

JOB DESCRIPTION

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| **1. JOB IDENTIFICATION** |
| Job Title: Lead Occupational Therapist - Band 7 Responsible to: Clinical Services Manager Department: RheumatologyDirectorate: Primary and Preventative Operating Division: Health and Social Care Partnership No of Job Holders: 1 |

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| **2. JOB PURPOSE** |
| * To lead, plan, organise, manage, evaluate and develop the Occupational Therapy Service to patients within the Fife Rheumatology Service (FRDU) effectively and efficiently.
* To act as a highly specialist clinician and provide evidenced based clinical input to patients within the FRDU in the areas of self-care, work and leisure.
* To liaise with the Clinical Service Manager for Rheumatology with regards to all clinical governance areas.
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| **3. DIMENSIONS** |
| The post holder is line manager to 2 specialist occupational therapists and 1 rehabilitation clinicalsupport worker. The post holder is responsible for the majority of human resource related mattersto the above duties e.g. recruitment, retention, conduct, capacity and capability occupational healthetc. The post holder is an authorised signatory and responsible for all financial governance ofoccupational therapy resources, e.g. monitoring expenditure, writing OT service bids, departmentalpolicies and procedures, purchase of equipment, petty cash etc. |

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| **5. ROLE OF DEPARTMENT** |
| Fife Rheumatic Diseases Unit (FRDU) is based in Whiteman’s Brae Hospital with a Fife wide remit. The Clinical Services Manager is responsible for a team of doctors, nurses, occupational therapy and physiotherapy staff, podiatrists, psychologist and pharmacist who work together to provide a holistic approach to patient care. The post holder will be managed by the Clinical Services Manager and will be based in the Occupational Therapy Team within Rheumatology which sits within the Fife Health and Social Care Partnership Primary and Preventative Directorate. This service aims to deliver high quality occupational therapy to patients referred to our speciality.The key responsibilities of this service are to provide specialist assessment and treatment to a diverse range of rheumatology conditions and patient types both virtually and in person. Therapeutic management utilises a range of physical, behavioural and cognitive modalities to regain function following diagnosis and ongoing disease management. There is also a role in health promotion, prevention and tackling health inequalities.The role incorporates day to day leadership and management, planning and development within a defined budget. All staff within the Occupational Therapy Service must comply with Fife Occupational Therapy Standards of Practice Departmental Policies in addition to complying with Royal College of Occupational Therapists and HCPC Professional Standards and Rules of Professional Conduct. |

**4. ORGANISATIONAL POSITION**

**Band 3**

**30 hours**

***Band 6 Specialist OT 18.75hrs***

**Band 6 Specialist 34 hrs**

**Lead Occupational Therapist 1.0 wet 37.5hrs**

**Clinical Services Manager**

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| **6. KEY RESULT AREAS** |
| * To be a highly specialist resource for the occupational therapy service, the Rheumatology team and NHS Fife.
* To work as an autonomous practitioner being responsible for a clinical caseload within an agreed job plan.
* Act independently to screen, assess and analyse individual patients to determine their need for occupational therapy intervention within the specialist area of rheumatology.
* Act independently to diagnose occupational performance deficits.
* Use an assets based, good conversation and what matters to you approach within clinical and staff care.
* Act independently in prioritising patient’s clinical need to ensure individual patients receive timely and appropriate interventions.
* Act independently to plan, implement treatment, evaluate progress, and adjust where necessary, to maximise functional outcomes.
* Be proficient in the use of a broad range of advanced diagnostic occupational therapy assessments including vocational rehabilitation assessments, hand and hand orthotic assessment, general rheumatology standardised assessments and outcome measures.
* Manage own and overall OT patient caseload effectively and efficiently, personally undertaking highly complex cases e.g. including persons with multiple disabilities/co morbidities who require highly specialist/advanced practice/highly complex bio psychosocial interventions.
* Manage, develop and maintain documentation, records and accurate statistical information to reflect care provided and meet professional standards in accordance with the Royal College of Occupational Therapy, HCPC and NHS Fife.
* Communicate and make recommendations to all relevant disciplines of staff to maximise patient care and promote multidisciplinary working.
* Attend and report to clinical reviews and take the lead in arranging MDT meetings and case conferences where appropriate ensuring effective communication and co-ordination of patient care.
* Lead the Self -management Work stream /LLWG within the Patient Pathway.
* Co-ordinate the implementation of local and national clinical guidelines.
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| **7a. EQUIPMENT AND MACHINERY** |
| Use and be able to provide advice and teach use of as required a wide range of equipment for therapeutic interventions, a sample of which is noted below. It should be noted that many interventions may be carried out at home or in local community venues and staff will therefore be using a wide range of equipment as expected to be found in these areas.**Activities of daily living equipment*** Self care including personal care equipment
* Transfers e.g. Bath equipment, bed rails, high chairs, cushions, mattress elevators
* Mobility e.g. walking sticks, mobilators, delta walkers, banisters, rails, portable ramps, wheelchairs
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| **Treatment/Rehabilitation*** Hydraulic/electric plinths and vari-tables
* Walking aids e.g. sticks, crutches, simmers, collators
* Standard domestic style equipment including gas /electric cookers, microwaves, kettles, toasters
* Full range of physical and psychosocial activities and resources
* Various other items of media equipment

**Splinting*** Occasional Splint bath, portable splint pan, heavy-duty knives/scissors, hot air gun, splinting materials
* Awareness and knowledge of the range of equipment used in the specialty and appropriate ways to put on/take off e.g. Upper /lower limb splints

**Moving & Handling equipment*** Occasional Wheelchairs, portering chairs, patient transfer equipment

**General Office / IT Equipment*** PC’s, laptop, photocopier, telephones, answering machines, mobile phones, printer, hand-written and electronic patient notes and data

**Miscellaneous*** Flip charts, smart boards, cameras
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| **7b. SYSTEMS** |
| To be participate in and be responsible for the overall management of the occupational therapy systems below delegating responsibilities where appropriate* Patient Information Systems -Clinical Portal, Track, Morse etc,
* Patient records - Morse
* Patient feedback systems - Care Opinion, Surveys, Compliments and Complaints
* Monthly Statistics - Track
* eESS -Staff leave, sickness, training and other leave
* Recruitment system - Job Train
* Risk management DATIX, Register and business continuity plan management for Rheumatology OT service
* Whereabouts and buddy system
* Fieldwork Education and Practice Placements
* Induction
* Equipment Ordering and Management
* Social Work Referral and Extended Joint Liaison Policy
* Communication – verbal, electronic – Teams, Outlook email, Blink and written
* Caseload Management/Job plans
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| * Administration- Windows, Microsoft Office
* Supervision
* Appraisal
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| **8. ASSIGNMENT AND REVIEW OF WORK** |
| * The post holder is autonomous in assigning and balancing clinical, managerial, quality and CPD activities.
* Referrals come mainly from medical staff but sometimes from other multidisciplinary team members other HCPs and self-referrals.
* Caseload will be agreed as per job plan agreed with clinical service manager. Work independently on a day-to-day basis.
* Supervised by Line manager 6 weekly, professionally supervised by OT Professional Lead 6 weekly and receive annual appraisal.
* Participate and present Occupational Therapy Departmental performance objectives through business meetings, Annual Report and at departmental and Rheumatology annual service review days and at the 6 monthly review meetings.
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| **9. DECISIONS AND JUDGEMENTS** |
| * Make judgements of time allocation between team lead and clinical needs of the service.
* Prioritise team workload and delegate appropriately.
* Anticipate and resolve problems.
* Make judgement/advise staff and others on appropriateness of patients for referral.
* Plan and develop service in line with HSCP, Health Board and Local Authority policies.
* Negotiate with line managers both Health and Social Care regarding service provision e.g. changing skill mix.
* Provide clinical advice and guidance to team members.
* Manage staff performance issues.
* Manage staff deployment to meet identified service needs e.g. sickness cover.
* Follows policies set by others e.g. standing financial instructions, NHS Fife and national policies.
* Develops and implement local and Fife wide policies relating to both services, establishing systems to disseminate information to all relevant staff.
* Assists in the development and implementation of policies external to the organisation between Health & social care partners.
* May assist in the development of national policies and acts, through consultation both individually, organisationally and nationally e.g. RCOTTS-TMH, ARMA, SSR, BSR, SIGN and HIS.
* Interpret and implement national reports and legislation and their relationship to Occupational therapists.
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| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Balancing leadership and clinical demands.
* Advanced theoretical knowledge - all aspects of rheumatologic conditions and their management within a health and social care context promoting self-management, social inclusion, community integration, rehabilitation and reduction of health inequalities.
* Keeping up to date with clinical advances, research, legislation, national priorities etc.
* Advanced/Highly specialist technical knowledge - core rheumatology skills as well as advanced/highly specialist Occupational Therapy clinical skills.
* Constant Interruptions - virtual or in person.
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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| **Communication with staff members*** Regularly communicates with staff through different networks, communicating routine as well as sensitive information relating to individual staff as well as organisational information.
* Contributes to regular staff meetings/ involvement in working groups/in service and appraisal.
* Demonstrates a range of advanced communication and negotiation skills and is confident in applying these in a variety of clinical and non-clinical situations.

**Creates, maintains and enhances working relationships within own service/department*** + Shows appropriate leadership and assertiveness skills
	+ Demonstrates ability and confidence to promote good leadership and assert self.
	+ Identifies, minimises and manages interpersonal conflict professionally and calmly.
	+ Provides regular supervision and appraisal of staff, which motivates and encourages staff to identify training needs as well as dealing sensitively with areas of development. Providing the opportunity to reflect on performance
	+ Works with others demonstrating own abilities and clearly advocates the role of Occupational Therapy and in the clinical field.
	+ Implements all NHS Fife HR Policies.

**Involvement in Professional/Multi-Disciplinary Team working** (Department, Hospital, NHS Fife, Social, Voluntary and Employment Services)* Is involved in Rheumatology Heads of Department and Clinical Governance meetings.
* Participates in appropriate national Occupational Therapy forums.
* Maintains communication with Professional Lead and RCOT/RCOTSS-TMH as the professional body.
* Promotes awareness of the role of Occupational Therapy within the organisation, negotiating priorities where appropriate.
* Develops and maintains effective professional and management communication structures.
* Liaises regularly with service manager on service issues and when appropriate with professional lead on professional issues.
* Liaises with appropriate people involved in all aspects of patient care, patient, relatives, MDT, employers and local and national employment agencies and networks, and charities.
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| **Reporting*** Establishes and maintains collaborative relationships with colleagues, partnership services and hospitals as appropriate, negotiating and persuading others of the direct benefit of Occupational Therapy through measured outcomes.
* Works collaboratively with staff and ensure adherence to code of ethics, Royal College of OT and HCPC Standards, local guidelines.
* Provides documented evidence in the form of, Annual Reports, audit reports, project reports, and presentations.
* Assists Service Manager in the Risk Management Programme for rheumatology occupational therapy.
* Ensures that the OT service complies with all local and national health and safety policies and procedures and report via quality assurance documents.
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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Demands and Skills*** Carrying and transporting pieces of equipment and materials mainly from base to car to hospital/patient’s homes.
* Sitting/Standing frequently in clinic, car or office environments. Occasional walking, climbing, crouching, stooping, kneeling in confined spaces in the home or patients work environment.
* Therapeutic handling.
* Occasional pushing wheelchairs and assisting other mobility impaired patients, often in tight places.
* Operate small and larger pieces of equipment in patients home.
* IT keyboard skills.
* Driving in non-emergency situations for home visits, patient transportation and moving between designated sites.

**Mental Demands*** Constant concentration and specialised observation skills are required when assessing and treating patients. Constant concentration required for multiple virtual meetings on some days.
* Able to make quick judgements and decisions both clinically and as a leader.
* Constant awareness of risk; continuously risk assessing.
* Dealing regularly with patients who have complex needs and multi-pathology including those with

moderate to severe mental health needs on a regular basis.* Balancing clinical vs. non-clinical priorities.
* Supporting other members of staff on a daily basis as well as formal supervision.
* Constant prioritising of tasks while responding to unproductive and non-routine human resource issues.
* Input into day-to-day organisation of Rheumatology services.
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| **Emotional Demands*** Dealing with frequently anxious and occasionally verbally aggressive, relatives and carers.
* Frequent exposure to distressing and/or emotional circumstances due to the nature of the clinical caseload.
* Maintaining a professional demeanor in situations of confrontation.
* Providing emotional stability when staff members are in a vulnerable state.
* Dealing with sensitive staff issues, e.g., OH, disciplinary and complaints.

**Working Conditions*** Exposure to a wide variety of unpleasant situations and demands, e.g. inclement weather, hostile environments, deprived home situations. The post holder must be able to maintain a professional role within all settings.
* Occasional exposure to smoke in patient’s homes
* Exposure to unpleasant body odours/fluids and also unpleasant environments; e.g., dust, pets, grime.
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| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| * BSc in Occupational Therapy and relevant experience at Masters level.
* Skills and competencies associated with approximately 5 years experience at a senior level in rheumatology.
* Clinical Supervision Training.
* Student Supervision training.
* Health and Care Professions Council registered.
* Advanced IT skills – Microsoft Office - Word, Excel, Outlook 365, Teams.
* Presentation and teaching skills.
* CPD portfolio.
* The post holder will provide evidence of being a member Royal College of Occupational

Therapist’s special section in Trauma and Musculoskeletal Health/Rheumatology clinical forum. |

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| **14. JOB DESCRIPTION AGREEMENT** |
| Job Holder’s Signature:Head of Department Signature:  | Date: Date: 19.09.2023 |