

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: **Occupational Therapy Advanced Practitioner**

Responsible to: Lead Occupational Therapist

Department(s): Adult Occupational Therapy

Directorate: Therapy Services

Operating Division: Acute

Job Reference: 092476

No of Job Holders: 1

2. JOB PURPOSE

To undertake the role of an Advanced Occupational Therapist (AOTP) within trauma care, in both in an in-patient and out-patient settings, utilising high levels of autonomous decision making and clinical judgment, ensuring that patient health needs are met through the diagnosis and the management of highly complex patient conditions including assessment, treatment and review planning processes in partnership with patients and families.

To provide highly specialist advice to healthcare professionals, other agencies, carers, clients and relatives within the area of Trauma. The AOTP role encompasses that of expert clinician, educator and leader.

To take a key role in leading and developing the team within the service to improve practice and work collaboratively, implementing and evaluating evidence based standards, guidelines and policies.

To lead and be actively involved in quality improvement and research activity which will contribute to the development of the service.

3. DIMENSIONS

Clinical Area: The Adult Occupational Therapy service provides for adults the Acute Hospital and Community (including homes and work places) settings throughout Edinburgh, East Lothian and Midlothian.

The South East of Scotland Network model for major trauma will see a Major Trauma Centre (MTC) for Adults at Royal Infirmary of Edinburgh (RIE) and for Paediatrics at the Royal Hospital for Children and Young People (RHCYP). The MTC will be supported by 3 x Trauma Units (Fife Victoria Hospital, Borders General Hospital & Forth Valley Royal Hospital) and a Local Emergency Hospital (St John's Hospital). The Major Trauma Centre, based on Scottish Trauma Audit Group (STAG) data, it is estimated that 600 Adult patients and 30-40 Paediatric patients will be admitted under the Major Trauma specialty. We currently provide care for Major Trauma patients who are admitted under a variety of inpatient teams and a variety of wards. With the implementation of a Major Trauma Centre at the RIE and RHCYP due to go live in 2021/22, the pathway for major trauma patients will include care provided by a specialist Major trauma service, which includes, earlier, hyperacute rehabilitation services.

The Royal Infirmary of Edinburgh is a designated Major Trauma Centre for the South East of Scotland. Adults who sustain major trauma injuries require a managed transition from admission to rehabilitation and into the community.

Major trauma patients require highly skilled and co-ordinated care from the scene throughout acute care and during expert rehabilitation. The role of the major trauma service is to provide a high quality, safe and supportive environment to ensure that major trauma patients are managed in the timeliest fashion according to their needs and be the advocate for patients and their family.

Progress is reviewed, along with the wider trauma team, to determine the best timing for transfer to the most appropriate rehabilitation facility for further treatment. In addition the post holder will assist to strengthen local clinical leadership to support clinical decision making, and promote and develop quality improvement initiatives.

Staffing Responsibilities:

Provide leadership and development for staff within designated service area/locality.

Supervise clinical workload of Band 5/6 occupational therapists, assistant practitioners, clinical support workers, and occupational therapy students.

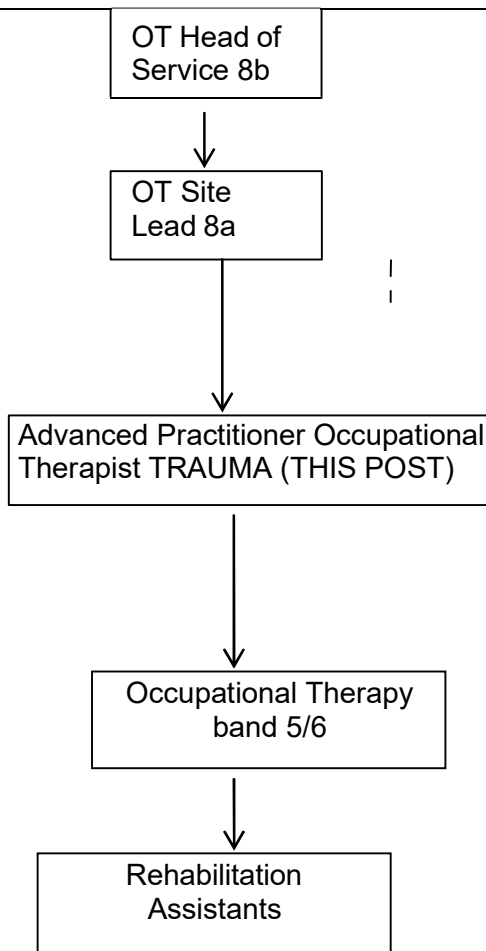
The post holder is employed within NHS Lothian and there may be a requirement to work flexibly to meet service demands following relevant ER policies.

Financial responsibilities

The post holder will have responsibility for ordering stock and authorizing equipment provision .

Base: The post holder will have a designated bases between the Royal Infirmary but may be expected to work in a range of acute and community settings including hospital, local community clinic bases, and home.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

Occupational Therapy (OT) services provide diverse and specialist clinical services to a wide range of patients and clinical 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 Adult occupational therapy service manages patients from 16 years on with a wide range of additional support needs in a variety of hospital and community settings. Services are delivered flexibly to meet the differing needs of the population within localities.

Occupational Therapists are autonomous practitioners specifically qualified to enable adults to participate in the various occupations of daily life to support their health, well being and development. They enable adults to make the most of their skills and abilities by providing specialist assessment and intervention and universal and targeted approaches to support early intervention and prevention.

In conjunction with other clinical specialities on the Royal Infirmary campus, major trauma will provide a dedicated major trauma service for patients who have suffered serious injury. A clinical workforce will be established to support the co-location of major trauma patients developing strong links between the multidisciplinary teams who input to major trauma patient management. This would include a rehabilitation coordination team.

The function of the Major Trauma Service is the support and development of the workforce, aligned to workforce planning, (operational/tactical) training and development to ensure fitness for purpose and fitness for practice. The Service also has a role in the education and training of staff as well as effecting clinical supervision.

The role of the Major Trauma Service is to provide specialist trauma acute care and rehabilitation. The hospital major trauma service has the responsibility and authority for the clinical governance of all major trauma care in hospital. The rehabilitation MDT will provide intense, specialist rehabilitation in order to maximise outcomes.

The purpose of the Major Trauma Service is to create learning and development opportunities with the service, to address essential priorities in line with NHS Lothian's workforce priorities and service re-design agendas.

Services across the region are already in place to support the delivery of patient care for those who are severely injured. The post holder will be vital in maintaining and sustaining services, as well as ensuring continued improvements to patient care.

6. KEY RESULT AREAS

Clinical

1. Independently and autonomously carry out Occupational Therapy comprehensive triage, assessment evaluation and identifying occupational performance risks and needs. Setting therapeutic treatment goal with patients with highly complex traumatic disorders and possible multiple pathologies using advanced critical thinking, expert clinical and diagnostic reasoning skills. Enabling development of immediate Occupational Therapy case management plan which will meet the physical and psychological needs of the patient maximising functional outcomes and improving quality of life and independence in activities of daily living.
2. To undertake expert and advanced clinical interventions in both Acute and community settings as required. Provide highly specialised clinical advice, support and Occupational Therapy rehabilitation to trauma patients and their families, the multidisciplinary team and other occupational therapists. Provide high quality clinical care, continuity and early intervention. To carry out assessment and intervention within Critical Care encompassing hyper acute rehabilitation, improving the patient journey with better informed patient – focused care. To be involved at all stages of the rehab journey from Acute to community services for adults and also involved in repatriation for rehabilitation at local Trauma units across Scotland.
3. Have overall responsibility for the management of a clinical caseload involving complex patients providing planned and urgent assessments and treatments.
4. Participate in strategy development at National (UK Wide) specialist groups, which facilitate networking and sharing best practice through the provision of specialist professional advice. Delivering training to other agencies.
5. Work collaboratively with multidisciplinary team to maintain and develop scope of practice/ knowledge and develop pathways within specialist field to ensure delivery of a co-ordinated multidisciplinary service for individual patients and the service as a whole.
6. Maintain timely and accurate patient document records to reflect care provided and to be professionally and legally accountable.
7. 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.

Leadership/Service Development

8. To deputise for the Occupational Therapy Manager and take a lead role in delegated service wide initiatives related to adult trauma. To promote a culture of continuous quality improvement within the service. Identifying opportunities for service development, implementing appropriate measures and demonstrating impact.
9. Support the Occupational Therapy Clinical lead and Manager to develop a specialist therapy service in trauma to maximise patient care and identify areas for potential service improvements in line with current policy and evidence based practice.
10. Responsible for the supervision and development of staff and assist in all aspects of staff management issues including workforce planning, recruitment and retention, appraisal and performance management, risk management and health and safety.
11. Monitor activity and support service manager to prioritise staff and equipment resources to meet service demands within budgetary constraints.
12. To deal with first stage complaints in accordance with NHS Lothian procedures recognising when to escalate to a more senior member of the team.
13. To plan and lead specific areas of departmental developments and redesign work within specialist area including influencing clinical change and management in order to enhance the patient journey for example evidencing service user involvement .
14. Responsible for the development and implementation of local procedures and protocols for trauma ensuring compliance with national legislation and NHS Lothian policies

Practice Development and Facilitated Learning

15. In an advisory and teaching capacity demonstrate advanced clinical knowledge and skills in relation to their specialist field to the multidisciplinary team including other occupational therapists and multi agency professionals. Attending strategic and governance trauma related meetings along with all MDT training opportunities as defined by the network.
16. Working in collaboration with education providers and other key stakeholders contribute to development of training and education for Therapists fostering a culture of continuing professional development.

Quality Improvement, Research and Development

17. To initiate, lead and contribute to quality improvement and research in the specialist field of trauma which will directly contribute to patient management and also the improvement and development of the service.
18. Interpret newly generated research findings in specialist field of trauma determining how to implement and disseminate findings to influence best practice.
19. Develop and undertake regular quality improvement activity which promotes and facilitates service development. Understand the use of QI methodologies, select and have experience of use of appropriate measures and tools for example audit.

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, teleconference, videoconference.
Manual Handling equipment - Walking aids, Mechanical Hoists, Sliding boards, glide sheets, turntables, sit to stand equipment– to facilitate patient transfers.

ADL EQUIPMENT: specialised seating & positioning systems, feeding, bathing, toileting, kitchen, self-care and other equipment to promote independence in activities of daily living, manual, powered and SMART wheelchairs, standing frames and other mobility aids.

Standardised Assessment tools.

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

Work independently on a day-to-day basis, accountable for own professional actions and working within codes of practices and professional guidelines.

The post holder is expected to initiate work and developments in their specialist area in response to current policy drivers. 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 service manager 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 service manager. This includes participation in the departmental Personal Development and Performance Review (PDP) system.

9. DECISIONS AND JUDGEMENTS

Decisions and judgements relating to highly specialised and complex clinical presentations within the specialist field of Trauma, including application of advanced clinical reasoning skills.

Guided by broad occupational and departmental guidelines has a wide scope of practice and demonstrates significant independent decision making, which will guide future management of the patient and could impact directly on associated services.

Troubleshooting and problem solving in the clinical area including patient related problems or more sensitive and complex situations e.g. conflicting professional opinions.

Contribute to wider service decision making processes e.g. clinical/operational developments.

Determining how to effectively integrate best available evidence into clinical decision making to ensure effective clinical practice.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Establish, maintain, develop and promote the Advanced Occupational Therapy role through challenging the boundaries of the current parameters of practice. Balancing and prioritising the conflicting demands of the service.

Managing complex patients, carers and other professional's expectations through difficult conversations. Dealing with clinical problems that patients and carers may find difficult to discuss. Working collaboratively with patients to help them develop the motivation, knowledge and skills required to deal with their needs in the most effective way in the long term. Constantly dealing with and managing patients who have extremely complex problems whose long-term prognosis can be poor in terms of pain and overall functional activity. These patients can present with severe anxiety, challenging behaviours, aggression and depression and thus require highly specialist skills focusing on empathy and sensitivity.

Participating and managing MDT situations, ensuring a professional opinion is expressed, which other experienced members of the team may not agree with and supporting conflict resolution.

Prioritising workload to skilfully and flexibly plan, manage, time within the service to include patient care, training, supervision, meetings including management and strategy planning and meetings with other health professionals.

11. COMMUNICATIONS AND RELATIONSHIPS

Required to communicate with patients and carers 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 highly 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 through direct, electronic and written formats.

Patients, relatives and carers.

Allied Health Professionals.

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

Education, housing, employer and employment services e.g. colleges universities, employers

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

Develop and deliver training programmes for a wide range of professionals, patients and carers examples. Teach a range of patient management strategies.

Supporting band 5/6 Occupational Therapists, 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 service 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.

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

Working in an environment with frequent interruptions and competing 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 include vulnerable adults therefore develop a working knowledge of relevant procedures including consent 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 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 behavior and verbal abuse from patients and relatives, lone working etc.

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

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

Degree in Occupational Therapy or equivalent qualification recognised by the Royal College of Occupational Therapists.

MSc relevant to specialist field or completion of post graduate courses at SCQF level 11 plus or equivalent experience within speciality with significant experience in managing a highly complex caseload within the Acute trauma setting.

Advanced clinical practice, leadership and quality improvement skills in obtained through relevant courses and clinical experience. For example hand therapy, Assessment of Motor Performance (AMPS), Functional Capacity Testing certification.

Registered with the Health and Care Professions Council.

Knowledge of and adherence to national clinical guidelines

Excellent team-working and communication skills.

Previous supervisory experience/evidence of developing leadership skills.

Previous research and audit experience.

Previous experience of delivery of teaching/education.

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: