#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
|  Job Title: Occupational Therapist Clinical Lead in Speciality (National Secure Adolescent Inpatient Service) Responsible to: Service Manager, National Secure Adolescent Inpatient Service Department: National Secure Adolescent Inpatient Service Directorate: Mental Health Services Operating Division: NHS Ayrshire &Arran Job Reference:CAJE No: 800-2963No of Job Holders: 1Last Update July 2023  |

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| 2. JOB PURPOSE |
| * To work within the National Secure Adolescent Inpatient service team providing expert clinical assessment and treatment to people who are referred. Making timely decisions regarding their management, which involves triage of referrals independently, making onward appropriate referrals to Consultants, clinics, interdisciplinary and interagency professions and to discharge patients directly from Occupational Therapy.
* To treat and manage a large and highly complex clinical caseload.
* To lead Occupational Therapy Specialty training and provide clinical support to peers, supporting the escalation process within the Specialty.
* To work alongside the National Secure Adolescent Inpatient service interdisciplinary team and wider interagency teams using highly developed skills to aid assessment and management of people with highly complex conditions e.g. recognising the need for and recommending further investigation in line with protocols and escalation to appropriate interdisciplinary and legislative forums.
* To act as an Occupational Therapy clinical lead for young people with specific conditions, giving highly specialist advice and clinical supervision to other health, social and third sector staff, students, service users, and significant others.
* To assess and manage significant clinical risk within own caseload – this involves the identification of serious conditions and the necessary liaison with all health care professionals, which may involve onward referral.
* To lead clinical audits and participate in local & national research projects. Participate in Clinical Governance activities associated with the National Secure Adolescent Inpatient Service .
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| **3. DIMENSIONS** |
| The National Secure Adolescent Inpatient service accepts referrals from GPs, Consultants, and other Health and Social care Professionals throughout Ayrshire & Arran.To work as a fully autonomous lone worker being professionally and legally responsible and accountable for all aspects of own work, including management of allocated patient load. Accountable operationally to Service Manager, National Secure Adolescent Inpatient Service and professionally accountable to Occupational Therapy Manager* To lead on a clinical speciality, both in strategic development, and clinically at a local level & contribute to national level strategy.
* Young people referrals, encompassing an extensive variety of conditions, some of whom may have complex, or chronic presentation or multi-morbidities.
* To co-ordinate delegation of tasks, teach and directly supervise band 6 and 5 staff, support workers and under/post graduate Occupational Therapy students.
* To evaluate the effectiveness of service.
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| 4. ORGANISATIONAL POSITION |
|  Head of Service, Mental Health NAHSCPService Manager - FoxgroveSenior Manager CAMHS – CEDS & Foxgrove Clinical Director for CAMHS & Foxgrove  Occupational TherapistsAHP HCSW **Highly Specialist Speech and Language Therapist****Senior Charge Nurse –Foxgrove****This post -** **Occupational Therapy Clinical Lead**  |

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| 5. ROLE OF OCCUPATIONAL THERAPY SERVICE |
| Foxgrove is the National Secure Adolescent Inpatient Service (NSAIS) national facility providing a 12 bedded specialist clinical services for all of the territorial Health Boards of NHS Scotland. It provides a secure clinical environment comparable to Regional adult medium secure in-patient mental health facilities. It aims to develop and deliver a highly specialist, evidence based services, incorporating a multi-agency/disciplinary assessment, diagnosis and treatment for children and young people:* aged 12 years to 18th birthday
* who pose a risk to others
* and are subject to mental health legislation,

Foxgrove will provide:* Multi-disciplinary and multi-agency care, treatment and assessment
* It will focus upon safety, security and rehabilitation
* Provide advice and clinical direction to partner health authorities prior to referral, throughout admission, in the planning of discharge and in the immediate discharge phase of the young person.

Occupational Therapy services provide assessment and treatment interventions to all age groups, working collaboratively with a diverse range of people and communities and National services located in Ayrshire and Arran.This includes a level of out of hour and weekend cover for agreed patients/people who have urgent rehabilitation needs in order to facilitate discharge, prevent avoidable admission, manage crisis or enable timings of treatments to accommodate peoples bespoke needs.Occupational Therapy is a person centred health care profession concerned with a person’s ability to participate in the activities of everyday life: roles, routines and occupations that have importance, meaning and purpose to the individual and their significant others.The Occupational Therapist will consider all aspects of the individual’s everyday activities and roles, and will work in partnership with other health and social care workers, community services, and carers in ensuring a coordinated and seamless service.Occupational Therapists use physical and psychological approaches to restore, maintain or adapt functional skills; taking account variations in health status and personal circumstances.Occupational Therapy; as a profession, is committed to extending, applying, evaluating, and reviewing the evidence that underpins and informs its practice and delivery.The exercise of clinical judgement, clinical reasoning, risk assessments and management, information interpretation and being adaptable are core elements within practice. |

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| 6. KEY RESULT AREAS |
| **Clinical*** To be professionally and legally accountable for all aspects of own work including direct and indirect care of young people
* To manage and treat a large and highly complex clinical caseload.
* Act autonomously to assess, evaluate, analyse, treat and diagnose patients with highly complex disorders and possible multiple pathologies, using expert clinical reasoning skills in a timely manner.
* To recognise the need for / recommend additional investigations, wider AHP interventions or the need for referral to other disciplines This requires an advanced level of understanding of the roles and skills of other specialists
* Provide expert advice, instruction and teaching to young people, relatives, carers and other professionals to ensure young people are managed appropriately within the service.
* Provide expert and advanced clinical interventions
* Maintain timely and accurate patient document records that reflect care provided and meet professional standards
* Communicate and make recommendations to all relevant disciplines of staff and liaise with a range of staff to maximise patient care and promote interdisciplinary working.
* Escalate young people appropriately after gaining consent based on a full explanation of the benefits and risks involved.
* Possess highly developed negotiation and motivational skills to frequently deliver unwelcome diagnosis/ prognosis/ management to young people and significant others where expectations may be unrealistic and to encourage them to consider alternative management.
* Use a range of verbal and nonverbal communication tools to exchange complex and sensitive information with patients, carers and other clinicians. To sensitively advise patients and referring medics or health care professionals on diagnosis and management, this may differ to that previously given and where underpinning evidence may be conflicting.
* To be aware of the boundaries of own advanced scope of practice and to manage the associated clinical risk effectively at all times.
* Communicate with appropriate disciplines within and across the organisation by the efficient transfer of high quality verbal, written and electronic patient information. Maintain accurate, comprehensive and up-to-date documentation in line with legal and departmental requirements.
* Collect and analyse qualitative and quantitative data to provide accurate statistical information to effectively monitor the provision and development of the service.

**Managerial** * Day to day management and supervision of clinical and non-clinical staff to maximise efficiency and achieve desired quality
* of care.
* Participate in and undertake Personal Development and Performance Review to promote personal and service developments.
* Undertake clinical audit/research to support the speciality ambitions and strategic drivers.
* Liaise with a range of individuals, internal and external to the organisation, to ensure effective service delivery.
* Be responsible for the ordering of stock and equipment relevant to the speciality.
* Be aware of budgetary constraints but not a budget holder.

 **Educational** * Develop, maintain, and update own clinical knowledge and skills through study & reflective practice. Maintain a portfolio which demonstrates personal development and shows evidence of reflection, peer review, and attendance at external courses.
* Provide spontaneous and planned training, and expert advice to Occupational Therapy staff, other clinicians, relatives, and carers to promote professional development and clinical care.
* Provide expert clinical input to the Occupational Therapy service by actively developing and implementing an in-service training programme.
* Work collaboratively with the interdisciplinary team to maintain and develop scope of practice/ knowledge and develop pathways within National Secure Adolescent Inpatient Service or to ensure delivery of a co-ordinated interdisciplinary service for individual patients and the service as a whole.
* As a practice educator, teach, mentor and appraise Occupational Therapy students.

**Research** * Identify, develop, co-ordinate and deliver appropriate research activity which will contribute to the further development of effective evidence based practice and professional knowledge.
* Disseminate and facilitate the communication of recent and relevant research, national and local guidelines/ protocols/ pathways between the Occupational Therapy services.
* Develop local clinical guidelines as required to enhance standards of care and promote a seamless pathway of care.
* Lead in Clinical Governance activities associated with the Service – ongoing evaluation and service improvement
* Lead on the development of policies, procedures and clinical guidelines for Speciality which will influence wider interdisciplinary clinical practice
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| 7a. EQUIPMENT AND MACHINERY  |
| After an assessment of patient needs, the following items of equipment may be used or provided:* Assistive equipment to promote safe functional activity e.g. eating, drinking, dressing, toileting and bathing
* Moving and handling equipment to ensure safe patient transfers e.g. hoists, transfer boards
* Supports to optimise functional status – a range of appliances and orthoses which enable activities to be undertaken and pain or disability to be reduced
* Therapeutic Activities
* Measurement devices for objective assessment.
* Digital technology associated with remote working and treatment modalities.
* Vehicles associated with community and wider locations when required

Please note that this is not an exhaustive list. Equipment used will vary depending on clinical caseload and working environment. |
| **7b. SYSTEMS**  |
| * Working Knowledge of the security system within Foxgrove (National Secure Adolescent Inpatient Service)
* Patient records – maintain up-to-date records of assessment, treatment and outcome for individual patients.
* Use of the electronic patient management systems.
* Electronic systems to order & receive results of investigations.
* Discharge information to appropriate location/person be sent to on completion of treatment summarising course of treatment and outcome.
* Appraisal, continuous personal development and training systems.
* Referral to other health care professions - written, electronic, or telephone referral where appropriate to share patient information to allow further input as assessed and deemed appropriate.
* Travel expense forms to be completed monthly as appropriate.
* Overtime and additional hour’s timesheet to be completed monthly as appropriate.
* Medical notes/electronic systems – access medical notes for patient information, diagnosis, results and investigations.
* DATIX to report any incidents.
* Hospital information system – to check location of patients
* Will be required to write medical/legal reports relating to patients.
* Software packages for use in treatment programmes
* Digital systems.
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| **8. ASSIGNMENT AND REVIEW OF WORK**  |
| * The post holder is operationally accountable to the Service Manager, National Secure Adolescent Inpatient Service and professionally accountable to the Occupational Therapy Manager.
* Clinical caseload will be generated by referral systems as determined by model of care.
* Expected to initiate work and allocate tasks associated with the day-to-day clinical/operational management of the service.
* Work independently on a day-to-day basis, being accountable for own professional actions and working within codes of practice & professional guidelines. Meet regularly with the Service Manager National Secure Adolescent Inpatient Service, Occupational Service Manager and Senior Leadership team to plan and discuss service delivery.
* Workload is normally planned in advance but changes may have to be made at short notice because of patient, professional or workforce demands, for example staff sickness, urgent patient referrals and business continuity requirements.
* Additional clinical and non-clinical tasks can be delegated by the Service Manager National Secure Adolescent Inpatient Service.
* Practice as an autonomous professional. Access to advice and support is shared with peers and sought from the Senior Management and Leadership Team if required.
* Professionally and legally accountable for all aspects of your own work including the management of patients in your care.
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| **9. DECISIONS AND JUDGEMENTS** |
| * Independently prioritise and allocate patient referrals to the appropriate service. Team or staff member
* Make decisions on highly specialised and complex clinical diagnoses, applying advanced clinical reasoning and treatment skills
* To provide expert advice regarding additional patient care to appropriate clinician or service.
* Dynamic and proactive problem solving in the clinical area including patient related, or more sensitive and complex situations e.g. conflicting professional opinions.
* Contribute to service decision making processes e.g. developments, recruitment.
* Effectively integrate best available evidence into own and team clinical decision making to ensure effective clinical practice.
* Ensure procedures carried out are within scope of practice and that they have

 been appropriately risk assessed.* Prioritisation of workload dependent on current caseload and number and urgency of new referrals, taking account of staffing levels and non-clinical responsibilities.
* Recognise changes in young person’s condition that may require medical review either urgently or routinely. The post holder will initiate this process for own and other’s caseload as appropriate
* Ensure that professional occupational therapy practice adheres with the Health and Care Professions Council Registration when exercising any function in relation to legislation and have regard to the principles of the Acts ie Mental Health (Care and Treatment) (Scotland) Act 2003; Children and Young Peoples 2014 (CYPA) Acts)’ Care Programme Approach (CPA)
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| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**  |
| * Take sole responsibility for the assessment, triage, treatment and management of new and highly complex conditions and presentations on behalf of the Occupational Therapy Profession.
* Developing and maintaining an advanced knowledge base and high level, expert clinical reasoning skills
* Demonstrate advanced clinical skills and clinical reasoning
* Demonstrate ability and knowledge to perform advanced techniques effectively and safely, cognisant of risk, side effects and contraindications
* Achieving a balance between safety, security and the therapeutic environment
* Maintaining therapeutic relationships with challenging patient group
* Effective management of clinical risk which can impact on the individual’s freedom of choice an autonomy
* Potentially managing conflict and or disagreement within the staff group and MDT, ensuirng patient care remains a priority and of the highest quality
* Being exposed to distressing behaviours exhibited by young people in distress
* Being exposed to significantly explicit reports and documents pertaining to the young people in their care and any acts which they may have perpetrated upon others.
* To have expert knowledge in order to perform advanced techniques safely, to prevent serious side effects happening to patients
* To review opportunities for further developing the advanced roles
* React flexibly to constantly changing situations and service pressures
* Ability to identify differential diagnoses and significant clinical risk within caseload and have advanced knowledge to implement plan.
* Undertake a mentally and physically demanding job, whilst at the same time taking care to safeguard their own health and safety as well as colleagues and patients.
* Demonstrate high levels of concentration to evaluate and prioritise own workload, whilst making difficult decisions to meet services demands and provide effective and timely interventions.
* Maintain excellent time management whilst dealing with increasing service demand, clinical duties, and patient expectations.
* Identifying detrimental changes in patients’ conditions that need review by medical review, instigate further investigation or escalation as appropriate.
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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The post-holder will communicate with various people via any appropriate communication method.* Effectively utilise a range of verbal and non-verbal communication techniques at all times in order to gain consent for treatment and optimise treatment outcomes. This may include patients with communication or cognitive impairments or those who lack the capacity to give consent.
* Effectively communicate highly complex clinical information to patients and their carers using verbal and written skills. This may include conveying highly complex terminology into lay terms e.g. when discussing diagnosis.
* Effectively utilise psychological therapies as per protocols
* Provide support and advice on highly emotive issues which would involve conveying information in a particularly sensitive manner when it is contrary to the expectations or desires of the patient, carer, or family.
* Utilise highly developed interpersonal skills to manage patients who may previously had an unsatisfactory outcome from Occupational Therapy intervention. Addressing verbal complaints or challenging behaviour (including aggression) or conveying information which is sensitive or could be distressing to the patient, through highly developed psychological, negotiating, motivational, and persuasive skills.
* Be aware of cultural diversity and its impact on treatment, modifying communication as appropriate.
* Provide advice, support, and mentoring to peers.
* Delegate tasks to senior Occupational Therapists, registered, support staff and the Interdisciplinary team.
* Liaise with the Service Manager National Secure Adolescent Inpatient Service and Occupational Therapy Manager regarding service and personal needs and development.
* Report Occupational Therapy assessment findings, patient progress, and treatment / investigation outcomes verbally or in writing to the appropriate agencies.
* Actively participate in discussions regarding patient care, progress, escalation and discharge planning. This can be on a formal or informal basis.
* Demonstrate and advise on Occupational Therapy Treatment and strategies to optimise patient care.
* Where appropriate, complete discharge summary forms timeously
* Explain the role of Occupational Therapy and clarify the appropriateness and frequency of continued intervention.
* Complete legal documentation as required e.g. legal reports, criminal injuries, child protection reports.
* Suggest input of other professional teams as appropriate.
* Refer patients to Local Authority Services and the voluntary sector as appropriate.
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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Environmental demands and physical tasks are continually risk-assessed with reasonable preventative steps taken; however, it is recognised that risk cannot be entirely eliminated.**PHYSICAL EFFORT/SKILLS:*** Occupational therapy assessments and techniques require a high degree of dexterity and sensory acuity. Co-ordination and precision are essential to allow facilitation of movement, maintain safety and participation in functional activity.
* Therapeutic handling of patients without lifting equipment, on a needs led basis. This may include assisting patients with significant physical, cognitive or behavioural impairment who may be immobile, bariatric and less able to assist due to cognitive changes. Patients may be assisted or facilitated when being positioned in bed or chair, moving from lying to sitting, sitting to standing, transferring from bed to chair, and when mobilising. This can all happen during one treatment session.
* Needs led application of manual therapeutic techniques and including control and restraint or breakaway.
* Frequent use and moving of hoists, wheelchairs, walking aids, and therapeutic equipment
* The unpredictability of patients can result in a sudden effort being required, for example to prevent a loss of balance/fall.
* Prolonged periods of sitting, standing and walking for the majority of the working day.
* Frequent kneeling, sitting, bending, crouching, and working in confined space at patient’s bedside and in treatment areas throughout the day.
* Driving between sites.

**MENTAL EFFORT/SKILLS:*** Sustain high levels of risk awareness, management and concentration throughout working day.
* Able to clinically reason conflicting diagnoses at advanced level with all young people throughout the day.
* Continual education and awareness of the wide range of possible medical conditions, and current evidence based treatment strategies to ensure continual update of clinical expertise for a holistic approach
* Managing with patients who require urgent onward referral.
* Interruptions which can involve having to re-arrange a clinical caseload to respond at short notice, supporting junior staff or liaising with other members of the multi-disciplinary team.
* You may have to lead a group-based treatment or treat more than one patient at a time.
* Regular use of computers**.**
* Daily requirement to write reports which demands a high level of concentration*.*
* Daily requirement to maintain treatment records to required legal standards.

**EMOTIONAL EFFORT/SKILLS:*** On a daily basis, manage patients who have acute and sudden health change, long term conditions, deteriorating prognoses and/or challenging social, emotional, behavioural, and environmental challenges
* Deal with carers and/or family who may be distressed regarding the implications of their diagnosis which may have wide ranging consequences or impact e.g. activities that will cease or change due to condition.
* On a daily basis, deal with highly sensitive and personal issues, which patients often find difficult to disclose. This involves sensitivity, understanding and reassurance.

**ENVIRONMENTAL DEMANDS:**Frequent daily exposure to unpleasant working conditions, which may involve direct contact with all forms of bodily fluids and occasionally parasites. Working to environmental, procedural and relational security protocols * Occasional subjection to verbal and/or physical abuse.
* Daily exposure to transmittable diseases and infections.
* Adopting awkward postures when treating patients when involved with therapeutic moving and handling.
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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| **Essential**Pre-reg MSc/BSc in Occupational Therapy or equivalent * Requires to have post graduate training in relevant speciality, or experience equivalent to a Masters Level. This would include inpatient and outpatient experience, and would also include membership of Royal College of Occupational Therapy Special Interest Groups
* Must have substantial and varied clinical experience of working in a relevant speciality at an advanced level.
* Current Health and Care Professions Council Registration
* Evidence of excellence in clinical knowledge and skills.

Excellent communication skills particularly with multi-agencies.* Evidence of clinical leadership and supervision.
* Committed to team & personal development with evidence of self-directed learning.
* Good team worker.
* Ability to work independently, using initiative, and to cope well under pressure.
* Effective organisational and time management skills
* Advanced skills in research & audit

**Further Post Graduate Certificates and Diplomas*** Relevant Post Graduate Courses –relevant courses related to clinical speciality

**Knowledge of local and national policies related to speciality*** Formal appraisal training experience.
* Information technology skills.

Mandatory and Statutory training (MAST) and role specific MAST |
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