in the development and teaching and delivery of relevant training programmes.
- Lead in conjunction with the Head Occupational Therapist on the implementation of recommendations from appropriate papers such as Delivering for Mental Health, HEAT Targets, Recovery Approach, recommendations from the Royal College of Occupational Therapy Strategy for Mental Health for example.

Education/professional

- Act as a highly specialist resource to provide education, training and development for Occupational Therapy Staff, Students, other health professionals, those working in external agencies and higher education institutions. Promote and sustain professional development and evidence based practice thus maximising service effectiveness and capacity.
- monitor the quality of the practice placement education of undergraduate and postgraduate Occupational therapy students within service area.
- Maintain continuous professional development as required by HCPC regulations for Occupational Therapy to ensure continued registration
- Contribute to the development of professional networks at a local and national level representing Occupational Therapy or clinical specialism.
- Ensure Occupational therapy staff maintain high professional standards (through awareness and adherence to Service, Division, College of Occupational Therapy and Health Professions Council Standards)
- To co-ordinate and support the design and implementation of audit tools and research activity within service area.

<h3>7a. EQUIPMENT AND MACHINERY</h3>
<p>Ensure that safe working practices and maintenance of departmental equipment and machinery is adhered to by all staff. Leading annual reviews of equipment, C.O.S.H.H., risk assessments and H and S Templates.</p> <p>Delegating and ensuring that procedures are in place for repairs and replacement of equipment and machinery.</p> <p>Whilst on duty, the post-holder is contactable by mobile telephone.</p> <p>Use a wide range of equipment during therapeutic interventions. A sample of which is noted below.</p> <ol style="list-style-type: none">1. Standardised assessment tools: MOHOST, OCAIRS, COPM etc

2. Manual Handling equipment: hoists, plinths, slide boards, mobility aids, wheelchairs.
3. Adaptive equipment: bath (fitted and mechanical), toilet, chair, kitchen, bed, rails, banisters, mattress elevators
4. Personal care: dressing, feeding and toileting equipment.
5. Communication equipment: PC, PowerPoint, telephone, fax, overhead projector, printer, laminator, photocopier, Dictaphone, television and video, flipchart, blackberry mobile telephone.
6. Transport: pool car, bus, taxi, own car.
7. Safety Devices – personal alarms, mobile phones

8. ASSIGNMENT AND REVIEW OF WORK

- 8.1 The post-holder will have responsibility for the management, operation and development of designates part of Occupational Therapy service. This will include prioritisation and the freedom to allocate resources to meet service pressures and demands. This will also include the delegation and appraisal of clinical and non-clinical tasks to occupational therapy and support staff where appropriate.
- 8.2 The post-holder will be involved in strategic development, planning and implementation of the wider adult mental health service. Related tasks will be generated by the post-holders membership of the senior management team, and other multi-disciplinary and multi-agency working parties relevant to the service area.
- 8.3 The post-holder is required to autonomously manage and prioritise their caseload.
- 8.4 The post-holder has freedom to practice within the clinical and operational guidelines of the specialist area, working without supervision but with clinical responsibility to the responsible medical officer.
- 8.5 Clinical work is reviewed through multi-disciplinary team communication.
- 8.6 The post-holder will have managerial accountability to Mental Health and Substance Misuse Manager, Edinburgh IJB, who will review the post holder's performance annually by using the NHS Lothian Performance Management Review System and professional accountability to the Head Occupational Therapist, REAS,.
- 8.7 Lead a clinical team and have clinical accountability to the patient's RMO.
- 8.8 Supervision and review of senior team member's clinical work.

9. DECISIONS AND JUDGEMENTS

- The post-holder is required to manage a complex clinical caseload, exercising advanced clinical reasoning, in making autonomous decisions and judgements on a daily basis. This involves freedom to act within clinical knowledge base, to prioritise, to implement assessment, diagnostic formulation, care planning, intervention and discharge.
- Responsible for identifying and managing clinical risk.
- Anticipate and respond to and resolve staff performance issues. More complex problems will be resolved in collaboration with Mental Health and Substance Misuse Manager
- Required to provide highly specialist advice, consultation and recommendations, to other health care professionals, families / carers and external agencies regarding patient care.
- Responsible for decision making with regard to planning and implementation of operational and managerial policies, and service development - for the profession and senior management team of the service
- Responsible for ensuring that all clinical decision making within the occupational therapy team, adheres to evidence based / best practice guidelines and current legislation.
- Responsible for ensuring occupational therapy staff compliance with Primary Care Organisation's Policies and Procedures, and COT Code of Ethics and Professional Conduct.
- Responsible for decision making with regard to staff performance and competence, staff absence, health and safety, CPD, training, leave etc.
- Responsible for the management and supervision of post and under graduate student practice placement education within the service area.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Prioritisation of workload and conflict between clinical and operational requirements.

Working across each number of teams/sites

Leading, supporting and developing staff during organisational change and implementing Government/professional/organisational recommendations at a local level.

Consistently negotiate and balance the different priorities and demands from a wide range of professionals and agencies to ensure optimal care is delivered.

Consistently use highly developed clinical skills to deliver high quality care in a range of settings and balance conflicting and unpredictable priorities in addressing the health care needs of the local population.

11. COMMUNICATIONS AND RELATIONSHIPS

To keep Mental Health and Substance Misuse Manager informed of complex cases or adverse incidents on a day to day basis and attend regular meetings with the Mental Health and Substance Misuse Manager

Engage with professional supervision via the Head Occupational Therapist

To ensure a seamless flow and dissemination of appropriate information between the team and

levels of the organisation.

Communication is regular, face-to-face, on the telephone or in written correspondence and may be about any aspect of service delivery. It is also often around complex, sensitive or contentious issues.

Responsible for minute taking/writing/dissemination; report writing, organisation/facilitation, chairing meetings including case conferences.

Joint working and liaison with other professionals, voluntary and statutory agencies, both internal and external, on a daily basis in addition to contact with patients and carers. Other contacts fall into the following main categories:

Internal:

All members of MDT

Out of hours colleagues as appropriate

NHS Lothian, REAS, CHP staff i.e. CSDM, Human Resources, Finance, Information Technology Facilities, Professional Development Unit, Practice Education Facilitators

Other NHS Services and Boards

Staff representatives

External:

Social work, education, housing, institutes of higher education, police, voluntary and charitable agencies.

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

Physical demands:

Manually handling patients during assessment and treatment for sustained periods during treatment sessions. Activities could include repeated bending, crouching, reaching, supporting, leaning, kneeling and repetitive movements, often in confined or restricted spaces. Manoeuvring patients (up to 95 kilos) in wheelchairs in confined spaces.

- Assess for and demonstrate specialist equipment. This may include sourcing, assembling, dismantling and ensuring the safe use of equipment.
- Driving skills utilised - using hospital transport and taking responsibility for staff and patient safety as well as lift/manoeuvre equipment (such as wheelchairs) in/out of car.
- Ability to use a PC.
- Intense physical effort for short periods - eg pushing wheelchair, carrying creative and/or ADL equipment.
- Make quick judgements that affect the safety of self, patients and others.
- Work effectively under pressure with frequent interruptions.

Mental Demands:

- Support teams to plan and organise workload in response to unpredictable demands such as staff absence and workload pressures.
- Support and negotiate with a number of teams on staff/work related issues.
- Frequently responds to telephone calls from professionals/patients/carers about a crisis situation which means that treatment plans need to be changed.
- Interpreting and analysing a range of data.
- Being aware of national and local strategies/policies and the impact on health care delivery.

- Concentration required during patient assessment, subsequent documentation and overseeing of other assessments carried out by the team. Concentration also required when organising and attending case conferences, report writing, minute taking/writing, sharing information, addressing patient/carers and staff needs and requirements.
- Increased concentration is required when working in the patients' home where there is little opportunity to control the level of background distraction or frequent interruptions from individuals/carers.
- A higher level of concentration required when working with complex cases i.e. vulnerable adults.
- The ability to act expediently and appropriately when responding to crisis situations.
- Ability to adapt to complex clinical situations when they arise, often without immediate medical support.
- Ongoing requirement for continual updating and learning of techniques and practices, including information technology skills.
- Working with patients with complex and diverse needs.
- Constant awareness of risks associated with lone working.

Emotional Demands:

- Competing priorities between clinical and management role on a daily basis.
- Frequently deal with and provide support in relation to team and individual staff issues.
- Managing conflict.
- Ensuring working relationships are effective and collaborative between teams.
- Communicating with distressed/anxious/worried patients and carers on a daily basis.
- Dealing with vulnerable people.
- Acting as advocate for patients and carers.
- Occasional exposure to domestic violence, sexual abuse, family breakdown and bereavement.
- Managing/dealing with aggressive behaviour and situations.

Working Conditions:

- Exposure to verbal and physical aggression.
- Home environments i.e. poor hygiene, ergonomics, pets, passive smoking.

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

1. Have attained educational qualification required for registration by the Health Professions Council (Dip COT, B.Sc. or B.Sc.(Hons) in Occupational Therapy, Post graduate Diploma in Occupational Therapy)
2. Registration as an occupational therapist with the Health Professions Council, and responsible for adhering to relevant standards of proficiency and standards of conduct, performance and ethics.
3. The post holder will have postgraduate experience in occupational therapy practice, including specialist knowledge at a band 6 or equivalent level.
4. Demonstration of highly specialised knowledge and skills, with active participation in current occupational therapy professional and educational issues.
5. Demonstration of highly specialised knowledge and clinical expertise in specialist practice area.
6. Evidence of ongoing commitment to own continuing professional development (e.g. critical reflection on own skills and experiences, specialist courses relevant to clinical area such as supervisory skills and specific treatment approach, postgraduate courses, management

courses)

7. Evidence of commitment to others Continuing Professional Development
8. Evidence of skills required for management responsibilities
9. Experience of working effectively within multiprofessional teams with evidence of leadership skills
10. Excellent communication skills both written and verbal English with patients, multiprofessional team, staff, carers, other agencies plus represent the occupational therapy service at Division level
11. Knowledge of research and audit activities and promoting an evidence-based culture of practice
12. Experience as practice placement educator, with attainment or working towards Accreditation as Practice Placement Educator
13. Teaching and supervisory experience in relevant area
14. Ensuring compliance with Health and Safety legislation in the service and ensuring staff have awareness and knowledge of health and safety issues and maintain a safe environment for clients and co-workers.

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: