# JOB DESCRIPTION

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| 1. **JOB IDENTIFICATION** | |
| **Job Title:** | Occupational Therapist Advanced Practitioner – |
| **Responsible to:** | Occupational Therapy Manager |
| **Accountable to:** | * AHP Mental Health Co-Ordinator * AHP Older Adult Co-Ordinator * AHP Mental Health Manager |
| **Department(s):** | Occupational Therapy |
| **Operating Division:** | NHS Forth Valley |
| **Job Reference:** | P-SSC-SENIOT-new12 |
| **Band:** | 7 |
| **Last Update (insert date):** | September 2008 |

1. **JOB PURPOSE**

The postholder undertakes highly skilled, specialist and advanced level of clinical work within agreed national and European, local departmental and professional protocols, and with regard to the current evidence underpinning practice. This postholder also fulfils a clinical leadership role, and is responsible for the line management of 1-3 staff.

The post is based within a specific Occupational therapy Service and the postholder will also be expected to provide, where appropriate, Postgraduate Diploma, Masters Degree or equivalent skills across NHS Forth Valley

* Independently manages a caseload of clients, including those with highly complex mental health and social needs, using evidence based and client-centred principles to assess, plan, implement and evaluate interventions.
* Utilise specialist knowledge and skills to develop highly complex, interagency and interdisciplinary care packages.
* Plan, develop, maintain and evaluate Occupational Therapy services within Forth Valley and take responsibility for initiating, researching, leading and evaluating service wide projects.
* Supervise and appraise a team of Occupational Therapy staff.
* Educate colleagues and other professionals, to promote knowledge of Occupational Therapy to enhance client care.
* Through affiliation with universities, provide practice education for both under-graduate and post-graduate Occupational Therapy students, undertaking to be involved in university lecturing.
* Undertake role within clinical effectiveness – Clinical Governance Working Group.

1. **DIMENSIONS**

* Work as an autonomous practitioner within the specialty, taking delegated responsibility for clinical service delivery that encompasses managerial, clinical and supervisory tasks.
* Effectively manage a small team of 1-3 Occupational Therapy staff.
* Effectively manage specialty referrals, through prioritisation and appropriate allocation.
* Apply advanced, highly specialist knowledge and skills to assess, treat and discharge clients within clinical specialty and constraints of service.
* Work across multi-disciplinary and inter-agency frameworks.
* Act as a keyworker where there are significant Occupational Therapy needs.
* Reduce the impact of disability or ill-health through the application of the advanced Occupational Therapist role.
* Continually develop and apply advanced, highly specialist skills and knowledge at Post-graduate Diploma, Masters’ Degree or equivalent, in order to demonstrate professional competence in ongoing personal development, updating knowledge through participation in internal and external development opportunities.
* Be responsible for management of own and others’ time.
* Be responsible for practice education and assessment of Occupational Therapy students, and develop teaching packs that reflect current clinical standards and latest course programmes of the academic institutions.
* Mentor other professionals who are undertaking diploma/degree level post-graduate training or cognitive behavioural psychotherapy training.
* Apply leadership and management skills.
* Be responsible for creating, initiating, leading and evaluating unidisciplinary/multidisciplinary projects, displaying originality and creativity.
* Undertake supervision and appraisal of Occupational Therapy staff.
* Lead and participate in induction training and staff training.
* Participate in formal personal supervision once a month.
* As an advanced specialist, fulfil a consultancy and problem-solving role for staff across Forth Valley.
* Deputise for the Occupational Therapy Manager as delegated.
* Critique research in order to inform Occupational Therapy practice.

1. **ORGANISATIONAL POSITION**

See Appendix 1.

1. **ROLE/FUNCTION OF DEPARTMENT**

* The Occupational Therapy Department provides high quality, effective and equitable Occupational Therapy service to the local population across acute and community settings.
* The purpose of Occupational Therapy is to bring about change in order to improve an individual’s quality of life, and improve health, through the use of graded occupation. It is a health and social care profession, which is concerned with enhancing the daily life skills of individuals with developmental delay, physical, mental health, educational, or social needs. Where illness, disability or loss is experienced, and lifestyles are disrupted, occupational dysfunction may occur. Activity is used to acquire, restore, or maintain balanced life roles through the development of skills in the spheres of personal care, work and leisure (including play). This assists NHS Forth Valley in the promotion of a healthy and productive population.

1. **KEY RESULT AREAS**

6.1 Clinical:

* Use advanced specialist knowledge and analytical skills, informed by best practice, research and government legislation in order to prioritise referrals and optimise the use of specialist resources.
* Ensure that appropriate consent to treatment is obtained, and act independently to assess individual clients to determine their need for Occupational Therapy intervention.
* Independently assess, plan, implement and evaluate Occupational Therapy treatment, and co-ordinate complex care packages to optimise the client’s functional independence.
* Provision of Occupational Therapy treatment, utilising a number of specialist physical and mental health Occupational Therapy treatment models.
* Autonomously manage the Occupational Therapy caseload and allocate appropriately to staff, personally undertaking the more complex cases.
* Contribute specialist knowledge to the diagnostic process through specialist assessment, assisting the consultant psychiatrist in determining a working diagnosis.
* Assess, select and provide the appropriate treatment utilising psychological interventions, treatment models and counselling strategies – e.g. cognitive behavioural psychotherapy or solution-focused therapy.
* As a specialist, offer advice to other professionals, colleagues, and the general public, on functional assessments and adaptations to lifestyles or environments, and promote a greater awareness of the needs of clients with a disability and their support networks.
* Establish robust communication networks with clients, families, carers and multi-agency services, and work in partnership to implement legislation and initiatives
* Prescribe, fit and instruct client/carers in the use of equipment appropriate to the client group.
* Initiate use of Mental Health Act / Adults with Incapacity legislation as necessary.
* Ensure that up-to-date written, electronic records and activity data are maintained in accordance with Professional and NHS standards, and provide specialist Occupational Therapy reports relevant to practice setting.
* Using expert experience predict, manage and prevent acute psychiatric relapse.
* Improve client’s health and wellbeing through health promotion activities.
* Initiate, attend and report to relevant clinical reviews, case conferences, and CPA meetings ensuring effective communication.
* Implement and develop appropriate clinical guidelines, using evidence-based, clinically effective practice

6.2 Managerial:

* Effectively manage staff.
* Take responsibility for appraisal of self and accountable staff.
* With Occupational Therapy Manager, prioritise resources in order to meet service demands, and jointly identify service gaps, pressures, and development needs/opportunities.
* Contribute to both Division and team Clinical Governance agendas, and develop and monitor Occupational Therapy practice standards through audit.
* Interpret, contribute to, and apply national guidelines/legislation relating to aspects of health and social care.
* Implement managerial policies to promote a fair and consistent working environment.
* In designated area, ensure that financial procedures are carried out in accordance with the Standing Financial Instructions of NHS Forth Valley e.g. signatory for cash, ordering equipment/supplies
* Represent the Occupational Therapy Service at appropriate meetings, using influencing skills to promote the Occupational Therapy contribution.
* Input activity data daily, in order to analyse data for reports.
* Assist the Occupational Therapy Manager in recruitment and selection processes.
* Be responsible for the maintenance of Occupational Therapy stock and equipment levels, and delegate tasks related to this appropriately.
* Initiate and lead Occupational Therapy and multi-disciplinary team audits and research projects, and demonstrate the ability to evaluate project scope and impact.
* Co-ordinate/chair locality Mental Health Senior Staff forum (a Senior Staff group responsible for creating, initiating, leading and evaluating Occupational Therapy Mental Health services) and North/South Sector Mental Health Care Group, and represent multidisciplinary colleagues from group through attendance and contribution to the Adult Mental Health Care Group.
* Write formal reports and action plans for services within Forth Valley Primary Care Operating Division, using data and/or graphics to illustrate findings.
  1. **Educational**
* Participate in Annual Appraisal and Review system, and action own Personal Development Plan.
* Develop and update clinical knowledge within own clinical specialty to ensure delivery of timeous evidence-based care.
* Educate and develop colleagues and other professionals.
* Initiate, lead, participate and evaluate Occupational Therapy in-service training programmes.
* Provide practice education for Occupational Therapy students, applying adult learning theories.

**7a. EQUIPMENT AND MACHINERY**

Clinical:

* *Activities of Daily Living Equipment – to support independent living*:
* *Dressing* – eg stocking aids, helping hands, button hooks, adapted laces.
* *Feeding* – eg adapted cutlery, specialised crockery.
* *Toileting* – eg raised toilet seat, toilet frame, commode, bidet, bottom wiper.
* *Kitchen* – eg kettle tipper, kitchen trolley, jar/tin/bottle openers, tap turners, electrical.
* *Transfers* – eg bed rails, high chairs, chair raisers, powered raiser / recliner chairs, cushions, mattress elevators, sliding boards, rope ladders.
* *Bathing* – eg bath board/seats, swivel bather, shower boards/stools, powered bath lifts,
* *Mobility Equipment:*
* *Mobility* – eg mobilators, delta walkers, banisters and rails, manual wheelchairs, powered wheelchairs, turners.
* *Domestic style equipment*
* *Appliances and Orthoses:*
* Awareness of the range of equipment used in the specialty, and appropriate ways to put on / take off.
* *Treatment and Rehabilitative Equipment:*
* *Multi-sensory equipment*, eg bubble tubes, vibrating cushions
* *Creative equipment*, eg art materials.
* *Vocational equipment*, eg gardening, woodwork.
* *Moving and Handling:*
* eg Hoists, glide sheets, wheelchairs, portering chairs.
* Specialist equipment:
* Eg Static seating, pressure cushions, loop systems, specialised sensory equipment

**Non-Clinical**:

* *Driving:*
* Ability to use car safely and navigate effectively around Forth Valley and other Health Board areas.
* Ability to use car safely for patient transport.
* *ICT Equipment:*
* Telephones/mobile phones.
* Computers/ e-mail.
* Photocopiers/printers.
* Fax Machines.
* Presentation equipment
* Audio Recording Equipment

**7b. SYSTEMS**

* *Electronic Systems:*
* *PECOS* – required ordering uniforms, stationary, and all other Occupational Therapy supplies and materials.
* *PIMS* – required to input patient data.
* *Paper systems*:
* Sickness and absence monitoring.
* Travel claims.
* Imprest.
* Fire checks.
* IR1 forms.
* Course attendance and travel.
* Appraisals and supervision.
* Joint Loan Equipment Service.
* Patient Referrals, eg MECS.
* *Single Shared Assessment*.

**8. ASSIGNMENT AND REVIEW OF WORK**

* Clinical caseload for Occupational Therapy is generated by the specialist referral protocol.
* Be responsible for non-clinical tasks, and delegate to staff as required.
* Work independently
* Participate in monthly professional supervision.
* Be responsible for own continuing professional development.
* Supervise up to 3 delegated staff in accordance with Occupational Therapy professional standards.
* Attend meetings and working groups.
* Undertake work as assigned from multi-disciplinary team operational policies.
* Use and develop audit tools in order to review service practice across and write reports.

1. **DECISIONS AND JUDGEMENTS**

Decisions and judgement as follows:

* **Referrals:**
* Appropriate referral for Occupational Therapy/Team intervention.
* Prioritise referral in accordance with local protocols.
* Refer to other agencies if appropriate.
* **Clinical Care:**
* Highly complex decisions around assessment and treatment of clients, requiring the skills of an advanced practitioner.
* Research, select and evaluate appropriate Occupational Therapy and other relevant treatment models.
* Decide on the course of action when a client/family/carer is non-compliant with treatment.
* Autonomously make decisions surrounding clients’ mental state within the community and identify whether further assessment for admission to hospital is required.
* At times when clients may be experiencing life threatening situations, assess risk and take appropriate action.
* Consider the client’s and families’ cultural needs/wishes.
* Ensure an appropriate and safe discharge for client through the development of complex care packages, which reflect the mental/physical, and emotional health of clients.
* Consider and record safety implications of not providing treatment.
* Use clinical reasoning skills, research articles, audit and reflective review to evaluate the effectiveness of Occupational Therapy treatments.
* Disclose information that needs to be shared that has been given confidentially by client or others.
* Determine, create and co-ordinate appropriate care package.
* Autonomously make immediate decisions on clients’/others’/own safety within unpredictable home/community environments
* In crisis situations make immediate independent decisions.
* **Manage service area:**
* Safely delegate work to own Occupational Therapy team.
* Deal with staff performance issues.
* Deal with student performance issues, and assess fitness to practise.
* Plan and develop services across Forth Valley
* Make decisions on service pressures and priorities, and report to management.

1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

* Adapt to variable and unpredictable demands of both clinical and managerial workload.
* Support and develop needs of small team.
* Respond to continuous change in service.
* Balance Occupational Therapy consultancy work with direct client care needs.
* Undertake a mentally, emotionally and physically demanding job, whilst at the same time taking care to safeguard own health and safety, as well as colleagues and clients.
* Manage demographic issues such as large rural area or urban deprivation.
* Work with clients over a prolonged period of time.
* Work in more than one clinical or geographical area.
* Work in a locked ward / environment.
* Deal with clients who express ideas or carry out deliberate self harm or suicide, within hospital, home and community settings.
* Work with clients who are acutely ill, within hospital, home and community settings.
* Work with clients and/or carers, within the home/community environment, who have no insight into their illness.
* Deal with clients, families and/or carers, who are under the influence of mind altering substances, within hospital, home and community settings.
* Work independently in unpredictable, unhygienic, uncontrollable and at times potentially unsafe home/community environments.
* Make decisions and recommendations regarding Mental Health Act / Adults with Incapacity and child protection issues, and participate in statutory reporting of such issues.

1. **COMMUNICATIONS AND RELATIONSHIPS**

* **Clients:**
* Provide and receive sensitive information regarding assessment, diagnosis and treatment.
* Clients will have a range of complex needs and require the Occupational Therapist to utilise highly developed motivational and persuasion skills to engage the individual in the therapeutic process, both in an individual and group setting.
* Negotiate with clients, families and carers, in relation to goal-setting and treatment planning.
* Deal with complaints.
* Instruct clients, families or carers in use of therapeutic activities.
* **Relatives/Carers:**
* Regularly provide and receive information regarding highly complex and sensitive issues.
* Collaborate with family and carers in relation to client’s care needs, and ensure client’s/carers’ consent has been given to share information.
* Support family and carers to identify their needs, and to seek assistance from other agencies.
* Teach a range of strategies to carers/family in order to promote the client’s health and wellbeing.
* Deal with complaints.
* Negotiate client care packages.
* **Occupational Therapy Staff (internal):**
* Provide regular clinical and professional supervision to delegated staff.
* Carry out annual appraisal, and review with delegated staff.
* Deal with staff’s performance issues.
* Coach and develop staff in specialist area – can include formal lecturing.
* Consult Occupational Therapy line manager for advice.
* Negotiate with Occupational Therapy line manager regarding service needs.
* Occupational Therapy Staff (external):
* Network with appropriate colleagues to ensure delivery of clinically effective care, and allow comparison of services.
* Participate within the locality Occupational Therapy Forum, which facilitates communication, intra professional learning and case discussion with all health and Social Work Occupational Therapy specialties.
* **Multi-disciplinary Team within the specialty:**
* Collaborate with multi-disciplinary team regarding client’s needs.
* Teach team members Occupational Therapy intervention strategies.
* Define and demonstrate the Occupational Therapist’s role within a team setting.
* Present client’s assessment outcomes to allow full and thorough, case formulation and diagnosis.
* Present regular updates on client’s progress.
* Make recommendation regarding future intervention and discharge.
* **Other Agencies (Local Authority, voluntary sector, etc):**
* Negotiate and liaise with other agencies to ensure client/family/carers’ needs are identified.
* Fulfil a consultancy role to other agencies through the use of analysis, review and action plans.

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

* Physical Demands:
* Daily carry equipment to and from clients’ homes.
* Occasionally move clients with the use of mechanical aids.
* Several times daily, manoeuvre clients using therapeutic handling.
* Daily push clients in wheelchairs.
* Daily work in confined spaces, kneeling for periods of time.
* Occasionally put in sudden effort to ensure client safety.
* Mental Demands:
* Several times daily, prolonged concentration is required when assessing and treating clients, and recording assessments and interventions.
* Frequent interruption from others during client treatment.
* Daily, make quick on the spot judgements, with outcome affecting safety of self, clients and others.
* Constant awareness of risk, continuously risk assessing, in hospital, home and community settings.
* Regularly deal with clients who are verbally and physically aggressive.
* Daily, deal with clients with challenging behaviours.
* Daily, use acquired skills to prevent situations from becoming volatile.
* Daily, balance clinical vs. non-clinical priorities.
* Daily support staff, and supervise formally once a week.
* Daily deal with highly complex cases.
* As required, deal with staff performance issues.
* As required, deal with complaints.
* Several times daily, balance planned and unplanned activity.
* Emotional Demands:
* Daily, facilitate and support often unpredictable emotional adjustment in clients, carers and families.
* Daily, continuous risk assessment of uncontrollable working environment within the home/community.
* As required, deal with sensitive and contentious issues and provide support.
* Frequently deal with highly stressful therapy issues, eg dealing with terminally ill clients, and clients with seriously challenging behaviours and suicidal ideation.
* As required, provide emotional support for Occupational Therapy team and other colleagues.
* Daily, providing intensive emotional and psychological support via interventions/counselling strategies to clients and carers.
* Continuous risk assessment of clients’ mental health, self-harm and suicide risk within the community on a daily basis.
* Regularly discussing diagnosis with clients and carers.
* **Environmental Demands:**
* Daily, driving in busy traffic.
* Regular exposure to unpleasant odours and bodily fluids.
* Frequent exposure to unclean environments

1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

* Experience:
* Documented evidence of continuing professional development.
* Eight/Ten years’ post-registration experience, including at least six years within speciality.
* Training:
* Diploma/Degree in Occupational Therapy.
* Practice Educators’ training.
* Working at highly specialised and advanced level with post-graduate training relevant to speciality - Postgraduate Diploma, Masters’ Degree or equivalent knowledge, eg in cognitive behavioural psychotherapy.
* Mandatory training.
* Current UK driving licence.

## Knowledge and Skills

* Leadership skills.
* Research audit – analytical skills.
* Time management skills.
* Comprehensive advanced specialist knowledge and application of a wide range of Occupational Therapy and Mental Health assessments, interventions and evaluation methods relevant to client group that supports best practice.
* Expert knowledge of clinical speciality.
* Extensive clinical experience, including group work.
* Understanding of Occupational Therapy outcome measures.
* Ability to work autonomously and set own priorities.
* Ability to analyse professional and ethical issues.
* Supervisory/appraisal skills.
* Ability to reflect and critically appraise own performance, demonstrating self-direction and originality in thought and practice.
* Ability to organise and respond efficiently to complex information.
* Computer literacy.
* Ability to build effective working relationships, and work as an individual as well as a team member.
* Detailed knowledge of relevant legislation and current practice, and able to analyse implications for the service.
* Detailed knowledge of the principles of Clinical Governance and its application.
* Knowledge of multi-disciplinary team interventions which will impact on Occupational Therapy treatment.
* Ability to draw on evidence from literature, research, audit and other sources in order to develop best practice.
* Multifaceted communication skills.
* Able to demonstrate clinical reasoning and professional judgement in evaluating effectiveness of specific interventions.
* Knowledge of a range of therapeutic equipment and its application.
* Acting as an advanced specialist advisor within Forth Valley Primary Care Operating Division.
* Presentation skills.
* Other:
* Commitment to client-centred, non-discriminatory practice.
* Commitment to lifelong learning.
* Current registration with HCPC.

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| **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:  Head of Department Signature: | Date:  Date: |