NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

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| 1. **JOB IDENTIFICATION**
 | Job Title | Lead Rheumatology Occupational Therapist |
| Department(s)/Location | AHP Depts Dundee / Angus |
| Number of job holders | 1 |
| 1. **JOB PURPOSE**

 * Plan, deliver, develop and evaluate the effectiveness of the Occupational Therapy service to outpatients within the Rheumatology specialty
* Lead and line manage a team of Occupational Therapists and support staff.
* Autonomously provide highly specialist Occupational Therapy assessment, diagnosis, treatment, discharge and onward referral of own patient workload
* Enable patients to achieve their optimum level of independence in the areas of personal care, domestic, leisure, education and work through the application of Occupational Therapy theory, techniques and practice.
* Co-ordinate/supervise/teach qualified/non-qualified Occupational Therapy staff, Occupational Therapy students and other personnel, acting as a source of specialist advice as appropriate.
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| 1. **ORGANISATIONAL POSITION**

Service ManagerILead Rheumatology Occupational TherapistISpecialist Occupational TherapistISupport staff |
| 1. **SCOPE AND RANGE**

**The postholder will:-**1. Operationally and professionally line manage a team of mixed grade Occupational Therapy staff, including planning, monitoring and evaluating service delivery.
2. Perform highly specialist Occupational Therapy assessment of patients with diverse presentations and complex physical and psychological conditions.
3. Work autonomously with patients, assessing, planning and implementing agreed long and short-term goals to facilitate optimum level of independence to facilitate safe and effective discharge from service or to appropriate destination.
4. Use advanced clinical judgment to provide an Occupational Therapy diagnosis/opinion, basing this on assessments completed in relation to cognition, perception, physical function and their effects on activities of daily living.
5. Develop and deliver an individualised treatment programme.
6. Hold responsibility for own caseload and that of the team for a defined area of service.
7. Regularly supervise, educate and assess the performance of OT students (over 15 weeks per annum) and contribute to training of MDT students/staff on an ongoing basis
8. Train, supervise, advise, support and performance manage less experienced qualified/non-qualified Occupational Therapy staff. This will include the use of formal appraisal processes, documentation, caseload and peer reviews.
9. Undertake all aspects of clinical duties as an independent practitioner.
10. Provide advice and guidance on health promotion, health management and prevention strategies to patients, carers and other healthcare staff.
11. Lead the implementation of specific changes to practice or contribute to service protocols.
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| 1. **MAIN DUTIES/RESPONSIBILITIES**

**Clinical** * Provide highly sprecialised Occupational Therapy assessment and treatment for patients within the specialty using standardised assessments/outcome measures as appropriate. (eg cognitive and functional assessments)
* Apply an advanced level of specialist skills and knowledge of the OT process, consolidated through previous experience and training, to patients/clients who may have complex and/or chronic presentation
* By applying a high level of clinical reasoning, demonstrate an ability to problem solve, monitor, evaluate and modify interventions and their outcomes for patients in order to measure progress and ensure effective intervention.
* Contribute to multidisciplinary decisions regarding patient/client care
* Prescribe intervention within care plan which other professionals (e.g. MDT, Home Care Organisers, Care Managers and Social Work OTs) will follow.
* Advise and instruct patients/carers, other health care professionals, and external agencies (e.g. social care officer) as appropriate on the principles of OT intervention to ensure continuity of approach, e.g. social care officer adhering to OT recommendations to ensure maintenance and progression of treatment.
* Enable patients to explore, achieve and maintain life balance in their activities of daily living in the areas of personal care, domestic, leisure, education and work
* Within specialist area, acquire knowledge and certificated clinical skills required to meet the needs of the patients group. E.g. Stroke Rehabilitation, Parkinson’s Disease etc
* Manage clinical risk for own caseload (e.g. assessing if it is appropriate to take patient outwith in-patient area to home environment in line with department guidelines)
* Manage clinical risk for caseloads of junior staff and provide advice as required
* Depending on clinical caseload, visit patient's home (without the patient) to determine realistic future plans based on the layout of the house. This will involve lone working within a community setting. (on average, once weekly)
* Take patient to their own home to assess them within their own familiar setting. Based on this assessment, offer a clinical opinion to the multidisciplinary team regarding the patient's suitability to return home and make recommendations for equipment, social work services as appropriate
* Take patients from a ward setting to a variety of community establishments e.g. shops, leisure facilities etc, to improve social skills prior to discharge. Depending on caseload, this may vary from one visit per week to one per month.
* Lead and co-ordinate all the Occupational Therapy aspects of the patient's discharge from hospital, liaising with Social work, Home Care and ESDS colleagues.

**Documentation*** Maintain written and electronic records and maintain activity data in accordance with College of Occupational

Therapy and NHS Tayside standards * Maintain patient/client documentation and provide specialist OT reports relevant to practice setting according to professional standards and local protocols e.g. Freedom of Information Act, Data Protection Act
* Occasionally required to devise and develop computer based OT documentation on IT system
* Ensure accurate onward referral to external agencies using Single Shared Assessment, gaining patient consent and ensuring that the multidisciplinary team has contributed as appropriate

**Professional Ethics*** Ensure that the OT team comply with professional Code of Conduct and Ethics, HCPC standards of proficiency, the NHS Tayside Code of Conduct for staff, National and local policies/procedures and in the event of non-compliance of staff report to line manager
* Attend all mandatory training annually e.g. Fire Lectures, Moving and Handling Updates, CPR annually
* Respect the individuality, values, culture and religious diversity of patients/clients/colleagues and contribute to a service sensitive to these needs
* Be aware of ethical issues relating to OT and other professionals’ clinical practice and address issues in an appropriate manner, ensuring that OT practice and patient/client care is not compromised, e.g. patient/client being asked to carry out an inappropriate activity contradictory to culture or diagnosis.

**Leadership, supervision and performance development review*** Review and reflect on own practice and performance through effective use of professional and operational supervision and performance development review system
* Ensure performance development (appraisal) reviews and supervision for OT team are carried out as required
* Contribute to the recruitment and retention of junior OT/MDT staff as required
* Promote the ethos of multi agency team and in partnership working

**Professional Development*** Actively participate in the performance development review process (appraisal) and undertake relevant activities to meet learning objectives agreed with line manager
* Continually improve and apply skills and knowledge in order to enhance professional competence to address complex clinical and management situations and support life long learning
* Maintain a professional portfolio in line with requirements for HPC registration, recording learning outcomes
* Ensure that own practice and that of delegated junior staff under supervision, meet the required standard of OT practice

**Training Staff and Students*** Initiate, plan and implement the induction, training and education of students, staff and other professionals.
* Supervise, educate and assess the performance of degree level OT students and other MDT students
* Educate staff in health, education, local authority and voluntary agencies, in issues related to OT. e.g. formal/informal education sessions to both large and small groups

**Service Development and Delivery*** Take a lead role in the planning, coordination and evaluation of Occupational Therapy practice
* Contribute to the development of clinical pathways and protocols within the multidisciplinary team
* Contribute to the operational planning and implementation of policy/service development within the team leading on delegated projects in collaboration with line manager
* Manage a designated OT work area in accordance with health and safety and infection control regulations
* Lead any changes to Occupational Therapy service once approved by Day Hospital Co-ordinator/Specialty Manager, within own department and share with OT and other AHP/Nursing colleagues re implications of change
* Develop and prepare documents for submission to management team. e.g. action plans, business proposals or reports to support changes to practice, taking account ofall clinical, financial and operational implications.

**Clinical Governance, Quality and Standards*** Comply with all relevant NHS Tayside and National, Local and Departmental policies, procedures and guidelines, e.g. Equal Opportunities, Health and Safety, Confidentiality of Information, Patient and Public Involvement
* Follow NHS Tayside policy when handling and learning from complaints, and in conjunction with senior staff contribute or lead the response, as agreed with line manager.
* Contribute to local and departmental clinical governance and quality agenda as agreed with line manager e.g. sharing/learning from a significant event analysis, collation of clinical governance information.
* Take a lead on specific clinical governance/clinical effectiveness topics as agreed with line manager
* Apply national guidelines and legislation relating to health and social care.
* Monitor and review interventions, making recommendations to line manager in relation to service gaps and developments

**Management Skills** * Manage the Occupational Therapy Department to make best use of all resources human resource and delivery of therapeutic interventions in times of planned/unplanned staff shortages
* Responsibility for managing informal disciplinary matters and disputes.
* Deal with verbal complaints and take appropriate level of action i.e. investigates and reports to Manager and/or verbally respond to complainant.
* Take part in the selection process and interviewing of less experienced staff.
* Exercise effective personal time management
* Accountable for the departmental stock management system, advising budget holder on resources/equipment required
* Ensure the maintenance of equipment/materials are fit for purpose at the point of issue, providing advice to the recipient on the safe use of same
* Accountable for departmental petty cash (£20) in accordance with NHS Tayside Finance Policy
* Deputise for other team leaders in periods of absence as agreed with line manager
* Responsible for organising and prioritising own and OT teams’ caseload to meet service and patient need,
* Encourage innovative practice within agreed boundaries

**Research and Practice Development*** Critically evaluate current research and apply to practice
* Lead, undertake and promote research and/or audit projects relevant to OT and/or service area
* Promote dissemination of audit/research outcomes at local/national level, implementing change as agreed with line manager
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| 1. **COMMUNICATIONS AND RELATIONSHIPS**
* Communicate effectively with patients, families and carers some of whom may have barriers to understanding (e.g. sensory impairment, language barriers and confusion), using verbal/non-verbal, written and presentation skills as required and in a way that respects their views, autonomy and culture
* Establish robust networks (written, electronic and verbal) to communicate effectively with other health professionals and external agencies on clinical matters
* Convey comprehensive details of Occupational Therapy treatment/outcomes to patients/carers, in a manner appropriate for every individual, emphasising and reiterating points to ensure a full understanding. This information may be sensitive or contradictory to patient and carer expectations
* Communicate assessment and treatment outcomes to the appropriate disciplines verbally and/or in the form of reports and letters e.g. present professional opinion to consultants and multi-agency team influencing decisions, which will have a direct effect on patient care
* Develop a rapport with patients and carers to encourage their interest and engagement in an activity therefore maximizing its therapeutic benefits.
* Work as a member of the multidisciplinary team contributing to decisions regarding patient/client treatment programmes and discharge planning, e.g. case conferences, clinic and ward meetings
* Instruct, encourage and guide patients/carers regarding aspects of OT, e.g. equipment fitting, intervention plans
* Inform patient/client/colleagues of changes to service delivery timeously e.g. inform clinical area of planned/unplanned absences
* Actively promote the benefits of OT intervention in patient care with patients/clients and other professionals
* Use advanced communication skills to demonstrate empathy and understanding when dealing with distressed staff, patients and their family when breaking highly contentious news e.g. that the patients will be unable/unsafe to return home.
* Use advances communication skills to assist patients to develop insights into their level of dysfunction
* Receive, analyse and convey information of a contentious or sensitive nature, e.g. change in service delivery
* Frequently provide relevant information, both written and oral, for documents
* Have the skills to give presentations to large audiences using audiovisual and multi-media equipment at local and national events.
* Diffuse potentially hostile and antagonistic situations with staff, patients and carers, using highly developed negotiation and interpersonal skills.
* Use leadership skills to develop a cohesive team within specialist occupational therapy service area.
* Promote and ensure the effective two way flow of communication within the organisational structure in relation to service delivery/developments and represent OT/MDT team at meetings as required
* On occasion, may chair and attend meetings as agreed with line manager
* Participate/represent OT service at relevant forums both local and national as required
* Liaise with schools, further and higher education establishments re undergraduate Occupational Therapy training
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| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**
* Diploma/degree in Occupational Therapy
* HCPC Registration
* Extensive post registration experience as an OT including previous experience in a relevant clinical specialty
* Post graduate training relevant to post and specialist knowledge of best practice equivalent to MSc level, evidenced by on the job training, short courses and/or CPD portfolio
* Membership of an OT professional body and Specialist Interest Group is desirable
* Ability to reflect and critically appraise own and other's performance enhancing clinical reasoning
* Ability to teach skills relating to the OT process, e.g. practical skills to enable a patient/client to be independent in an activity of daily living
* Ability to build and maintain effective working relationships within OT team and across all agencies
* Effective communication skills written, verbal and non-verbal
* Computer literacy, e.g. e-mails, patient documentation and treatment media
* Understanding of professional ethics/standards and their application in OT practice
* Detailed knowledge and application of current legislation/policy e.g. Health and Safety, Risk Awareness/Management
* Evidence of leadership/management skill development within department/organisation
* Willingness to work towards gaining certificated evidence of leadership skills training e.g. Leading an Empowered Organisation course
* Ability to travel in the area
* Fieldwork education experience
* Willingness to work flexibly to meet the needs of the service and/or patient/clients.
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**ESSENTIAL ADDITIONAL INFORMATION**

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| 1. **SYSTEMS AND EQUIPMENT**
* Assess for and prescribe specialist equipment**/**materials to enhance patient ability to conduct activities of daily living and social participation e.g. feeding/dressing aids, splints and wheelchairs
* Understand, apply and teach safe use and care of specialist equipment/materials to patients/clients/carers and other staff as appropriate, adjusting heights and ensuring that it is fit for purpose
* Record, collate and submit data information to contribute to service quality indicators e.g. waiting times
* Ensure the maintenance of accurate patient records e.g. OT notes and integrated care pathways
* Effectively utilise local services e.g. voluntary and statutory organisations
* Adhere to identified systems e.g. stock control and department security
* Ensure equipment/materials are fit for purpose as per manufacturers guidelines, prior to use, e.g. department cooker and wheelchairs
* Use of communication equipment on a daily basis e.g. .the ability to work with IT systems to generate reports, record statistics etc patient/client communication aids

**Responsibility for Records Management**All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |
| 1. **PHYSICAL DEMANDS OF THE JOB**

**Physical demands** On a daily basis* Use moderate physical effort to move and handle patients for purposes of rehabilitation and therapeutic positioning e.g. assisting the very immobile, frail and unwilling patients from lying to sitting, sitting to standing.
* Work with patients whose medical condition may make manual handling challenging eg dementia, limited mobility and very frail elderly patients with multiple pathology
* Manoeuvre (lift, push, pull, carry) equipment (e.g. wheelchairs, hoists, assessment packages)

Occasionally* Use own car to drive in-patients to their own home for assessment purposes

**Mental Demands**On a daily basis:-* Using decision making, observational, communication and problem solving skills in the planning, implementing and evaluating of home visits, group-work and during intervention sessions
* Plan, initiate and review OT interventions, encouraging and persuading patients/carers/MDT colleagues to support the OT treatment process
* Prioritise own work load and that of other OT staff to meet the needs of the service
* Interruptions during working day from other staff/ patients/clients/carers, e.g. telephone, pager, direct contact
* Respond to unexpected changes in patient’s/client’s condition. This requires being alert and undertaking an advanced standard of clinical reasoning in relation to assessment and decisions regarding patient/client management, e.g. unexpected collapse

Frequently* Frequent periods of sustained concentration e.g. working with patients/clients who have communication problems, addressing staffing issues

Occasionally* Responding to unexpected changes within service provision, e.g. withdrawal of funding
* Infrequent exposure to verbal/physical aggression disinhibited behaviour using acquired skills to prevent situations from becoming volatile
* Use a consistantly supportive approach to support poorly performing staff to achieve agreed objectives
* May be required to respond to unpredictable demand, e.g. urgent situation in another area

**9. PHYSICAL DEMANDS OF THE JOB (CONTINUED)** **Emotional Demands** On a daily basis:* Receive, analyse and convey information of a sensitive and emotive nature which may be contradictory to staff/patient/client and carer expectations and desires

Frequently:-* Directly manage distressing and emotional circumstances on an occasional basis. e.g. on home assessment, explaining to a patient that they are unable to return home

Occasionally:-* In-directly respond to distressing and emotional circumstances on a regular basis, e.g. knowledge of distressing patient details
* Accept responsibility to support OT staff within the team and on occasions across the service, with particular issues relating to staff and/or patient care, that may prove distressing or challenging, e.g. staff member experiences bereavement, struggling to cope with patient/client care

 **Working conditions** Frequently:-* This job may involve moderate risk when lone working
* Work in the community on a regular basis as a lone practitioner with formalised support/supervision

Occasionally:**-*** Exposure to highly unpleasant working conditions e.g. body fluids, verbal/physical aggression.
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| 1. **DECISIONS AND JUDGEMENTS**
* Responsible for deployment, management, supervision and coordination of staff within the elderly assessment wards
* Accountable for own actions/decisions as an autonomous practitioner
* Frequently make risk management decisions relating to patients/clients home, e.g. environment, care packages, discharge planning, service delivery.
* Need to use own initiative and ability to react timeously and appropriately to crises
* Initiate the contribution of professional opinion nationally and locally in relation to policy and guidelines that effect OT practice and facilitate the implementation of local systems to support same, in partnership with line manager
* Act with autonomy within the agreed management structure
* Together with other OT Team Leaders, meet line manager on a monthly basis to discuss service delivery
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| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**
* Deputise for other Occupational Therapy team leaders in their absence, taking responsibility for operational management of the local service and team, allocating and organising the work of the qualified/non-qualified occupational therapy staff to meet service priorities on a daily basis
* Participating in multi-agency teams ensuring a professional opinion is expressed which other, more experienced members of the team may not agree
* Line management of under-performing staff
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| 1. **JOB DESCRIPTION AGREEMENT**

The job description will need to be signed off using the attached sheet by each postholder to whom the job description applies. |