

<b>Job Title:</b>	Band 7 - Specialist Occupational Therapist - Stroke
<b>Reports to (job title):</b>	Therapy Manager – Anne Kettlewell
<b>Line Manager to:</b>	

## Job purpose

To develop and deliver a highly specialised and highly skilled level of Stroke and neurological Occupational Therapy rehabilitation including advanced assessment and treatment to patients, who have a complex, long term and multiple presentation.

To be responsible for planning, maintaining and evaluating the quality of Occupational Therapy across the stroke pathway as part of the interdisciplinary stroke team. Including inpatients and the community (community settings which may include their own homes, residential or nursing homes, social services and leisure facilities and places of employment.)

To deputise in the absence of the Team Leader.

## Base

GWH Swindon Intermediate Care Centre

## This post is responsible for

- To be responsible for the day to day organisation of the Occupational Therapy services across the stroke pathway in cooperation with the other band 7's.
- To be responsible for providing Occupational Therapy support and advice for Stroke and neurological cases across the Great Western NHS Foundation Trust. Including providing expert opinions to consultants on rehabilitation potential.
- To be responsible for your own specialist caseload and that of the team under your direct supervision including Band 2 – 6 Occupational Therapists and Assistants.
- To lead a multidisciplinary approach to individual complex case management including communicating with and referring to an extensive network of health and social services professionals, family and carers and voluntary sector.
- To provide autonomous clinical decision making.

## Patient Care

- To accept clinical responsibility for a designated caseload of of Stroke and neurological patients with complex presentations and to organise this effectively and efficiently.
- To be professionally and legally responsible and accountable as an autonomous practitioner for all aspects of your own work. To ensure a high standard of clinical care for the patients under your management.
- To undertake comprehensive assessment of patients with a complex presentation using highly specialised skills including manual techniques and advanced clinical reasoning.
- To formulate and deliver highly specialised and individualised Occupational Therapy management and treatment plans based on theoretical knowledge and relevant practical experience. You will use a wide range of treatment skills and options including precise therapeutic handling and advanced skill in hand/eye coordination e.g. use of specialist splinting equipment.
- To measure and evaluate treatment outcomes.
- To work as a lone practitioner in patient's homes and various community locations and to manage clinical risk through assessment within these environments.
- To assess capacity, gain consent and have the ability to work within a legal framework with patients who lack capacity to consent or where there are significant barriers to understanding. E.g. Dysphasia, cognitive deficits or confusion.
- To communicate effectively with patients, their family and carers and all those involved in the patients care using advice and support and through the provision of information. There may be barriers to communication such as Dysphasia, cognitive deficits, anxiety or confusion.
- To use skills including high levels of negotiation, empathy, sensitivity and ability to use methods of communication other than verbal ie Total Communication which requires specific training.
- To communicate highly complicated and sensitive information. This may include imparting unwelcome news and helping the person to come to terms with their progress and potential for recovery. For example, that the person is unlikely to use the toilet independently, use their hand or take part in their previous lifestyle.
- To teach and support the patient, family and carers in issues relating to the diagnosis of stroke and promote an understanding of its immediate and long term functional implications.
- To teach, supervise, advise and support patients, family, carers and support staff on incorporating complex treatment plans into a daily routine. This may involve adjusting and negotiating re-allocation of care provision in activities such as patient's personal care or ability to walk.
- To negotiate appropriate therapeutic goals with patients and carers.
- To coordinate the therapy programme so that it complements the wider multidisciplinary team care package providing comprehensive management of the client, and a seamless service.
- To act as a 'key worker' in coordinating patient management through organising case conferences, gaining information through telephone conversations and negotiating with the wider multidisciplinary team.

- To Key Work and chair patient and family case conferences in order to coordinate discharge plans for clients with highly complex needs.
- To make accurate referrals to other agencies e.g. outpatient services, Social Services, voluntary agencies.
- To write accurate and detailed reports with therapeutic and discharge recommendations to other agencies e.g. Consultants, GPs, outpatient services, Social Services, Voluntary agencies. This may include recommending readmission to hospital.
- To ensure that patient reports are completed and distributed to the relevant members of the multidisciplinary team and to peer supervise the reports of other team members.
- To assess, recommend and supply aids and adaptations to clients' social and physical environments.
- To provide specialist advice and support to Continuing Health Care assessments.
- To work with team leaders in developing and implementing the strategic and operational management of the team, for example being directly involved in the delivery of the Clinical Governance plan for the teams.
- To represent the Occupational Therapy and wider interdisciplinary service in multidisciplinary Stroke and neurological working parties and forums developing policy changes and strategy within the Trust which impact on service users.
- To lead the multidisciplinary Team on specific projects that are identified from working parties e.g. the Fatigue strategy for stroke.
- To be aware of and comply with Team and Great Western NHS Foundation Trust policies and procedures and to be involved in their review and update.
- To maintain a high standard of accurate, comprehensive and up to date documentation in the interdisciplinary notes in line with legal, Trust and team requirements.
- To be responsible for recording your own statistics and those of staff under your direct supervision.
- To communicate with departmental staff, Occupational Therapy, Physiotherapy and Nursing colleagues and other professional staff across health, social services and the voluntary sector always ensuring effective communication and quality team work.
- To be aware of Health and Safety aspects of your working environment and team and implement any policies which may be required to improve the safety of your area, including the prompt reporting of incidents and near misses and ensuring equipment is safe.
- To keep abreast of local and national drivers influencing Stroke and neurological Services in line with current practice and trends, especially in respect to any Intermediate care and community rehabilitation developments, for example NSF for Older People, NSF for Long Term Conditions, National Clinical Guidelines for Stroke and National stroke strategy.
- To actively promote Stroke and neurological rehabilitation within Great Western NHS Foundation Trust and the wider health and social community.
- To undertake any other duties that might be considered appropriate by the Team Leader.

- To maintain own clinical and professional development to ensure expertise, by taking every opportunity to further both personal and professional development including peer supervision, external networks, training sessions and external courses.
- Ensure that your own practice, and that of staff you supervise, meet the required professional standards of Occupational Therapy practice and to comply with all Trust mandatory training.
- To undertake the measurement and evaluation of Stroke and neurology and current practices through the use of Evidence Based Practice projects, audit, outcome measures and participation in research both individually and Trust wide. Make recommendations for change.
- To demonstrate a sound understanding of Clinical Governance and Risk Management and apply to work situation.
- Responsibilities for People or Training
- To train, supervise and performance manage more junior staff, Occupational Therapists, Assistants and students by participating in appraisals in order to ensure competency in carrying out assessments and treatments.
- To develop and be responsible for a supervision and training strategy for Occupational Therapy across the Stroke pathway.
- To develop and maintain links with other Stroke services within Wiltshire and the South west.
- To keep team leaders and the Professional Lead Occupational Therapist informed of OT professional issues and developments.
- To coordinate, organise and contribute to In-Service Training programmes, delivering high quality teaching (including powerpoint presentations) in a variety of settings to stroke professionals, therapists, GPs, nursing, social services and voluntary staff.
- To provide highly specialist Stroke and neurological advice, acting as a trust wide resource to Occupational Therapy staff, assistants and students and other colleagues working within Great Western NHS Foundation Trust and external agencies (e.g. tertiary rehabilitation).
- To participate in the staff appraisal scheme and Personal Development Plan (PDP) as both appraiser and appraisee in line with the Knowledge and Skills Framework.
- To take a lead in Trust wide Stroke and neurological education from an Occupational Therapy perspective.
- To deputise for the Team Leader/Lead Therapist in terms of operational issues, for example, taking responsibility for allocation and organisation of workload, reporting formal complaints and incidents.

## 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

- Inspire
- Understand
- Communicate

## Think

- Challenge
- Improve
- Learn

## Do

- Accountability
- Involve
- 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 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.

## 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.

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.



# Job Description





## Personal Specification

### Essential

- Diploma/degree in Occupational Therapy
- HPC registered
- Postgraduate training and experience in neurology/ rehabilitation eg Bobath Adult hemiplegia course, cognitive/perceptual assessments. MSc modules or equivalent.
- Post graduate training in selecting, implementing and analysing cognitive/perceptual assessments.
- Evidence of CPD
- Experience working at Band 6 level in stroke, neurological and elderly care rehabilitation
- Experience of supervising others
- including junior staff and students
- Experience of participation in Service Development
- Experience in participation of audit
- Experience of delivering inservice training
- Experience of working within a Multidisciplinary Team
- Experience in the use of outcome measures
- Experience in selecting, implementing and analysing cognitive/ perceptual assessments.
- Advanced knowledge and application of current best practice
- Ability to lead training sessions
- Knowledge in the use of outcome measures
- Knowledge in selecting, implementing and analysing cognitive/ perceptual assessments.
- Knowledge of relevant governmental and local guidelines, and national service frameworks
- Willing to work in other areas of the Trust or Trust-wide as and when required to do so.
- Splint making
- Facilitation techniques
- Computer literacy

- Car driver
- Ability to lead and also work as part of a team
- Confidence to develop networks across the organisation
- Adaptable and responsible to change
- Leadership qualities
- Able to identify personal learning needs
- Ability to delegate, support, motivate and supervise
- Ability to work autonomously
- Advanced critical analysis skills
- Ability to reflect and critically appraise own performance
- Committed to interdisciplinary teamwork
- Committed to personal and team development
- Advanced organisation skills
- Advanced communication skills
- Flexible, adaptable
- Advanced prioritisation skills
- Able to maintain judgement under pressure
- Clear vision of role

## Desirable

- Relevant teaching qualification e.g. Clinical Educator Accreditation
- Introductory Management training
- Assessment of Motor and Process Skills (AMPS) training.
- Experience of working in the community setting.
- Experience of “team leadership”
- Membership of special interest group eg NANOT

# Job Description

- Health & Safety training
- Research
- Brief Therapy Skills
- Motivational Interviewing Skills
- Cognitive Behavioural Therapy Skills

**Employee signature**

---

**Manager signature**

---