

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Specialist Occupational Therapist (Band 6)
Responsible to:	Clinical Assessment Team Lead
Department:	SMART Services
Directorate:	Rehabilitation Services
Operating Division:	Edinburgh Health and Social Care Partnership
Job Reference:	189476
No of Job Holders:	0.6wte

2. JOB PURPOSE

To act independently to provide a full comprehensive specialist service of assessment, diagnosis, treatment/appropriate management, onward referral.

To supervise occupational therapists, assistant practitioners, clinical support workers and occupational therapy students.

This post would be predominantly working in Blue Badge Assessment.

3. DIMENSIONS

There are 11 clinical services within SMART serving local, regional and national patient-groups including Wheelchair and Seating, Specialist Prosthetics, Prosthetics and Orthotics with approximately 100 staff members and over 25,000 appointments per annum. The post holder will require to provide a full Occupational Therapy service with specific responsibility to the Clinical Assessment Services (which primarily includes Blue Badge Assessment and Disabled Living Centre) however they may be required to support other Occupational Therapy services in SMART.

Staffing Responsibilities: Supervise clinical workload of Therapy Assistant Practitioners and Occupational Therapy students.

Financial Responsibilities: Allocate from Clinical Assessment budget (as delegated by the Head of SMART) according to clinical priorities with authorisation up to £2000.

The post holder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands.

4. ORGANISATIONAL POSITION

(See Organisational Chart on back page)

5. ROLE OF DEPARTMENT

The Southeast Mobility and Rehabilitation Technology (SMART) Centre is one of 5 centres in Scotland (Edinburgh, Aberdeen, Dundee, Glasgow and Inverness) providing Rehabilitation Technology Services. The SMART Centre services are mainly based in the Astley Ainslie Hospital and cover Lothian, Fife and the Borders (approx. 25% of Scotland's population) with additional facilities for WDRRS located in the Community Equipment Service at Peffermill Industrial Estate. SMART Services are part of the Rehabilitation Directorate which is hosted within Edinburgh Health and Social Care Partnership.

The SMART Centre provides services for adults and children who have a permanent disability affecting their mobility. These include mobility and postural services (wheelchairs and special seating), prosthetics, orthotics and bioengineering services, electronic assistive technologies, Blue Badge assessment (Edinburgh only), custom design service, a Disabled Living Centre and gait analysis service. The SMART Centre is also one of two centres in Scotland providing a national Specialist Prosthetics Service.

In addition, the SMART Centre provides the National Scottish Driving Assessment Service as well as hosting various other clinical services such as, podiatry, spinal injuries clinic, spasticity management clinic and other outpatient clinics.

The SMART Centre operates clinics on a daily basis and as an outpatient facility sees approximately 20,000 service users per year. In addition, SMART clinicians and technicians attend satellite clinics throughout Lothian, Fife and Borders and also provide home visits for their service users.

The department has its own specialist workshops and stores on site. SMART workshops provide in-house manufacturing and (outsourced) modified medical devices across the range of activities mentioned above.

There are around 100 members of staff across a range of professions within the SMART Centre and in addition there are other specialist consultants/doctors who support clinical activity in the SMART Services.

This post would be predominantly working in Blue Badge Assessment.

6. KEY RESULT AREAS

Clinical

1. To independently prioritise and manage own individual specialist caseload providing a full and comprehensive specialist service of assessment, diagnosis, treatment/appropriate management, onward referral.
2. Act as a specialist clinical resource for the therapy and multidisciplinary team e.g. patients, carers, Voluntary Organisations to optimise available clinical care including taking responsibility for more complex cases.
3. To maintain professional standard of record keeping, which is accurate and current, in line with professional codes, service standards and organisational requirements.
4. To work within all local policies, procedures and protocols and in compliance with professional standards as documented by the professional body and the Health and Care Professions Council. Patients may include vulnerable adults and young people under the age of 18 therefore develop a working knowledge of relevant procedures including Child Protection, Protection of Vulnerable Adults and other legal frameworks.
5. To contribute as required to the planning and implementation of team and departmental policy and service developments, including representing the team at relevant meetings.
6. Delegate allocated tasks to clinical support workers, assistant practitioners and Band 5 staff and supervise where appropriate, to maximise efficiency and to achieve desired quality of care ensuring they follow NHS Board Policies & Procedures.
7. To undertake audit, research activity or other projects to promote evidence-based practice, develop the service and maintain efficiency and effectiveness.

Educational

8. To develop and deliver training programmes for a wide range of professionals and carers to educate carers and significant others in the understanding of both the therapy process and any intervention relating to the management of patients medical and social needs.
9. To participate in the academic teaching and clinical supervision of occupational therapy undergraduate students and other professional groups and provide advice and specialist training to qualified AHPs, clinical support workers, assistant practitioners and students.

Managerial

10. Responsible for the supervision of staff including participating in the recruitment and induction processes.
11. Support Team Lead to develop a specialist therapy service to maximise patient care and use of resources and identify areas for potential service improvements.
12. Monitor activity and support Team Lead to prioritise staff and equipment resources to meet service demands within budgetary constraints. To deal with first stage complaints recognising when to escalate to a more senior member of the team.
13. To deputise for the team lead/manager in meetings related to specialist clinical area.
14. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

7a. EQUIPMENT AND MACHINERY

Be competent in the use of a wide range of equipment. Ensure that equipment in use is clean and safe, and regularly monitored for safety as per professional and organisational standards of practice. Must ensure that all equipment issued by them is safe to use and be responsible for the safe and competent use of equipment they issue to patients.

The following are examples of equipment which may be used when undertaking the role:

IT Equipment – Personal Computer, phones, mobile phone, telehealth units, teleconference, videoconference.

Manual Handling equipment - Walking aids, Mechanical Hoists, Samhall turner, Sliding boards, to facilitate patient transfers.

Detail of equipment will be held locally and will depend on the work area.

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.

7b. SYSTEMS

The following are examples of systems which may be used when undertaking the role:

Maintaining patient records– documenting all patient interventions and non-direct contacts e.g. TRAK, Picture Archiving Communication Systems (PACS),
Internet based clinical information sources e.g. E-Library
Update department shared drive/intranet site
Use of intranet to access information within NHS Lothian
Daily use of e-mail for communication
Microsoft Office - Formatting and populating spreadsheets and databases to produce statistics and reports as required.

Note: New systems may be introduced as the organisation and technology develops, however training will be provided

8. ASSIGNMENT AND REVIEW OF WORK

The specialist clinical caseload is generated by the specific needs of each clinical area. The post holder has sole responsibility for clinical management of a specialist caseload and will act independently within departmental and professional protocols / guidelines. Access to clinical supervision is available via a senior therapist as required.

The post holder is expected to initiate work and developments in their specialist area. They will allocate tasks associated with the clinical management / development of the service on a day-to-day basis to other occupational therapy staff.

The Team Lead may also delegate other non-clinical tasks e.g. participate interview / recruitment process, appraisal, PDP, patient satisfaction quality assurance.

The post is managed by the Team Lead/Manager. This includes participation in the departmental Personal Development and Performance Review (PDP) system.

--

9. DECISIONS AND JUDGEMENTS

To act independently to make complex clinical decisions relating to assessment, differential diagnosis, planning, and implementing and evaluating specialist treatment programmes.

Prioritise own caseload and workload management of self and junior staff.

Plan and implement own treatment care packages from analysis of assessment results and using developed clinical reasoning skills.

Decide when to refer on to a more Advanced /Specialist Occupational Therapists or other agencies.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Working with a complex range of patients, staff groups and different services and organisations and having an understanding of their priorities and structures through well-developed communication channels. Developing and maintaining effective communication links to ensure continuity of service and patient care.

Effective time management of clinical commitments, administrative work, and professional requirements.

Prioritising complex caseload while managing the demands of families, patient’s needs, staff from education, health and other agencies.

Providing supervision to occupational therapy staff and recognising the need to highlight areas of concern to the Team Lead.

11. COMMUNICATIONS AND RELATIONSHIPS

Required to communicate with patients, children, their families and a range of staff from other agencies about all aspects of assessment, diagnosis and management. This involves interpreting, adapting and presenting information which may be complex, sensitive and contentious, e.g. relating assessment results to patients/families or to other professionals, dealing appropriately with information relating to a child protection issue etc At times this may be contentious due to unrealistic expectations of other professionals, relatives / carers.

Maintenance of effective liaison with referring agents, patients, carers, clinical health care teams, education services and colleagues by informing relevant parties of current status of patient’s level and

degree of therapy involvement, attendance at case reviews, submission of verbal and written reports and making onward referrals as required.

The majority of contacts will be with the following:

OT/PT/POD/ colleagues both within and out with Lothian.

Patients, relatives and carers.

Allied Health Professionals.

Medical staff e.g. Clinical Medical Officers, GPs, and other AHP staff

Education services e.g. teachers, nursery nurses,

Other agencies e.g. Social Services, voluntary sector.

To develop and deliver training programmes for a wide range of professionals ensuring content and delivery is appropriate to the group.

To support clinical support workers, assistants and students through formal and informal supervision opportunities. Identifying development needs and recognising the need to highlight areas of concern to the Team Lead.

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

Physical skills

Knowledge of how to use specialist equipment – required for day to day use with specific patients e.g. communication aids, special seating, standing frames etc.

Standard keyboard skills – required for daily use of IT equipment.

Manual handling skills – trained to a level as required by NHS Lothian for daily use in the workplace.

Physical effort

Direct manual handling of patients, with due regard for own safety, including manoeuvring patients, carrying equipment, pushing wheelchairs, arranging seating required on a daily basis.

Skills required assisting with therapeutic handling dependent on clinical area.

Mental demands

Concentration required when making specialist clinical decisions during assessment and treatment taking into account cognitive, perceptual, psychological, social and any cultural/ linguistic differences.

Concentration when completing patient notes and report writing.

Emotional demands

Communicating frequently with distressed/anxious/worried and emotionally demanding patients/relatives.

Frequent need to impart potentially distressing information regarding the nature of the difficulties and the implications of these, for example in relation to level of functioning or ability/inability to cope at home.

Managing patients with challenging behaviours and a range of complex difficulties including the application of appropriate management strategies.

Patients may include vulnerable adults and young people under the age of 18 therefore develop a working knowledge of relevant procedures including Child Protection, Protection of Vulnerable Adults and other legal frameworks. This can include receiving and acting upon confidential information relating to issues including physical/emotional/sexual abuse and neglect.

Providing emotional support to junior colleagues and peers and when dealing with staff competency or performance issues.

Environmental and working conditions

Working within infection control and health and safety guidelines in order to deal appropriately with highly unpleasant conditions related to client contact as they arise including frequent exposure to saliva, body fluids, odours and head lice.

Frequently required to work in a variety of locations which can result in exposure to unsuitable and/or unpleasant working conditions including cramped areas not designed for clinical use, patient homes etc.

Potential exposure to unsafe situations e.g. aggressive behaviour and verbal abuse from patients and relatives, lone working etc.

Requirement to travel between locations and across Lothian in course of duties.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Degree in Occupational Therapy (SCQF Level 9) or equivalent qualification recognised by the College of Occupational Therapists

Registered with the Health and Care Professions Council.

Evidence of significant post registration professional practice experience to undertake and fulfil the key areas for this post e.g. post graduate experience, post graduate courses (at SCQF Level 10) in clinical speciality, short courses.

Knowledge of and adherence to national clinical guidelines

Previous supervisory experience/evidence of developing leadership skills.

Good communicator, team worker and ability to work independently, and travel.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

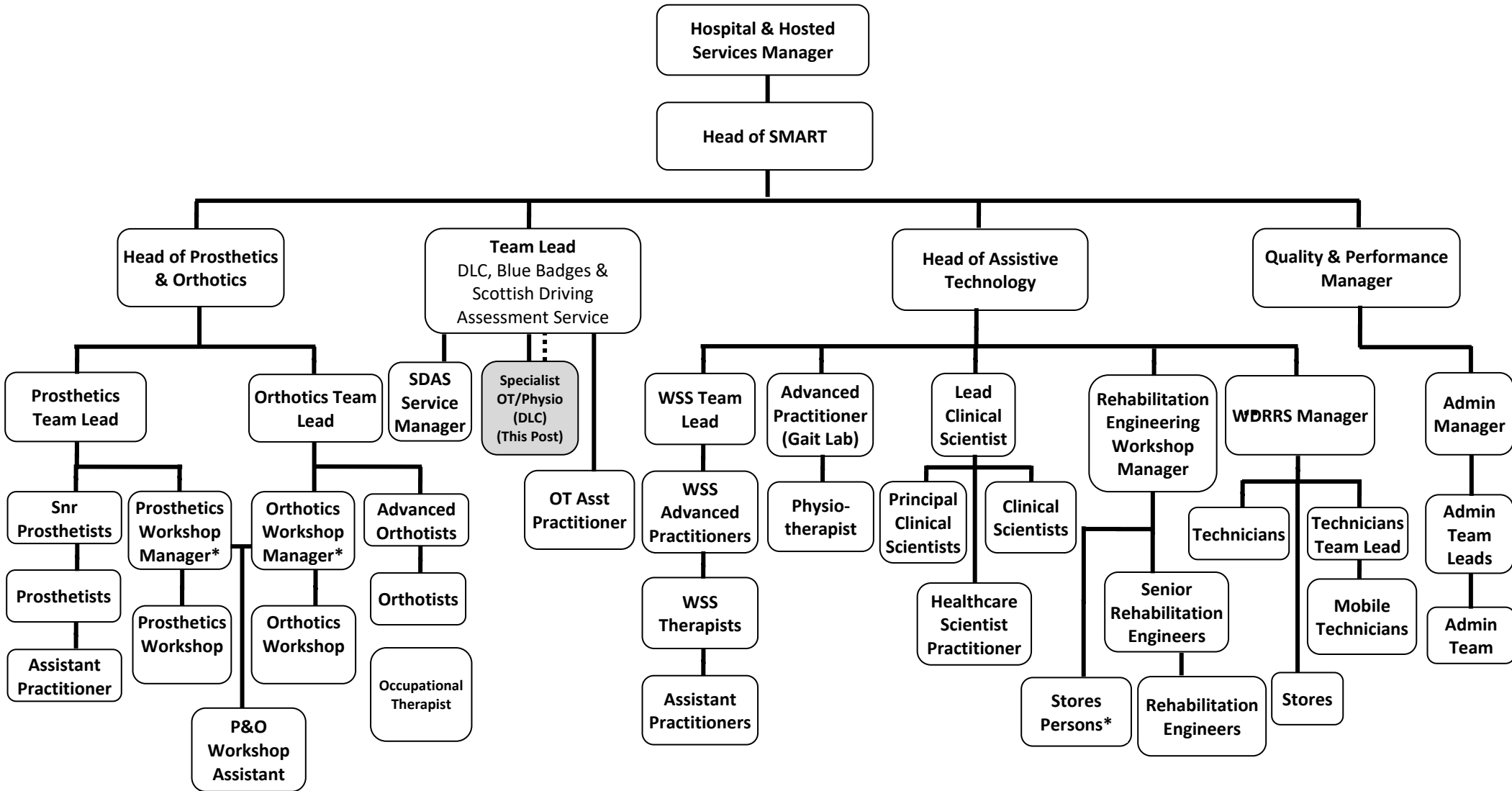
Job Holder's Signature:

Date:

Head of Department Signature:

Date:

Organisational Chart



— Direct report structure
 Professional Governance
 JE/Generic Job Description