Job Description

Job Title:	Band 6 Specialist Neuro Occupational Therapist
Reports to (job title):	Community Team Manager
Line Manager to:	Provides clinical supervision to junior staff, support workers and students

Job purpose

To provide specialist and dynamic neurological support, care, treatment and advice to individuals who have suffered a complex neurological problem. Provide clinical leadership to other professionally registered staff and support workers. Support the supervision and professional progress of staff and students within the Community Neurological Service, and assist in the development of community workers.

The below points outline the main responsibilities of the post, in line with HCRG Care Group Values.

Key responsibilities

Quality care for all

- To provide specialist Neurological Occupational Therapy service for neurological patients.
- Assess, interpret, plan and implement treatment and care to patients in a community/out-patient hospital setting.
- Wherever possible to reduce in-patient length of stay by promoting and supporting early discharge from the Community Hospital, Stroke Unit, acute care and other specialist care settings.
- To keep the patient at the centre of his or her care, ensuring full participation in decision making.
- To provide neurological advice and support for Integrated Teams.
- To deliver clinical care for patients with complex neurological needs by providing specialist assessments and treatment and formulating clear treatment pathways to assist community workers.
- Accountable for assessing, interpreting, planning, implementing and evaluating clinical care plans, ensuring that care, needs and wishes of the individual are carefully and accurately documented in the clinical records.
- To be responsible when appropriate for the assessment of equipment and ensure the safe use of the equipment by others through teaching, training and supervision of practice.
- To enable patients to reach their optimum level of independence: re-establishing previous routines and roles with the family and wider community.
- To have sound knowledge of infection control, to reduce risk of health care acquired infections.

HCRG Care Ltd, company number 5466033 registered in England and Wales at The Heath Business and Technical Park, Runcorn, Cheshire WA7 4QX

Job Description

Demonstrating Integrity in all that we do

- Ensure own clinical credibility through professional accountability and maintaining clinical skills.
- To obtain consent for any treatment undertaken.

Building and Strengthening Partnerships

- To work within a multi-professional team.
- To participate in MDT meetings, clinics and case reviews to assist in the implementation of multi-disciplinary, client centred goal planning.
- Ensure effective communication of complex, sensitive patient information, between hospital, community professionals; this will include overcoming communication difficulties (e.g. hearing/language).
- Provide clinical supervision and leadership to ensure high clinical standards and to facilitate the development of individual team members.
- To promote best practice, monitor and support junior staff and students practice.
- Provide clinical/fieldwork education placement for pre-registration student of own profession and to support that provision for other disciplines.
- Develop and maintain skills required for patients within a community setting in line with appraisal setting and KSF.
- To participate in in-service training to the Community Neurological Service and provide training sessions to colleagues in the Integrated Teams.

Adapting in a Changing Community

- To promote, lead and ensure implementation of new practices/developments in neurology and within the Community Neurological Service.

Flexibility

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

Supplementary Information

This job description should be read alongside the Supplementary Information provided on NHS Jobs for applicants and alongside the Employee Handbook for current staff members.

Safeguarding Children & Vulnerable Adults

HCRG Care Group are fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. This includes the recognition of vulnerabilities inherent in all situations where care takes place and the impact this may have beyond the child

HCRG Care Ltd, company number 5466033 registered in England and Wales at The Heath Business and Technical Park, Runcorn, Cheshire WA7 4QX

/ adult receiving care and treatment. All staff will receive appropriate training, induction, and supervision so that they understand their roles and responsibilities and are confident about carrying them out.

Infection Prevention and Control

All HCRG Care Group employees must comply with organisational infection prevention and control policies and protocols.

Information Asset responsibilities

As part of your role, you may be asked by your line manager to take on Information Asset Owner or Information Asset Administrator responsibilities for one or more 'Information Assets' within your service or department. An Information Asset is any document, record, or system that contains personal identifiable data. Full details of this responsibility are set out in HCRG Care Group's Information Risk and Security Policy and the associated IAO and IAA handbook. Training will be provided.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
• Inspire	• Challenge	• Accountability
• Understand	• Improve	• Involve
• Communicate	• Learn	• Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken

HCRG Care Ltd, company number 5466033 registered in England and Wales at The Heath Business and Technical Park, Runcorn, Cheshire WA7 4QX

by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

HCRG Care Ltd, company number 5466033 registered in England and Wales at The Heath Business and Technical Park, Runcorn, Cheshire WA7 4QX

Job Description

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

HCRG Care Ltd, company number 5466033 registered in England and Wales at The Heath Business and Technical Park, Runcorn, Cheshire WA7 4QX

Job Description

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

HCRG Care Ltd, company number 5466033 registered in England and Wales at The Heath Business and Technical Park, Runcorn, Cheshire WA7 4QX

Job Description

Personal Specification

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Criteria	Essential	Desirable
Education, Qualifications and Training	BSc/BSc (Hons) and or equivalent qualification in Occupational Therapy Registered with HCPC Post registration qualification in relevant area of clinical practice	
Experience & Knowledge	Delivering patient focused care Experience of working with adults with neurological problems as a qualified therapist (minimum 1 year) Case management Teaching (both professionals, students and patient/carers) Leadership Evidence of innovative and flexible approach to care and its organisation Demonstrate professional development and experience Multi-disciplinary working across a range of agencies/professional groups Providing evidence-based practice through clinical audit Assessment and care planning Working in partnership with other agencies Evidence of on-going personal development Experience within a wide range of patient/client care groups Experience of gathering and interpreting information to shape service development	Evidence of community experience as a qualified therapist Setting and monitoring standards of care
Skills	Excellent inter-professional communication Undertake specific therapy skills	

HCRG Care Ltd, company number 5466033 registered in England and Wales at The Heath Business and Technical Park, Runcorn, Cheshire WA7 4QX

Job Description

Criteria	Essential	Desirable
	Typing/data inputting skills – to use computerised system for accessing patient information Physical skills to manually handle patients and appropriate lifting aids Dealing with bad news – ability to sensitively inform service users on emotional issues. Able to support and facilitate staff in dealing with these situations Required to challenge and lead practice	
Other Job-Related Requirements	Willing to work in other areas of HCRG Care Group as and when required to do so. The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the organisation.	

Employee signature

Manager signature

HCRG Care Ltd, company number 5466033 registered in England and Wales at The Heath Business and Technical Park, Runcorn, Cheshire WA7 4QX