

Job Title:	Team Lead Occupational Therapist
Reports to (job title):	
Line Manager to:	Service Manager

## Job purpose

- To provide expert clinical leadership within the MDT.
- Undertake professional leadership and act as a clinical exemplar within the team.
- To act as an autonomous clinician accountable for both your own and all delegated clinical tasks.
- Contribute to the development of service strategy and clinical standard operating procedures.
- Establish local networks internally and externally.
- Represent the team and the service at Trust and, where appropriate, strategic meetings
- To provide skilled team leadership, ensuring an effective, high-quality service is delivered within the inpatient therapy team.
- To use highly specialist clinical knowledge and skills to manage a complex caseload as an autonomous practitioner.
- To act as a specialist resource for the multi-disciplinary team both on the ward and the wider community services.
- To work with the MDT to develop, monitor and evaluate the service, including organising and implementing service development and change as appropriate.
- To plan and prioritise the service's delivery to ensure appropriate management of patients.
- Ensure supervision of staff members within the team is being undertaken as per policy.

## Key Responsibilities

### Clinical

- To be responsible as an autonomous practitioner to undertake a significant specialist clinical workload and using clinical reasoning skills to utilise a wide range of treatment skills and options in order to formulate a specialised programme of care.
- To prioritise work efficiently taking into account clinical and service priorities, using effective organisational skills and highly specialist knowledge to underpin decisions.
- To be responsible in conjunction with the Service Manager and clinical leads for the setting and monitoring of standards and policies of clinical practice and evaluating their outcomes

- To be responsible for the efficient, effective and safe management of all patients receiving therapy in the community inpatient setting.
- Oversee planning and prioritisation within the team to ensure appropriate management of patients.
- To be responsible for the coordination and undertaking of complex clinical procedures specific to speciality.
- To use recognised outcome measures to evaluate the effect of therapy interventions and ensure the treatment programmes are progressing appropriately.
- To be professionally and legally responsible and accountable for all aspects of own work, including the management of clinical risk, knowledge of indications and precautions of chosen techniques in the line with national and trust clinical guidelines, protocols and pathways where they exist.
- To participate in the advice, guidance and teaching of junior staff and students in the management of patients
- To develop profession specific practices and local guidelines, and to keep abreast of new treatments in relation to the management of patients relevant to this role.
- To establish good relationships with patients promoting and empowering a lifelong model of self-care and appropriate activity to maintain good health.
- This job will involve frequent exposure to unpleasant working conditions e.g. Bodily fluids, including sputum, unpleasant smells and occasional exposure to hostility in the form of verbal and physical aggression.

## Communication

- To provide patients, families, and carers with specialist advice and/or instruction, to increase their understanding of their condition and the aims of your treatment. This is essential to gain patient engagement with treatment, maximise potential and to ensure consistent patient management.
- To provide and receive information from patients, carers, and other professionals, regarding a patient's condition and treatment progress. This will include the sharing and receiving of some complex and/or sensitive information, including imparting unwelcome news.
- To use interpreters when required to ensure effective communication with patients who are hard of hearing or do not speak/understand enough English for the purposes of consent and co-operation for treatment.
- To develop and maintain close working relationships with members of the MDT, ensuring appropriate attendance at board rounds, multi-disciplinary meetings and case conferences.
- To highly provide specialty advice and recommendations of relevant clinical management to the MDT
- To develop and maintain close working relationships with colleagues, referring clinicians and other appropriate professions and agencies ensuring optimal communication and patient care.

- To establish and ensure good links with equipment providers in the community to enable seamless referrals for equipment as appropriate.
- To be integral in transfer/discharge planning including liaison with staff and provide timely reports both from the acute to community hospital, but also community hospital to community/patient's own home.
- To report all complaints/incidents immediately to the senior member of staff and document accordingly
- To represent the team at Trust-based working groups, as and when required
- To represent the Trust at regional events or meetings and develop best practice at FHFT through liaison with regional specialists/colleagues and other relevant forums.
- To attend and be an active participant in the hospital, wards and service meetings

## Management

- To provide day to day management of the team including but not limited to:
  - Absence management
  - Recruitment
  - Induction
  - HR
  - Appraisals
  - Communication
  - Application of Trust policies
  - Overseeing delegated management roles
- To work with the Service Manager and other Team Leads both within the community and the inpatient setting to develop the strategic and local operational management of the team and service.
- To plan and prioritise own workload both clinical and managerial, including responding to urgent referrals and unpredictable workload, and assist the team with theirs. This will require prolonged concentration in an unpredictable environment.
- To be able to manage frequently stressful, upsetting or emotional situations in an empathetic manner when imparting bad news regarding rehabilitation potential e.g. neurological patients, patients with long term conditions. To ensure this is communicated sensitively to all parties concerned.
- To participate in the Trust's appraisal scheme both as appraisee and as an appraiser
- To line manage staff including objective setting, appraisals, training and supervision.
- To be responsible for the induction of new staff
- To maintain and provide accurate and timely statistics which are both computer and paper based and ensure team compliance.
- To respond to changes within the team which impacts on the delivery of patient care.
- To initiate and lead projects as requested.

- To maintain comprehensive and accurate patient records in accordance with professional body and Trust guidelines and to ensure the safe keeping and confidentiality of these records.
- Ensure supervision of all staff members within team is being undertaken as per policy.
- To contribute to the formulation of relevant policies, guidelines and procedures and participate in agreed developments within the service.

## Education

- To play an active role in the education of the MDT, patients and carers, providing patient information, advice and support
- To be responsible for the training, supervision and professional development of the team and students on placement
- To be responsible for maintaining own competency to practice through CPD activities, using reflective practice and to maintain a portfolio that indicates personal development.

## Research/Audit/Quality

- To lead in appropriate research and audit
- To initiate and implement changes to working practices related to research findings, audit or service initiatives.
- To have a sound knowledge of clinical governance, especially risk management, and have an active role in clinical effectiveness and audit.
- To undertake evidence-based projects and recommend change in practice accordingly.

This job description is an indication of the type and range of tasks that are expected of the postholder, and other duties may be required, in line with the role and the banding. It will be reviewed and amended from time to time in consultation with the postholder to take account of changing organisational need.

## 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.

## Personal Specification

### Essential

#### Qualifications

- Occupational Therapy Degree
- HCPC Registration

#### Experience

- Highly developed professional knowledge base, supported by educational development and different work environments.
- Knowledge of current political drivers in relation to health and social care issues
- Highly developed knowledge of general management practice, including organisational performance management, finance, human resources and equality and diversity.

#### Skills & Knowledge

- Significant relevant B6 experience
- Leadership experience
- Experience of multidisciplinary working
- Experience of audit
- Understanding & involvement of Clinical Governance and risk assessment
- Highly specialist clinical and technical skills in recovery and rehabilitation
- Strong analytical and judgement skills, with the ability to interpret complex situations and make appropriate decisions.
- Excellent interpersonal skills and ability to build and maintain relationships with other health and social care professionals, patients, carers, and the public.
- Excellent written and verbal communication skills
- Strong IT Skills – including word, excel, Teams and power-point
- Ability to plan and manage resources within allocated budget effectively.
- Ability to work autonomously without supervision.
- Ability to meet deadlines and work under pressure.
- Ability to adapt to the demands of a constantly changing environment.
- Able to reflect and critically appraise own performance.
- Analytical skills demonstrated both clinically and managerially.
- Able to present information to a group.



# Job Description

## Special Requirements

- To be able to cover shifts 7 days a week 8am-8pm
- To work cross site

## Desirable

- Clinical Educator / Student Educator qualification
- NHS Leadership Training
- Educated to Masters level.
- Key drivers in community health and social care
- Hospital discharge policies and processes
- Clinical experience in different settings eg acute/community
- Community experience

Employee signature

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Manager signature

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