# Job Description

|  |  |  |
| --- | --- | --- |
| 1. **JOB IDENTIFICATION**
 | Job Title | Senior Occupational Therapist |
| Department(s)/Location | Perth City Community Rehabilitation Occupational Therapy Team |
| Number of Job Holders | 1 |
| CAJE | SC06-476 |
| JOB PURPOSE* Work independently taking a lead role to manage a caseload of patients/clients to assess, plan, implement and evaluate interventions (inclusive of activity analysis).
* Liaise and integrate with multi-disciplinary teams to enhance communication and integrated working as appropriate.
* Use occupation as an assessment and therapeutic tool to enable patients/clients to achieve their optimum level of independence in the areas of personal care, domestic, leisure, education and work.
* Provide specialist OT advice to other disciplines as required.
 |
| ORGANISATIONAL POSITIONClinical & Professional Team Manager (CPTM)↓ Team Lead (Band 7)↓**Occupational Therapist (Band 6/postholder)**↓Occupational Therapists (Band 5)↓Occupational therapy support staff and students |
| SCOPE AND RANGE* OTs within NHS Tayside work as part of a multi-professional/multi-agency team contributing to patient care as agreed with line manager, delivering therapeutic treatment to a designated patient/client group.
* OTs offer a service to patients/clients and carers within inpatient, outpatient and community settings.
* Work autonomously with patients/clients, assessing, planning and implementing agreed long and short-term goals to facilitate optimum level of independence, to facilitate safe and effective discharge from service and to appropriate destination.
 |
| 1. **MAIN DUTIES/RESPONSIBILITIES**

Clinical* Provide assessment and treatment for patients/clients within designated area/team using standardised assessments/outcome measures as appropriate.
* Apply a broad 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 broad level of clinical reasoning, demonstrate an ability to problem solve, monitor, evaluate and modify interventions and their outcomes for patients/clients in order to measure progress and ensure effective intervention.
* Contribute to multidisciplinary decisions regarding patient/client care and prescribe intervention within care plan which other professionals (e.g. .social care officers, Social Workers, health care assistants, nurses, home carers) may follow.
* Advise and instruct patients/clients/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/clients to explore, achieve and maintain balance in their activities of daily living in the areas of personal care, domestic, leisure, education and work.
* Manage clinical risk for own caseload (e.g. assessing if it is appropriate to take patient/client out with in-patient area to home environment in line with department guidelines) monitor that of junior staff and provide advice (e.g. appropriateness of discharge from place of care)

**Documentation*** Maintain written and electronic records and maintain activity data in accordance with professional and NHS Tayside standards.
* Maintain patient/client documentation and provide specialist OT reports relevant to practice setting according to professional standards and local protocols.

**Professional Ethics*** Ensure that self and designated junior staff comply with professional Code of Conduct and Ethics, HPC 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.
* 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 and professional 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 designated OT colleagues are carried out as required.
* May occasionally be involved in the interview and selection process for OT support staff.
* Promote the ethos of multi-agency team and in partnership working.

**Professional Development*** Actively participate in the performance development review process 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 increasingly complex clinical situations and support lifelong learning.
* Maintain a professional portfolio in line with requirements for HPC registration, recording learning outcomes
* Ensure that own practice and that of designated junior staff under supervision, meet the required standard of OT practice.

**Training Staff and Students*** Contribute to 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, on issues related to OT. e.g. formal/informal education sessions to both large and small groups.

**Service Development and Delivery*** Contribute to the planning, evaluation and audit practice, clinical pathways and protocols within designated area/team.
* Contribute to the implementation of policy/service development within designated teams 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.

**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 in conjunction with senior staff contributing to responses 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.
* May take a lead on specific clinical governance/clinical effectiveness projects as agreed with line manager.
* Apply national guidelines and legislation relating to health and social care.
* Monitor and review interventions, raising awareness of service gaps and developments to line manager.

**Management Skills** * In the absence of line manager and as agreed, ensure service delivery is maintained.
* Exercise effective personal time management.
* Delegated accountability 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.
* Responsible for organising and prioritising own caseload and that of designated junior staff to meet service and patient need, modifying plans as situations change.
* Encourage innovative practice within agreed boundaries.

**Research and Practice Development*** Critically evaluate current research and apply to practice.
* Further develop research skills to 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.
 |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**
* Establish robust networks (written, electronic and verbal) to communicate effectively with patients/clients, family and carers, other health professionals and external agencies on clinical matters in a way that respects their views, autonomy and culture.
* Ensure effective communication strategies are utilised for patients/clients who have barriers to communication.
* 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/clients/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 empathy and understanding when dealing with distressed staff, patients/clients and their family.
* Encourage and persuade patients/clients to take an active part in their OT interventions.
* Receive, analyse and convey information of a contentious or sensitive nature, e.g. informing patient that they are unsafe to return to home environment.
* Frequently provide relevant information, both written and oral, for documents relating to patients/client’s progress.
* Promote and ensure the effective two-way flow of communication within the organisational structure in relation to service delivery and represent OT/MDT team at meetings as required.
* Participate in relevant for a both local/national.
* Liaise with schools, further and higher education establishments.
* Deliver presentations using multi-media equipment to local and national audiences.
 |
| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**
* Diploma/degree in Occupational Therapy.
* HPC Registration.
* Previous post registration experience as an OT.
* Broad knowledge of current best practice in area of expertise and an in-depth knowledge of OT.
* Membership of an OT professional body is desirable.
* Ability to reflect and critically appraise own 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 meal preparation.
* Ability to build and maintain effective working relationships within OT , relevant Multi-Disciplinary teams and across all agencies.
* Effective communication skills both 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.
* A knowledge and application of current legislation/policy e.g. Mental Health Care And Treatment (Scotland) Act, Child Protection, Vulnerable Adults, Health and Safety, Risk Awareness/Management within a Clinical Governance Framework, Manual Handling .
* Ability to travel in the area.
* Willingness to work flexibly as the unexpected needs of the service and/or patient/client would require.
 |
| 1. **SYSTEMS AND EQUIPMENT**
* Assess for and prescribe specialist equipment**/**materials to enhance patient/client’s ability to conduct activities of daily living and social participation e.g. feeding/dressing aids.
* 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 Effort*** Frequent requirement for moderate physical effort for several short periods during a shift, e.g. manual and therapeutic handling of patients/clients with or without challenging behaviour with or without equipment.
* Exert daily physical effort to manoeuvre (lift, push, pull, carry) equipment (e.g. wheelchairs, hoists, assessment packages)
* Frequent walking with clients in community interventions, frequent travelling in community locations and/or delivery.
* Skills required – keyboard skills (e-mail and treatment packages), manual handling training and CPR skills (updated annually), communication skills (with colleagues and patients/clients), de-escalation skills (updated annually).

**Mental Effort*** Responding to unexpected changes in patient’s/client’s condition. This requires being alert and undertaking a broad standard of clinical reasoning in relation to assessment and decisions regarding patient/client management, e.g. unexpected collapse.
* Frequent periods, on an ongoing and daily basis, of sustained concentration e.g. working with patients/clients who have communication problems.
* Occasional exposure to verbal/physical aggression disinhibited behaviour using acquired skills to prevent situations from becoming volatile.
* On a daily basis plan, initiate and review OT interventions encouraging and persuading patients/clients/carers/MDT colleagues to support the OT treatment process.
* On a daily basis prioritise own work load and that of other OT staff.
* Frequent interruptions during working day from other staff/patients/clients/carers on an ongoing and daily basis, e.g. telephone, direct contact.
* May be required to respond to unpredictable demand, e.g. urgent situation.

**Emotional Effort*** In-directly dealing with distressingand emotional circumstances on a frequent basis, e.g. knowledge of distressing patient/client details.
* Directly dealing with distressingand emotional circumstances on a frequent basis. e.g. dealing with severely challenging behaviour.
* Frequently receive, analyse and convey information of a sensitive and emotive nature which can be contradictory to staff/patient/client and carer expectations and desires.
* Rarely may be required to support other junior OT staff with particular issues relating to staff and/or patient care, that may prove distressing or challenging, e.g. incident with patient/client with challenging behaviour.

Working Conditions* The job involves occasional exposure to highly unpleasant working conditions e.g. body fluids, verbal/physical aggression.
* This job may involve moderate risk when lone working.
* Work in the community on an ongoing and daily basis as a lone practitioner with identified support/supervision.

**Miscellaneous*** Exercise effective time management.
* Undertake other duties which fall within the grade of the job in agreement with head of department/head of service.
 |
| 1. **DECISIONS AND JUDGEMENTS**
* Independently make clinical and supervisory decisions within the agreed management structure.
* Line managed by senior member of OT staff.
* Accountable for own actions/decisions that lie out with agreement with line manager.
* 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.
* Contribute professional opinion nationally and locally in relation to policy and guidelines that effect OT practice in collaboration with senior OT staff.
 |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**
* Making risk management decisions in relation to home assessment and discharge planning.
* Undertake a physically and mentally demanding job whilst taking care to safeguard own health and safety as well as that of patients/clients and colleagues.
 |
| 1. **JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each postholder to whom the job description applies. |
| **Job Holder’s Signature:** | **Date:** |
| **Head of Department’s Signature:** | **Date:** |