

# JOB DESCRIPTION

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| 1. **JOB IDENTIFICATION**  |  |  | | --- | --- | | **Job Title:** | **Band 5 Occupational Therapist** | | **Responsible to (insert job title):** | **Lead Occupational Therapist /**  **Inpatient Service Manager** | | **Department(s):** | **Occupational Therapy** | | **Directorate:** | **Specialist Learning Disability Service** | | **Operating Division or GGHB:** | **NHS Greater Glasgow and Clyde** | |
| 1. **JOB PURPOSE**   The post-holder will manage a defined caseload and will carry out occupational therapy assessments, treatment and evaluation of this intervention to identify mental and physical barriers to an individual service user’s level of function in daily life-skill activities.  The occupational therapist will work with the service user on an individual or groupwork basis to maintain or increase their level of function in these activities in order to maximise their level of independence within their living / community environment.  The occupational therapist will work as part of a multidisciplinary team and engage in team activities such as single shared assessment, team audit and quality improvement. 3. ROLE OF DEPARTMENT Specialist Adult Learning Disability Services across NHS GGC are changing.  Our Learning Disability Change Programme is reviewing and redesigning our services to ensure that people receive the right care at the right time and that we develop in line with national and local policy and are well placed to meet the needs of the learning disability population now and in the future. Our ‘Strategy for the Future’ document clearly outlines our aspiration to provide a future service which focuses on providing good outcomes for people with a learning disability and to support people to live healthy, happy, independent lives within the community. This vision is further supported by the Coming Home Implementation plans outlined by the Scottish Government (2022)  Occupational Therapy is key to achieving this vision and contributes to the overall multi-disciplinary approach by assessing people who have learning disabilities to ascertain the impact which their learning disability has on occupational performance.  Occupational therapists use the Model of Human Occupation and its associated tools to assess and develop effective intervention. MOHO is client-centred, evidence based and holistic in nature. This model also encompasses a variety of standardised assessments like the MoHOST, MoHOST Explor, AMPS, ACIS and VQ to provide a strong assessment base for further intervention and outcome measurement. The three main types of specialist interventions are functional skills assessment, sensory processing and provision of specialist adaptations and equipment in collaboration with occupational therapy colleagues in Local Authority areas. |
| **4. ORGANISATIONAL POSITION**  Professional  Lead for LD Occupational Therapy    Inpatient  Service Manager  Lead  Occupational Therapist  Specialist  Occupational Therapist  This Post:  Occupational Therapist  Occupational Therapy Support Worker |

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| **5. SCOPE AND RANGE**  The occupational therapist will work as part of an occupational therapy team structure within the inpatient learning disability service, to provide specialist services which enable service users to achieve a level of independence throughparticipation in gradedinterventions. Core competencies centre on functional skills assessment, assessment for & provision of specialist adaptations, equipment and environmental redesign, consideration of sensory processing needs, alongside the contribution to positive behavioral support plans through a wide range of occupation focused interventions both within the hospital and community setting. The post holder will work with the service users on an individual and group work basis to maintain or increase their level of function and participation in a range of activities of daily living in order to maximise their level of independence and identify support needs.  Occupational therapy assessments are utilised within the in-patient team to identify the service user’s functional ability. It provides a baseline on which levels of support may be required/identified to maintain a level of independence in a variety of living environments.  By engaging in the professional occupational therapy supervision process with a senior occupational therapist the post-holder will participate in the delivery of an evidenced based occupational therapy service.    The occupational therapist will be expected to participate in the clinical development framework and work as part of a multidisciplinary team contributing to team tasks, team audit and quality improvement activities. |
| **6. MAIN DUTIES/RESPONSIBILITIES**  **Clinical**   * To plan and implement client centred individual and/or group interventions, using specialist skills to assess, grade, modify, review and evaluate clinical intervention to deliver therapeutic goals * With supervision, manage a caseload of clients with complex health and social needs including mental health, physical disability, sensory processing difficulties, challenging behaviour and forensic issues. * To undertake occupational therapy assessments which will identify factors affecting the service user’s functional performance and the impact the learning disability has on individual’s occupational performance. * To work in partnership with the service user to establish realistic and achievable occupational therapy goals and contribute to the overall multidisciplinary treatment approach. * To apply evidence based approach to clinical interventions including the use of standardised assessments and outcome measures allowing clinical evaluation of the occupational therapy process. * To manage designated clinical caseload effectively and apply principles of organisation e.g. to document all clinical interventions, organise appointments, liaise with other disciplines and inform the overall multidisciplinary approach. * To contribute to and participate in the multidisciplinary assessment process, e.g single shared assessments, clinical risk assessments and positive behavioural support plans. * To demonstrate knowledge of learning disability and its potential impact on the individual, their careers and their living and working environment. * To undertake clinical risk assessment in order to inform the multi-disciplinary care planning process.   **Professional**   * To comply with the RCOT Code of Ethics and Professional Conduct and HCPC Standards, national and local learning disability policy. * To be aware of equality and diversity issues and contribute to discussion which will affect the planning of services to meet individual cultural and religious needs. * Review and reflect on personal practice and performance through participation in established supervision and appraisal systems. * To apply acquired skills and knowledge of professional practice in order to develop competence and fitness to practice as an OT. * To demonstrate ongoing professional development through participation in internal and external development opportunities, recording learning outcomes in a portfolio * To demonstrate understanding of national guidelines and legislation relating to health and Social care and their impact on service provision. * To be aware of equality and diversity issues in order that the patients receive interventions appropriate to their cultural and religious needs.   **Education and Research**   * To participate in the induction, training and education of students and other staff in this setting. * To demonstrate the ability to critically evaluate current research and through discussion with supervisor apply to practice. * To participate in the delivery of the OT development plan. * To research evidence base for clinical interventions and assessment relevant to local clinical practice. * To participate in the development and audit of impact of relevant clinical guidelines ensuring clinical effectiveness to optimise patient care.   **Organisation**   * To contribute to the clinical governance arrangements and quality agenda within the service. * With support from senior staff, to participate in the planning, evaluation and audit, clinical pathways and protocols within the service.   **Managerial**   * To exercise good personal time management, punctuality and consistent reliable attendance. * With direction and guidance from supervisor to undertake clinical and professional supervision of staff and students, as deemed appropriate. * With direction and guidance from supervisor to deputise for some of the Specialist Occupational Therapy staff duties (e.g. sickness reporting, clinical appointments, supervision of staff) to maintain continuity of service delivery in their absence, as deemed appropriate e.g. Annual Leave or Sickness Absence. * To be responsible for monitoring stock, advising on resources to carry out the job, including the responsible use of petty cash. * To comply with Health & Safety legislation, to maintain a safe working environment for patients and staff through the use of local policies e.g. therapeutic kitchen guidelines and non-clinical sharps policy. * To comply with all organisational policies. |

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| **6a. EQUIPMENT & MACHINERY**   * Utilisation of computer packages eg – excel, power point, outlook , word the intra   and internet to produce factual reports to line managers.   * Specialist assessments, assessing motivation, performance and organisation of occupational behaviour. * To assess, prescribe and fit a range of therapeutic equipment which will maintain and/or restore the patient’s level of function in a range of activities and environments. * To utilise knowledge of equipment, adaptations and assessment of clinical risk to assess, fit and educate patients and carers on correct use of equipment. * To use a range of everyday equipment / machinery within therapeutic, patient’s home and community environment relating to policies / guidelines and risk assessment.   **6b. SYSTEMS**   * To ensure that up to date written and electronic records and activity data are maintained in in accordance with professional and local team standards, and provide OT reports to the practice setting. * To ensure that up to date written and electronic records and activity data are maintained in accordance with Health & Social Care Partnership, professional & local multidisciplinary standards and provide specialist occupational therapy reports to the practice setting. * To be responsible for delegated administrative tasks e.g. advising on resources. * To provide information for monthly reports. * To access Equipu computer ordering system to order equipment within the Scheme of delegation. * To utilise specialist knowledge of equipment, adaptations and assessment of clinical risk to Assess, fit and educate clients on the correct use of equipment. * To engage with information systems. |
| **7. DECISIONS AND JUDGEMENTS**   * To independently use professional clinical reasoning skills with regard to patient care & rehabilitation including assessment of clinical risk and using appropriate networks to respond to clinical crisis situations, in adherence to professional codes of conducts. * Following Occupational Therapy assessment the post holder will decide on tasks which can be delegated to technical/support staff and will monitor staff performance in relation to these specific clinical tasks. * Occupational Therapists will inform the wider departmental supervision process in relation to junior staff and students in relation to clinical performance. * To demonstrate understanding of, and participate in the implementation of policy in the service area. * The Occupational Therapist would be expected to seek out clinical supervision as required to facilitate and support their clinical reasoning & decisions and judgements as required. |
| **8. COMMUNICATIONS AND RELATIONSHIPS**   * To establish communication networks with clients, carers and other health care workers and Agencies. * To promote awareness of the role of OT within the multidisciplinary/ multiagency team, patients, carers and informal and external visitors who engage with the team. * To communicate OT treatment plans within the multidisciplinary agency team. * To participate in team, clinical and development meetings. * To build and maintain therapeutic relationships with clients who are difficult to engage and may have communication difficulties. * To communicate complex and sensitive information in a form understandable to people with a learning disability and their carers. * To produce written occupational therapy reports for other professions and agencies. * To assess the learning disability client’s ability to give informed consent for the sharing of information across agencies. * To gain consent from the learning disability client for the sharing of information across Agencies and their participation in occupational therapy intervention.  To participate and work as a member of the multiagency team, contributing to decisions with regard to service users care programmes and communicating  outcomes of occupational therapy assessment and treatment plans. This will  include attendance at clinical and development meetings.   * Occupational therapists will routinely communicate with service users who   experience barriers to their communication as a result of their learning disability   * To participate as a member of the team, contributing to decisions with regard to client care programmes. * To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional and local standards. * Occupational therapists may require to communicate with service user’s and carers who may not use English as a first language due to cultural diversity within   divisional boundaries.   * To actively engage in the development of professional relationships within the   wider occupational therapy structure in order to ensure effective networking and  maximise use of support and supervision frameworks to aid all aspects of  professional development. |
| **9. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**   * The post holder will be required to have keyboard skills. * To post holder will be required to drive within the local community, at all times transporting clients following full risk assessment. * The post holder may be involved in the manual handling of clients and transporting pieces of equipment within the local community. * With regular support from senior OT staff the post holder is expected to manage a clinical Caseload which frequently includes self-harm, neglect, abuse and illness. There is a requirement to work in environments which could be unsafe/unpredictable in a city which is known to have high risk areas. * The post holder has to balance the use of a client-centred approach with his professional expertise and judgement in the assessment and treatment of occupational performance. * The potential for verbal and/or physical abuse is high and therefore the post holder must be aware of potential risk and the deployment of systems to manage same * With supervision, addressing the motivational requirements of individuals with learning disabilities and associated conditions. |
| **11. MOST CHALLENGING/DIFFICULT OF THE JOB**   * Establish and maintaining a therapeutic relationship with service users with   learning disabilities due to the unpredictability of patterns of behaviour and limitations  of communication in order to maximise their functional potential and limit impact of  Symptoms on this.   * The post holder is required to develop and maintain core and specialist occupational therapy skills. By demonstrating the scope of professional practice will continually reinforce the occupational therapy role within the multidisciplinary team. * Maintaining professional identity within the multidisciplinary team and developing effective working relationships. * Balancing the service user’s expectations with those of the carers and in line with realistic treatment outcomes. * Having the responsibility to assess clinical and environmental risk, complex needs, deal with challenging situations and cope with the emotional demands of these * Ensuring a client centred approach with in a multidisciplinary environment * Education of clients in safe use of environment. * Exposure to client and family distress and the ability to manage this through discussionwithin professional supervision. |
| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**  * Diploma/degree in Occupational Therapy * Registered with Health & Care Professions Council (HCPC) * Developing critical analysis skills relating to applying quality improvement /   research findings.   * + Ability to demonstrate person centred care through the use of a range of verbal and non-verbal communication skills to facilitate caring relationships and effective team working.   + To demonstrate caring and compassionate behaviours with patients, relatives, carers and colleagues, maintaining dignity and respect within all interactions and therapeutic interventions.   + Understanding of risk assessment and risk management in order to work effectively within a secure environment. |