

Job Holder Reference:

# JOB DESCRIPTION

## JOB TITLE: Specialist Occupational Therapist

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| **JOB DETAILS** |
| **1. PURPOSE AND DIMENSIONS:**  To be an independent expert practitioner managing a variety of conditions which are often complex and challenging and provide a specialist occupational therapy clinical lead within a designated area. This will involve specialist assessment, treatment and evaluation on the efficacy of service user care, both individually and in groups. Standardised clinical tools will be utilised where the postholder has identified their appropriateness using specialist knowledge. The postholder will provide specialist professional advice to other disciplines, carers and agencies. The postholder will be required to engage with the wider multi-disciplinary team and to work across agencies to deliver packages of care in the role of occupational therapist and/or keyworker and/or care manager including mental health assessments. The postholder will contribute to the evaluation and development of the occupational therapy service within their designated area with reference to clinical governance, clinical effectiveness and national policies and drivers. This will require the postholder to lead on departmental and team projects.  The postholder will be responsible for the day to day management of junior staff as part of supervision systems, including clinical workload and supervision of under and post graduate pre registration students as required. The postholder will also be involved in the education of other staff and agencies.  The postholder is responsible for further development of skills and knowledge through participation in grade specific training and their own CPD.  The postholder is responsible to the Occupational Therapy Team Leader and Operational Manager. Under the direction of theOccupational Therapy Team Leader and in partnership with the Operational Manager, the postholder willoperationally lead a small team of staff. |
| **2. ROLE OF DEPARTMENT**  Occupational Therapy staff in mental health services 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 and by external agencies 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 in a variety of living environments. |

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| **3. ORGANISATIONAL POSITION** | |
| Head of Service  Care Group lead OT  Lead Occupational Therapist  Senior AHP  Colleagues  Senior Multi-disciplinary  Colleagues  Specialist Occupational Therapist  **This Post**  Junior Trained  OT Staff  Support Staff | |
| **4. SCOPE AND RANGE**   * 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. * Provide specialist advice on therapeutic interventions to service users, carers, other disciplines and agencies. * Provide leadership of junior staff through supervision and appraisal systems. * Develop and evaluate occupational therapy services within a multi-disciplinary and professional team, holding responsibility for delegated projects. * Contribute to the maintenance and development of the occupational therapy service with reference to clinical governance, clinical effectiveness and national policy and guidelines. * Function as an integral member of a senior team, participating in the implementation of delegated local service developments. * Regularly supervise occupational therapy students on practice placement. |
| **5. TASKS, DUTIES AND RESPONSIBILITIES:**  **Clinical:**   * Work within …………………………. Team within multi-agency structure. * Independently manage a caseload of complex cases taking on the role of care manager/key worker as required. * Act independently to assess occupational needs of a defined client group utilising highly specialist skills to assess, implement, grade and evaluate appropriate treatment programmes, whilst incorporating risk assessment to maximise functional independence and rehabilitation potential. * Act independently to assess individual service users to determine their need for occupational therapy intervention through client-centred practice. * Work collaboratively with service users to identify goals as part of the overall care plan using specialist/standardised assessment tools. * Act independently in prioritising service user needs to ensure individual service users receive intervention timeously and appropriately. * Formulate a broad range of complex programmes of care, which require adjustment and modification dependent on need. * Contribute to the diagnosis of conditions. * Act as a highly specialist clinical resource for the Occupational Therapy Service regarding the specialist area, to optimise available clinical care. * Work as member of a team to ensure effective communication and delivery of care. * Maintain service user documentation, records and accurate statistical information to reflect care provided and meets professional standards, including computerised systems. * Communicate with and make recommendations to, all relevant disciplines of staff to maximise service user care and promote multi-disciplinary working. * Attend and report to relevant clinical reviews and case conferences ensuring effective communication and co-ordination of service user care. * Take part in duty rota as first contact for service users, carers, other professionals and the general public. * Contribute to the development and implementation of local profession specific and multi disciplinary policies and guidelines based on a constantly evolving service. * Apply national guidelines/legislation relating to health and social care in health service provision.   **Managerial:**   * Co-ordinate and manage the day to day activities of junior staff, delegating appropriately to maximise efficiency and achieve desired quality of care. * Act up in the absence of a more senior member of staff e.g. Team Leader or OT Team Leader. * Adapt service provision according to staff resources available e.g. unexpected staff absence, incorporating re-allocation of tasks. * Undertake the clinical and professional supervision and appraisal of staff and students to promote professional, personal and service developments. * Plan and co-ordinate specialist service within the multi-disciplinary area, through efficient workload management of the team and adjustment of service provision to meet changing priorities, to maximise patient care and efficient use of resources. * Plan, implement, evaluate and audit policy and service developments within specialist area to ensure effective service delivery. * Participate in clinical effectiveness and other activities to support the Occupational Therapy service healthcare governance agenda. * Ensure the Health and Safety Policy is adhered to in designated area of responsibility, to maintain a safe working environment for service users and staff. * In designated area ensure financial procedures are carried out in accordance with the organisation’s Standing Financial Instructions, promoting efficient use of Departmental funds and resources including petty cash. * Be responsible for the care, maintenance, issue and stock control of equipment within the specialist area. * Assist the Professional Lead Occupational Therapist/ Occupational Therapy Team Leader in recruitment and selection processes ensuring appropriate appointments to the service and retention of staff. * Comply with organisational policies. * Exercise good personal time management. * Communicate information within the local OT team and the wider OT forum.   **Education and Research:**   * Update and expand clinical knowledge to develop clinical skills and ensure the delivery of evidence based care. * Coach and support staff within the team to promote their professional development and clinical care. * Lead and co-ordinate Occupational Therapy In-Service Training in order to promote the professional development of the team. * Educate Multi-disciplinary Team Members, Managers, healthcare governance staff and others through formal presentations, team meetings and job shadowing, to promote knowledge of occupational therapy to enhance service user care. * Promote and participate in student education ensuring quality placements within designated area. * Undertake research and/or audit projects relevant to occupational therapy and/or service area, disseminating findings at a local level and where appropriate to the wider profession through publications and/or conferences.   **Professional:**   * Report professionally to the Occupational Therapy Team Leader. * Comply with Health and Care Professions Council Standards of Proficiency. * Comply with College of Occupational Therapists Code of Ethics and Professional Conduct, national and local policies and procedures. * Provide advice to O.T. Staff within specialist area in order to ensure quality service provision. * Respect the individuality, values, cultural and religious diversity of service users and contribute to the provision of a service sensitive to these needs. * Demonstrate the ability to reflect on ethical issues and to provide guidance to junior staff. * Apply highly specialist skills and knowledge in order to demonstrate professional competence and fitness to practice as a Specialist Occupational Therapist. * Reflect and critically appraise own performance. * Contribute to the multi disciplinary team clinical governance arrangements and quality agenda including the monitoring of professional standards. * Regularly supervise and appraise Occupational Therapy Students on practice placements. |
| 6. EQUIPMENT AND MACHINERY  * Use specialist knowledge of equipment, adaptations and assessments of clinical risk. * Assess and educate clients on correct use of equipment to maintain/or restore service users level of function, where competence is assured. * Liaise with other specialist teams on the provision of specialist adaptations/equipment. * Use a range of specialist adaptive equipment within the therapeutic area, or service user’s home, as part of assessment /treatment.   **Activities of Daily Living Equipment (ADL):**   * Full range of kitchen equipment.  Equipment and Machinery:  * Small aids. * Walking trolleys, Vari height tables. * Feeding and drinking aids. * Toileting and bathing/showering equipment. * Toilet seats, combined seat and frame, toilet adaptations. * Dressing aids. * Transfer equipment.   **Assessment Equipment:**   * Standardised and non-standardised assessments, Occupational Therapy and generic. |
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| **Patient’s Home/Community Working:**   * Hoists. * Stair Lift. * Bath Lifts. * Transfer equipment. * Toileting/bathing equipment. * Full range of ADL/kitchen equipment. * Knowledge of adaptations eg ramps. * Sports equipment/facilities.   **Clinical Equipment:**   * Height adjustable and electrically operated hospital beds. * Hoists/monkey poles/sliding sheets. * Wheelchairs including toilet/commode and shower chairs. * Lifts.   **Information Technology e.g.:**   * PC. * Printer/photocopier/fax. * Telecare.   Other equipment and machinery as required |
| **7. SYSTEMS:** |
| * Ensure that up to date written and electronic records and activity data are maintained in accordance with professional, partnership and local multi disciplinary standards and provide specialist OT reports relevant to the practice setting. * Be responsible for administrative tasks such as stock maintenance, advising on resources, petty cash management or overseeing these tasks when delegated to others. * Collate and provide information for monthly and annual reports. * Monitor and audit compliance with guidelines e.g. Therapeutic Kitchen Guidelines and Non Clinical Sharps Policy. * Access and make effective use of information systems. * With the multi disciplinary team contribute to operational policy, both implementation and monitoring. * Access EQUIPU or other agreed provider to order equipment and adaptations for service user care. |

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| **8. DECISIONS AND JUDGEMENTS:** |
| * Function as an independent specialist practitioner and supervisor within multi agency teams and within complex clinical settings, accountable for own professional actions. * Plan and prioritise own clinical and managerial workload and delegate work to others. * Comply with the COT code of Ethics and professional code of conduct and national /local policies and procedures. * Comply with HCPC regulations. * Contribute to the planning and implementation of operational policy and lead on service development within the team. * Participate in the delivery and development of the OT service. * Apply national guidelines/legislation relating to health and social care service provision. * Manage the day to day activities of junior staff, delegating tasks appropriately to meet the development needs of the individual and the clinical area. * Make professional judgements regarding the performance of others and take appropriate action. * Use advanced clinical reasoning skills based on specialist knowledge/expertise with regard to service users, including assessment of clinical risk. * Respond to duty calls and prioritise interventions for service users with complex health and social needs in very vulnerable situations. * Be involved in judgements relating to service users abilities to be maintained in communities involving Mental Health Care and Treatment 2003 Scotland Act and other legislation. * Liaise with children and families services in relation to child protection issues. * With guidance from OT Team Leader provide effective support, guidance, supervision, appraisal and leadership for junior staff, ensuring that performance is monitored effectively. * Through discussion at the MDT meeting, contribute to the review of the ongoing effectiveness of the service provided and initiate changes as required. * Be involved in the recruitment process for junior occupational therapy staff and other posts within the multi disciplinary team and across agencies as directed by the OT Team Leader. * Communicate information within the local OT team and the wider OT forum. * Organise and supervise the workload of junior staff, where applicable. * Advise OT senior management on local need. * Be responsible for and/or ensure the maintenance of stock, advising on resources to carry out the job including the responsible management of petty cash. * Act up in the absence of a more senior member of staff. * Manage waiting lists where necessary, incorporating judgmental skills, prioritising resources to meet service demands. * Decide when it is appropriate to seek guidance from senior staff. * Through interpretation of organisational policies, use initiative and experience to develop occupational therapy within own specialist area. * To decide on appropriate clinical care, discharge and follow-up of service users. |

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| **9. COMMUNICATIONS AND RELATIONSHIPS** |
| * Receive and communicate complex and sensitive information in a form understandable to people with mental health problems and their carers. * Relate empathetically to service users including those with complex needs. * Build a therapeutic relationship with someone who is difficult to engage and is acutely unwell through the use of appropriate communication styles. * Work therapeutically with service users who have communication issues e.g. dysphasia, deafness. * Communicate with service users and carers who may not use English as a first language. * Demonstrate effective communication skills with service users, carers, team members, occupational therapy colleagues and other agencies to provide support and reassurance following diagnosis and information regarding prognosis. * Produce written occupational therapy reports for other professions and agencies and to contribute to multidisciplinary records. * Explain and gain consent to/from the service user for the sharing of information across agencies and their participation in OT intervention. * Establish robust communication networks with service users, carers and other health and social care workers and agencies including independent and voluntary sector. * Promote and develop awareness of the role of OT within the team and facilitate effective working relationships. * With support from OT Team Leader, be involved in the negotiation of local OT priorities within multi-disciplinary teams where appropriate. * Using specialist knowledge, inform the multidisciplinary team regarding the best use of the OT resources and direct the effective implementation of these recommendations in close liaison with OT Team Leader. * Ensure that up to date written and electronic records and activity data are maintained in accordance with professional and division standards. * Share information, negotiate care packages and provide guidance on input required for service users across agencies and with carers. * Take an active role in MDT and inter-agency clinical and business meeting providing advice on Occupational Therapy input/involvement. * Take an active role within the MDT using interpersonal skills in establishing and maintaining relationships through day-to-day team building, promoting staff morale. * Be aware of potential conflict issues within and between agencies and liaise with OT Team Leader and/or wider multidisciplinary team re resolution and support for staff. * Utilise sound presentations skills to communicate a wider understanding of key topics. * Use effective interpersonal skills and advanced concentration levels to be receptive to verbal and non-verbal communication. |

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| **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. | |

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| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB:** |
| * Need to adapt to the variable and unpredictable demands of both clinical and managerial workload; in addition to developing and supporting the needs of a small team. * Need to undertake a mentally and physically demanding job, at times in unpredictable environments, while at the same time taking care to safeguard own health and safety as well as that of colleagues and service users. * Maintain and continually develop clinical knowledge. * Maintaining professional identity within the MDT and acquiring the ability to negotiate the balance of generic and specific OT work, given local priorities and pressures. * Supervises junior staff and supports the OT Team Leader with performance management tasks. * Balancing carer’s expectations and needs with those of the service user. * Having the responsibility to assess clinical risk, complex needs, deal with challenging situations and cope with the emotional demands of these. * Managing staff pressure associated with delegation when staff resources are restricted. * Ensure a client-centred approach within an environment which is driven by multi-agency policies which are often conflicting. * Communication across a variety of agencies at a variety of levels to negotiate and influence from an OT perspective. * Engaging with a population who live with long-term conditions and have complex needs. * Devising rehabilitation programmes which, in themselves, may be complex or require integration into complex care plans. * Education of service users in safe use of environment. * Unpredictability of environments and service users and ensuring personal safety. * Maintaining concentration on service users and family distress and ability to manage this utilising support networks. |

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| **12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB:** |
| Essential   * Diploma/Degree in Occupational Therapy. * Registered with the HCPC. * Must hold or gain a practice education qualification. * Up to date mandatory and statutory training record e.g. Fire, Moving and Handling. * Proven specialist skills and knowledge in relation to OT in mental health gained through a range of short specialist course and experience gained through working in multi disciplinary or multi agency teams. * Demonstrate highly developed communication observation assessment and risk management skills. * Must be able to work independently and set own clinical priorities relevant to mental health services. * Must have documented evidence of continuous professional development relevant to their area of practice and grade. * Specialist evidence based knowledge of OT assessments, interventions and outcome measures. * Knowledge of models of practice and transferable skills associated with OT which reflects training in both physical and mental health conditions. * Detailed knowledge of relevant health and social care legislation and its application in clinical areas. * Able to independently establish effective networks across services and agencies. * Ability to organise and respond efficiently to complex information. * Basic leadership skills and ability to lead a small OT team including supervision and performance issues. * Experience of participation in audit. * Knowledge and application of clinical governance. * Knowledge of a range of adaptive equipment and its use. * Basic computer literacy and working knowledge of IT systems.   Desirable   * Membership of British Association of Occupational Therapists. * Ability to analyse professional and ethical issues and respond appropriately. * Critical analysis skills related to applying research findings within specialist clinical area. * Experience of participation in research. |

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