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***NHS GREATER GLASGOW AND CLYDE***

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| 1. **JOB IDENTIFICATION**  |  |  | | --- | --- | | **Job Title:** | **Clinical Lead Occupational Therapist** | | **Responsible to (insert job title):** | **Clinical Co-ordinator CAMHS Tier 3** | | **Department(s):** | **Specialist Children’s Services** | | **Operating Division:** | **NHSGGC (Boardwide)** | |
| **2. PURPOSE AND DIMENSIONS:**   * To work as an autonomous practitioner providing expert occupational therapy assessment, treatment and management of children, young people and adolescents who may have complex mental health presentations, disabilities, social care issues and additional support needs within a variety of community and educational setting. * To apply highly specialist knowledge of occupational therapy assessment, intervention and special equipment (where applicable) in the management and treatment of the client group and to maintain records as an autonomous practitioner. * Directs and organises the provision of occupational therapy and the monitoring and maintenance of high professional standards within the context of a clinical governance framework. * Demonstrates competencies within the scope and standards of practice determined by the College of Occupational Therapists, the Health Care Professions Council and mental health services. * Supports the progression of national agendas of future of CAMHS and occupational therapy through work with the local authorities across the NHS Greater Glasgow and Clyde boundary. * Provides occupational therapy professional identity and focus within the multi-disciplinary and multi-agency context.   *Multiple sites may include a range of community bases over a locality and incorporates a range of specialties within mental health.* 3. ROLE OF DEPARTMENT NHSGGC is responsible for the health care needs of all children, young people and their families within the board area.  The paediatric occupational therapy service is part of the Specialist Children’s Services and provides highly specialist intervention for a total child population of approximately 268,000 (NHSGGC data 2011) 0-19 year olds within the Greater Glasgow and Clyde area.  The SCS Occupational Therapy Service sits within each locality HSCP linked in to NHS Greater Glasgow and Clyde. The responsibilities of the occupational therapy service are to:   * Provide a high quality and equitable occupational therapy service to the local population across a CAMHS setting. * Work together with other clinical specialities to provide the most effective care to children and young people with a diverse range of clinical conditions and to their families and carers. * Develop, implement and manage the clinical governance strategy alongside Professional Lead OT for SCS..   This post sits within Tier 3 Locality CAMHS Services which offer specialist mental health services to children and young people who require mental health assessment and treatment. Occupational Therapy is part of the wider multi-disciplinary Team to provide specialist assessment, intervention and support to CYP and those who are involved in their care. Referrals are from a range of professionals including multi disciplinary teams, Hospital consultants, Community Medical staff, General Practitioners and other healthcare professionals, as well as Education and self-referral routes. The caseloads are constantly changing with a high demand for services  Occupational Therapy staff in CAMHS work in multi-disciplinary teams to provide specialist and generic services which enables service users to achieve health, well-being and optimum function. Service users participate in graded treatment, thus limiting the impact of physical health and mental health problems on ability to function independently.  Occupational therapy assessments are utilised within the team to identify the person’s functional ability and provide a baseline on which levels of support may be required/identified to maintain a level of independence and participation in a variety of living environments. |
| **4. ORGANISATIONAL POSITION**  CAMHS Clinical Co-ordinator  (Operational)  **Tier 3 CAMHS Occupational Therapy Lead**  (Clinical)  Band 6 OT  Head of Specialist Childrens Services  Tier 3 Service Manager – Glasgow HSCP  Occupational Therapy Professional Lead |

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| **5. SCOPE AND RANGE**   * The post holder is responsible for the professional leadership and development of occupational therapists and support staff working within their locality CAMHS Team. They will line manage junior staff within their locality team. * A key requirement of the post is to promote the role and scope of occupational therapy within the modernisation and mental health integration agendas. * The post holder is required to influence the national occupational therapy integration agenda and be involved in its planning and implementation. * Manage a specialist caseload of service users with complex needs in a multi-disciplinary team using evidence based/client centred principles to assess, plan, implement and evaluate interventions. * Function as an integral member of an Occupational Therapy leads team, participating in the implementation of delegated local service developments. * Regularly supervise occupational therapy students on practice placement. |
| **6. TASKS, DUTIES AND RESPONSIBILITIES:**  **Managerial**   * Provide professional and operational leadership for junior occupational therapy team within locality CAMHS team * Provides expert advice and expertise regarding the occupational therapy profession to operational managers regarding service development and workforce planning. * Establish, monitor and evaluate an effective supervision framework for qualified occupational therapists and support staff and apply the appraisal process in order to manage performance alongside SCS OT Professional Lead. * Identify training needs for occupational therapy staff and participate in the development and delivery of occupational therapy learning plans. * Be responsible for recruitment of occupational therapy staff as delegated by line manager and support manager in the recruitment and retention of occupational therapy staff. * Manage and co-ordinate professional meetings within area of responsibility. * Manage and monitor sickness /absence of junior OT staffing within locality team in line with the organisation’s policies and procedures. * Ensure that staff adhere to Health and Safety guidelines and maintain safe environments and working practices * Provide and present written proposals regarding future service developments. * Provide expert professional opinion in response to local and national reports and documents.   **Clinical**   * Be responsible for the planning and delivery of occupational therapy within a designated area, prioritising clinical needs to provide an effective service. * Manage a clinical caseload with individuals with complex mental health needs, undertaking the role of key worker/care co-ordinator as required. * Work as an autonomous, expert practitioner providing highly specialist interventions. * Monitor, evaluate and modify interventions in order to measure progress and ensure clinical effectiveness. * Undertake and oversee clinical risk assessments and make judgements regarding the necessary action. * Supervise and offer expert advice to both occupational therapy staff and other members of the multi-disciplinary team, who deliver specialist therapeutic interventions * Participate in clinical generic functions within the local team where it is a requirement of the service. * Develop and implement a shared care plan based on a specialist shared assessment within the principles of single shared assessment. * As an expert clinician, to be responsible for managing crisis situations within a defined area. * Plan and implement client centred individual and/or group interventions, using graded activity to achieve therapeutic goals. * Demonstrate and apply a high level of expert clinical knowledge through evidence- based practice and ensure that it is embedded into practice across area of responsibility. * Respect the individuality, values, cultural and religious diversity of patients/clients and contribute to the provision of services sensitive to these needs.   **Clinical Governance**   * Access, critically appraise and apply the evidence base for clinical practice**.** * Within the framework for performance management ensure that all occupational therapy staff have specific goals for clinical effectiveness within their professional development plans. * Disseminate and implement the findings from research and clinical audits when appropriate. * Monitor staff involved in fieldwork education with pre-registration student occupational therapists.   **Professional**   * Adhere to the RCOT Code of Ethics and Professional Conduct and national and local policies and procedures. * Ensure that Occupational therapy staff maintain up to date written, electronic and activity data in accordance with professional and Division standards. * Demonstrate ability to review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal according to local guidelines. * Apply specialist skills and knowledge in order to establish professional competence and fitness to practice as a specialist occupational therapist. * Demonstrate ongoing professional development through participation in development opportunities, recording learning outcomes in a portfolio. * Provide effective guidance, supervision, expert advice and appraisal for qualified and support staff. * Monitor the registration of staff with Health Care Professions Council. * Support staff with ongoing professional development. * Following the continuing professional development process, identifies and collates the training needs across the area of responsibility for incorporation in the relevant Allied Health Professions and Locality learning plans. * Apply national guidelines/ legislation relating to health and social care to local service provision. * Assist in occupational therapy clinical governance arrangements and quality agenda, including the setting and monitoring of practice standards.   **Education and Research**   * Co-ordinate and organise the induction and training of staff and students. * Ensure the effective supervision and written assessment of occupational therapy and other students on practice placement within the designated area. * Lead, co-ordinate and support research activity within the service. * Lead in practice development, evaluation, audit and research activities relevant to occupational therapy and/or service areas to promote evidence- based practice.   **Organisational**   * Establish and monitor an effective supervision framework for occupational therapy staff and participate in TURAS * Lead the occupational therapy team and implement change management as required to address future service needs. * Lead in planning, priority setting and decision making to ensure that occupational therapy service priorities are met. * Represent occupational therapy in senior management, multi-agency planning groups and working parties to take the integration agenda forward. * Function as a senior member of the multidisciplinary team to support the planning and achievement of local service objectives and lead on projects as required. * Contribute to the operational planning and implementation of policy and service development. * Apply and advise on national and local policy regarding health and social care. * Deputise on behalf of operational and/or professional manager as required * Work effectively in multi-agency environments. * Take a lead role for specific projects locally and within the allied health professions group. |

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| **7a. EQUIPMENT & MACHINERY**   * Understand and apply safe assembly and use of occupational therapy equipment for application or provision to patients, including e.g. specialised seating, standing frames, walkers/mobility aids and positioning equipment. Moving and handling equipment, e.g. hoists, slings and slide sheets etc for safe handling of patients. Used on a daily basis dependent on caseload. * Gross and fine motor equipment and machinery - frequently dependent on case load.. * Computer for communication via email, accessing data bases accessing web sites for clinical information and research, discussion forums. Specialist software packages for assessment and to create occupational therapy programmes, e.g. assessment tools, gross motor function measure. Electronic Patient Records.Used as required dependent on caseload. * Travel across GG&C required on a daily basis.   **7b. SYSTEMS**   * Demonstrate a working knowledge of relevant IT systems and software packages e.g. EQUIPU Online System. * Creation, updating and maintenance of patient records. * Completing monthly patient statistics forms. |
| **8. DECISIONS AND JUDGEMENTS**   * The OT Clinical Lead is an autonomous, expert practitioner within their area of responsibility,   accountable to the line manager (Clinical co-ordinator) and professional leads for their own action  and judgement and responsible for delegated actions of all other members of their Tier 3  locality occupational therapy team.   * Apply expert knowledge and judgement to assess service demands against staffing resource,   prioritise needs and allocate to staff accordingly.   * Lead in the development and delivery of children and young people occupational therapy services within mental health services as supported by SCS OT Professional Lead. * Delegate appropriate tasks to junior staff in order to achieve key results. * Develop local occupational therapy procedures in relation to clinical practice including clinical governance. * Autonomously use professional expertise to make clinical decisions and monitor that all occupational therapy staff use clinical reasoning skills. * Prioritise and re-assign team workload and develop workload management systems. * Use expert clinical reasoning skills based on specialist knowledge and expertise with regard to clients including assessment of clinical risk. * Respond to clinical crises and make decisions regarding care. * Monitor and manage staff compliance with the Royal College of Occupational Therapists Code of Ethics and Professional Conduct and Health Care and Professions Council. * Identify service needs and ensure that staff have appropriate training to fulfil the changing priorities. * Make professional judgements regarding the performance of others e.g. staff, students, and take appropriate action if necessary. * Decide on when further action or expertise is required to deal with particular issues e.g. occupational health, human resources. * Responsible for recruitment of occupational therapy staff as delegated. * Be responsible for the local resolution of complaints regarding occupational therapy staff and service. * Investigate and resolve formal complaints regarding occupational therapy staff and service as delegated by operational manager. |
| **9. COMMUNICATIONS AND RELATIONSHIPS**   * Develop therapeutic relationships and communicate complex and sensitive information in an empathetic and professional way to people with a range of severe mental health problems. * Gain consent from clients with mental health problems regarding sharing of information across agencies. * To communicate with service users and carers who may not use English as a first language due to cultural diversity within divisional boundaries * To demonstrate effective communication skills with users and carers, team members, occupational therapy colleagues and other agencies to provide support and reassurance following diagnosis and implications of poor/limited prognosis. * Produce specialist occupational therapy written reports for other professions and agencies. * Monitor that records both written and electronic are kept up to date in accordance with divisional and professional standards. * Recognise potential breakdown of relationships and conflict when it occurs and generate a range of solutions. * Possess highly developed interpersonal skills and the flexibility and skill to adapt the approach dependent upon the given situation. * Use a range of skills including influencing, negotiating and engaging in order to develop positive working relationships with a wide range of people including service users and senior managers. * Establish and maintain effective supervisory relationships with occupational therapy staff and other disciplines as required. * Representing profession at strategic meetings and provide professional opinion at meetings. * Negotiate occupational therapy service needs and priorities with operational managers. * Demonstrate ability and confidence to provide effective leadership in a wide range of situations. e.g. during major re-organisational change. |
| |  |  | | --- | --- | | **10. PHYSICAL,MENTAL AND EMOTIONAL DEMANDS OF THE JOB**  Frequency may vary according to clinical speciality | | | Physical Skills: | * Physical ability (with or without adaptation) to manage in clinical area e.g. community, groups, wards and service users home. * Moving and handling of service users. This includes assisting service users of varying levels of dependence with transfers in a variety of environments e.g., confined, cluttered and awkward areas. * Significant element of walking, climbing stairs, standing and working within confined and awkward spaces on a daily basis. * Ability to co-operate with others in relation to therapeutic moving and handling (co-ordination, timing, positioning). * Frequent use of keyboard and IT equipment. | | Physical Effort: | * Therapeutic moving and handling. * Transportation of equipment between Joint Equipment Store, Occupational Therapy Department and service user’s home. * Fitting of equipment – moving, positioning, use of tools (e.g. screw driver, Allen key. * Carrying equipment up and down stairs. * Pushing patients in wheelchairs. * Service user transfers outwith hospital e.g. in ambulance, car, taxi, or in service user’s home where assistance is limited. * Assisting service users with personal activities of daily living – dressing, feeding, bathing, toileting. * Frequent car driving. | | Mental Demands: | * Detailed knowledge of physical and mental health conditions encountered. * Relating theory to practice. * Complex problem solving – understanding of cause and effect. * Teaching service users about conditions. * Teaching strategies to overcome illness or disability. * Teaching use of equipment or adaptations. * Prioritising workload, responding to unpredictable demands. * Time management and ability to organise self and others. * Lone working. * Achieving balance between clinical and managerial responsibilities. * Ensuring practice is up-to-date and evidence based. * Negotiation skills. * Acting as advisor/ mentor. * Prolonged concentration for long periods e.g. patient interventions, documentation, meetings. * Coping with complex and challenging behaviour. * Presentation of verbal/written cases. |  |  |  | | --- | --- | | Emotional Demands: | * Maintaining empathetic approach. * Dealing with people who engage in risk taking behaviour e.g. self harm, self neglect, substance misuse. * Dealing directly with people with behavioural problems. * Dealing directly with aggressive behaviour. * Dealing directly with addiction related problems. * Dealing directly with people with long term conditions. * Dealing directly with people with complex family dynamics. * Dealing directly with terminally ill service users. * Dealing with abusive service users and/or carers. * Environments which are unsafe and unpredictable within an area which is known to have high risk areas and potential for needle stick injury. * Responding to changes in the service users condition- this requires being alert in order to undertake a high standard of clinical reasoning involving constant reassessment of clinical management. | | Working Conditions: | * Exposure to unpleasant working conditions e.g. bodily fluids, unpleasant smells, unhygienic conditions, infection e.g. MRSA. * Required to work in environments which could be unsafe/unpredictable in an area which is known to have high risk areas and potential for needle stick injury. * Lone working. * Smokey atmospheres. * Verbal aggression and/or physical aggression. * Inclement weather conditions. | |
| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**   * Maintaining the professional identity and profile of occupational therapy within multi-disciplinary teams and possessing the ability to negotiate the balance of specialist occupational therapy and generic work, given local demands and pressures. * The continual need to be flexible and adaptable in balancing clinical and management workload. * The ongoing need to raise the profile of occupational therapy and negotiate for increased resources with senior managers. * Dealing with a complex caseload. * Having the responsibility to assess clinical risk and deal with challenging situations and cope effectively with the emotional demands. * Develop and maintain understanding of workload priorities and local issues in a variety of bases. * Ensuring that staff in a range of bases are adequately supervised and supported whilst working in multi-agency teams. * Management of staff in relation to performance. * Recruitment and retention is a highly significant and demanding role due to the national shortage of occupational therapists. * Dealing effectively and sensitively with the review critical incidents**.** * Working in multi agency environments and coping with the variance in working practice. * Manage and resolve personnel issues. |
| **12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**   * The post holder will hold a degree/diploma in occupational therapy and will have at least 6 years post graduate experience. * Registered with the Health Care Professions Council and meet the necessary continuing professional development requirements in order to remain on the register. * Adhere to the Royal College of Occupational Therapists Code of Ethics and have responsibility for monitoring the compliance by occupational therapy staff with national and local standards of practice. * Expert knowledge, skills and expertise gained through mental health practice within multi-disciplinary teams in mental health in order to lead and co-ordinate an effective occupational therapy service based on best practice. * Specialist managerial knowledge obtained through managerial courses e.g Equipped for Excellence, AHP leadership programmes, in order to lead and co-ordinate an efficient and effective occupational therapy service. * Ability to work autonomously and set clinical priorities for occupational therapy services within area of responsibility. * The knowledge and experience to reflect and critically appraise performance of staff to identify training   needs for occupational therapy staff and participate in the delivery of occupational therapy learning  plans.   * + - Expert knowledge of occupational therapy process and provide this resource to other staff in order to facilitate occupational therapy skill development within the service.     - Expert knowledge of theoretical models and approaches and ability to apply these across a range of both physical and mental health conditions.     - Critical analysis skills related to applying research findings in relation to specialist clinical area. The ability to share this knowledge & skills will allow experiential learning opportunities for staff within the area to develop and apply evidence based practice approach to service development.     - Knowledge of, experience and training in the mandatory health and safety procedures required by the organisation and monitoring of staff compliance to these.     - Ability to set clinical standards and monitor implementation * Detailed understanding and working knowledge of mental health legislation, policy and practice and the implications for the occupational therapy profession. * Knowledge of the evolving health and social care agendas. * Managerial experience of joint working with other professional and operational managers in the planning and implementation of service delivery. * Ability to provide expert advice regarding the design of clinical areas, e.g, occupational therapy facilities within new buildings. * Demonstrate post-graduate personal development through participation in internal and external development opportunities, recording learning outcomes in a portfolio. * Use expert knowledge to support occupational therapy staff in the change management process eg mental health integration, occupational therapy integration. * Experience in the management of performance, including supervision, appraisal and mentoring skills in order to manage, supervise and appraise a range of staff. * Ability to professionally manage and direct autonomous practitioners in a range of bases who manage their own caseloads. * Knowledge, experience and training in Practice Education to provide support to students and practice educators within the service.   + - The post holder must have the knowledge and skills to analyse professional and ethical issues and provide advice and guidance to junior staff and colleagues. |

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