#### Form JE 5



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| 1. JOB IDENTIFICATION | |
| |  |  | | --- | --- | |  |  | | Job Title: | Highly Specialist Occupational Therapist | | Responsible to (insert job title): | Occupational Therapy Team Lead | | Department(s): | Occupational Therapy | | Directorate: | Prison Healthcare, HMP Perth; HMP Castle Huntly; HMP & YOI Bella Centre | | Operating Division: | Perth & Kinross, Health and Social Care Partnership | | Job Reference: | **Sco6-1455(rev24)** | | No of Job Holders: | 1 | | |
| 2. JOB PURPOSE | |
| Autonomously, provide highly specialist Occupational Therapy assessment, diagnosis, treatment, discharge, and onward referral of own patient caseload to treat the occupational needs of clients who present with complex health and social needs within the prison setting.  Using occupation as an assessment and therapeutic tool; enable patients to achieve their optimum level of independence in the areas of personal care, domestic, leisure, education, and work within the custodial setting and to prepare for the transition from prison to community living.  Support the development and evaluation of the effectiveness of the Occupational Therapy service to patients within the Prison Healthcare Specialty. | |
| **3. DIMENSIONS** | |
| **Overall:**   * Provides a clinical Occupational Therapy service across three separate prison locations with delegated responsibility for service delivery within identified clinical areas.   **Clinical activity:**   * The Prison Occupational Therapy team provide a service across three prison sites with a mix of male (HMP Perth and HMP Castle Huntly) and female prisoners (HMP & YOI Bella Centre) serving a variety of sentences for a wide range of crimes – ranging from those on remand to those convicted and receiving custodial sentences ranging from short-term to long-term sentences including life and orders of lifelong restriction. * The client group presents with a wide variety of complex and co-morbid physical and mental health conditions affecting their ability to engage and participate with the necessary Activities of Daily Living that they would like to do/expected/require or them. * Provide specialist occupational therapy advice to other disciplines as required. * Requires daily collaboration with NHS and Scottish Prison Service staff members and frequent liaison with multiagency teams, at times on a national basis to work to achieving individual and service outcomes.   **Base:**   * The postholder will have a designated base but is anticipated to have a caseload across three prison sites; working within the prison health centres; residential halls; prisoner’s own cells; work areas or community access – as appropriate.   **Staffing Responsibilities:**   * This post has supervisory responsibility for Healthcare Support Worker and Occupational Therapy staff, as agreed with line manager. * When working in the prison or community settings, the post holder will at times be working as a lone NHS practitioner. | |
| 4. ORGANISATIONAL POSITION | |
| Justice Healthcare Service Manager|Senior Nurse Prison Healthcare| Occupational Therapy Team Lead  I  **Highly Specialist Occupational Therapist (Postholder)** | Occupational Therapists  I  Health Care Support Workers | |
| 5. ROLE OF DEPARTMENT | |
| The NHS Tayside Prison HealthCare Service forms part of the Perth & Kinross Health and Social Care Partnership and provides healthcare needs to the residents of the three prisons in Tayside, HMP Perth, HMP Castle Huntly and HMP & YOI Bella Centre.  The Occupational Therapy (OT) team use occupation as an assessment and therapeutic tool to enable clients to achieve their optimum level of independence in their daily occupations and to prepare for the transition from prison to community living.  The Occupational Therapy team aim to improve health and desistence outcomes, at every stage of the prison journey, from admission to release. | |
| 6. KEY RESULT AREAS | |
| **Clinical**  Professional and legal accountability for all aspects of work as an independent occupational therapy practitioner. Provide highly specialised Occupational Therapy assessment and treatment for patients within Prison Healthcare using standardised assessments/outcome measures as appropriate. (e.g. cognitive, perceptual, and functional assessments). Apply an advanced level of specialist occupational therapy skills and knowledge of the OT process, consolidated through previous experience and training, to the complex and diverse client group.  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 clinical skills required to meet the needs of the patients’ group.  Manage clinical risk for own caseload and that of Healthcare Support Workers; providing advice as required.  **Documentation**  Maintain written and electronic records and maintain activity data in accordance with Royal College of Occupational Therapy (RCOT) and NHS Tayside standards 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  **Professional Ethics**  Comply with RCOT Professional Code of Conduct and Ethics, HCPC standards of proficiency, the NHS Tayside Code of Conduct for staff and relevant national and local policies/procedures.  Respect the individuality, values, culture, and religious diversity of patients/clients/colleagues and contribute to a service sensitive to these needs; being aware of ethical issues relating to OT and other professionals’ clinical practice. Any issues are addressed in an appropriate and professional manner, ensuring that OT practice and patient 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.  Promote the ethos of multi-agency team and partnership working; role-modelling this within prison healthcare.  **Professional Development**  Actively participate in the performance development review process (appraisal) and undertake relevant activities to meet learning objectives agreed with line manager and maintain a professional portfolio in line with requirements for HCPC registration.  Continually improve and apply skills and knowledge in order to enhance professional competence to address complex clinical and management situations and support lifelong learning. Ensure that own practice and that of delegated staff under supervision, meet the required standard of OT practice.  **Training Staff and Students**  Regularly 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**  Support the OT Team Lead in the planning, coordination, and evaluation of Occupational Therapy practice. Contribute to the operational planning and implementation of policy/service development within the team leading on delegated projects in collaboration with line manager.  Contribute to the development of clinical pathways and protocols within the multidisciplinary team.  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.  Monitor and review interventions, making recommendations to line manager in relation to service gaps and developments.  **Management Skills**  Manage the Occupational Therapy intervention to make best use of all resources and delivery of therapeutic interventions in times of planned/unplanned staff shortages. Exercise effective personal time management, punctuality, and reliable attendance.  Accountable for the departmental stock management system, advising budget holder on resources/equipment required.  Deputise for line manager and other team leads in periods of absence as agreed.  Deal with verbal complaints and take appropriate level of action i.e. investigates and reports to Manager and/or verbally respond to complainant.  **Research and Practice Development**  Critically evaluate current research and apply to practice. In conjunction with OT Team 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.  *To support NHS Tayside values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviors and attitudes.* | |
| 7a. EQUIPMENTAND MACHINERY | |
| * 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. | |
| **7b. SYSTEMS** | |
| * 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. * 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. | |
| 8. ASSIGNMENT AND REVIEW OF WORK | |
| **The postholder will: -**  Operationally and professionally line manage own case load, (mentoring OT staff as appropriate) including planning, monitoring, and evaluating service delivery as agreed with line manager, across multiple prison locations.  Highly perform specialist Occupational Therapy assessment of patients with diverse presentations and complex physical and psychological conditions.  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 or to appropriate destination.  Use advanced clinical judgement to provide an Occupational Therapy diagnosis/opinion, basing this on assessments completed in relation to cognition, perception, physical function, mental health and their effects on activities of daily living.  Develop and deliver individualised treatment programmes.  Hold responsibility for own caseload and that of the team for a defined area of service, as agreed with line manager.  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.  Train, supervise, advise, support and performance manage less experienced qualified/nonqualified Occupational Therapy staff. This will include the use of formal appraisal processes, documentation, caseload, and peer reviews.  Undertake all aspects of clinical duties as an independent practitioner.  Provide advice and guidance on health promotion, health management and prevention strategies to patients, carers, and other healthcare staff.  Lead the implementation of specific changes to practice or contribute to service protocols as agreed with line manager.  Work collaboratively incorporating robust outcome measures to demonstrate the impact of occupational therapy and contribute to NHS Tayside and Scottish Prison Service performance objectives.  Engage with regular clinical, management and professional supervision opportunities.  Complete yearly appraisal/performance review with line manager. | |
| **9. DECISIONS AND JUDGEMENTS** | |
| * Work is self-directed and autonomous. * Autonomous discretion over the overall caseload, including prioritisation of workload/clinical prioritisation of cases/referrals. * Work autonomously and independently, making clinical decisions within scope of practice and within agreed management structure * Frequently make risk management decisions relating to clients e.g. environment, treatment plan, discharge planning, service delivery. * Refer/liaise/work in partnership with external agencies on an individual case basis. * Use specialist knowledge and expertise to deal with crisis situations. * Response to crisis situations in a speedy, effective and responsible manner. * Utilise extensive specialist knowledge and experience to provide an evidence-based, client needs-led service. * Be accountable for clinical judgements and decisions made in the absence of the line manager. * Receive formal supervision on a regular basis as agreed from line manager with informal supervision as required. | |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | |
| Participating in multi-agency teams ensuring a professional opinion is expressed which other, more experienced members of the team may not agree.  Undertake a physically and mentally demanding job whilst taking care to safeguard own health and safety as well as that of patients and colleagues whilst working with a diverse and complex clinical caseload.  Ongoing decisions and judgements to balance competing demands. | |
| **11. 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 therapeutic relationship with patients and carers to encourage their interest and engagement in an activity therefore maximising its therapeutic benefits.  Work autonomously making decisions regarding patient OT treatment and discharge from service.  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 patients, their family, and staff, when breaking highly contentious news e.g. the extent of the individual’s loss of function.  Use advanced 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 patients’ carers and staff, 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. | |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| **Physical**:   * Manual handling of patients with or without handling equipment for purposes of rehabilitation and therapeutic positioning, with or without challenging behaviour. This may include assisting the very immobile, obese, unwilling, and challenging patients from lying to sitting, sitting to standing, and to wheelchair and back in one treatment session within a prison cell or health-centre location. * Frequent walking between clinical areas and office base, frequent walking and /or other physically demanding activities with clients in community interventions, occasional travelling in community locations and/or delivery/collection of equipment. Occasional travel to rural areas for meetings/training. * Work with patients whose medical condition may make manual handling challenging e.g. brain injury can cause major cognitive impairment (causing the patients to be potentially impulsive, lacking in safety awareness, dis-inhibited, unable to follow commands, unpredictable), physical deficits, perceptual impairment (patients may be unable to process visual information appropriately and therefore require additional instruction and management), anxiety, pain, and patients with alcohol/drug dependency. * Maneuver (lift, push, pull, carry) heavy and awkward objects/equipment (e.g. mobility aids, remedial/functional equipment, assessment tools. * Working with patients in their own prison cells frequently means lack of control of the environment e.g. cluttered workspace. * Skills required – keyboard skills (e-mail and treatment packages), manual handling training and CPR skills (updated annually), communication skills (with colleagues and patients/clients). * Attend yearly Personal Protection Training delivered by Scottish Prison Service.   **Mental**:  **Daily**   * Using decision making, observational, communication and problem-solving skills in the planning, implementing, and evaluating of rehabilitation programmes 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 workload 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, email and 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. * Work with patients with emotional disturbances (low mood, emotionally labile, dis-inhibition). * 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. sickness absence * Infrequent exposure to verbal/physical aggression/ disinhibited behaviour using acquired skills to prevent situations from becoming volatile. * Use a consistently 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.   **Emotional**:  **Daily**   * 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 e.g. dealing with severely challenging behaviour. * Use effective communication skills to liaise with distressed family and carers, explaining the patient’s deficits and how best the family can assist with rehabilitation. * Support patients and carers who exhibit challenging behaviour due to the effects of major life losses, using skills to diffuse the situation. * Respond to distressing and emotional circumstances on a regular basis e.g. knowledge of distressing patient details.     **Occasionally**   * Deal with information which may be of an emotional and distressing nature e.g. domestic abuse history, child protection issues. * Provide support to staff within the team.   **Environmental**:  **Frequently**   * 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 basis as a lone practitioner. | |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| Diploma/degree in Occupational Therapy.  HCPC Registration.  Previous 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. Mental Health Care and Treatment (Scotland) Act, Child Protection, Health and Safety, Risk Awareness/Management within a Clinical Governance Framework.  Evidence of leadership/management skill development within department/organisation.  Ability to travel in the area and between prison sites.  Fieldwork education experience.  Willingness to work flexibly to meet the needs of the service and/or patient/clients. | |
| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each job holder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature:  **(I confirm this Job Description accurately reflects the duties and**  **responsibilities of the postholder and does not impact upon any other**  **postholders role)** | Date:  Date: |