

Job Title:	Specialist OT - Learning Disabilities
Reports to (job title):	Specialist Learning Disabilities Clinical Lead OT
Line Manager to:	N/A

## The Service & The Role

To provide a high quality, specialist community Occupational Therapy service for adults with learning disabilities in Wiltshire as part of a county wide provision.

## Location

County Wide; Chippenham, Warminster, Salisbury, Marlborough

HCRG Care Group is committed to fostering an agile and adaptable workforce to best meet the needs of our organisation and service users.

Some travel across the BSW patch may be required so willingness to travel and a full UK driving license and access to a vehicle is essential.

## Key Responsibilities

[This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role]:

- To be professionally accountable for a designated caseload referred to the service for adults with learning disabilities who have profound and multiple disabilities and complex health needs which may include challenging behaviour.
- To work as a key member of an integrated county wide multidisciplinary team.
- Support and contribute to the development of the learning disability service in accordance with the objectives and principles of Valuing People Now 2009.
- To delegate and supervise the work of junior staff within the service.
- To support the Clinical Lead Occupational Therapist with the prioritisation, planning, development and delivery of a high quality occupational therapy service and deputise in their absence (e.g. attending meetings, responding to referrals, ensuring appropriate cover).

## Patient Care

- To be professionally accountable for a caseload providing Occupational Therapy assessments and interventions, using analytical and clinical reasoning skills.
- Apply core and specialist occupational therapy knowledge and skills (e.g. principles of postural management, risk assessment, complex manual handling and sensory integration).
- To formulate person centred Occupational Therapy care plans that are evidence based and support individual Health Action Plans.
- Acquire and apply in depth knowledge of specific syndromes and conditions associated with a learning disability.
- Monitor, review and evaluate effectiveness of Occupational Therapy interventions, making adaptations as required.
- Design, develop and deliver training packages for clients, carers and other professionals in response to identified need.
- Utilise a range of communication skills to ensure that clients with learning disabilities understand the implications of Occupational Therapy interventions.
- Utilise a range of communication skills to assist capacity to consent to treatment and provide advice regarding best interests when a client lacks capacity.
- Establish robust communication networks with clients, carers and other health workers and care / support agencies.
- Maintain a knowledge and skills base, and evidence the same through Continuing Professional Development portfolio and act in accordance with the Health and Care Professions Council (HCPC) and the Royal College of Occupational Therapists Code of Ethics and Professional Conduct.
- Provide and receive clinical supervision and provide high quality leadership to ensure on-going high standards.
- To assess and manage risks related to care and action appropriately.
- To work within the guidelines established by local and national policies and procedures as advised by Great Western Hospital NHS Foundation Trust.
- To identify and manage obstacles to effective communication.

- To facilitate and support adults with learning disabilities to access mainstream services and act as a specialist resource in line with the principles of Valuing People Now 2009.

## Responsibilities for People or Training

- Support the Clinical Lead Occupational Therapist with day-to-day clinical prioritisation and provision of county wide Occupational Therapy service.
- When required, be responsible for the management of junior staff within the Occupational Therapy team/ multidisciplinary staff.
- Deputise for the Clinical Lead Occupational Therapist when requested.
- Represent the Trust externally regarding specialist Learning Disability services in Wiltshire.
- Assist with the recruitment and induction of Occupational Therapy/ Multi-disciplinary working.

## Other Factors

- The post is community based, working in various locations, with external visits to clients in their homes or day services, sometimes driving long distances within rural and semi-rural areas.
- The post holder needs to be aware that working alone is essential.
- The post holder needs to be able to work in a flexible manner, both proactively and reactively to situations that arise on a daily basis.
- The post holder will need to be able to concentrate on tasks on a daily basis assessing and managing risk in different settings.
- The bases for the post are in open plan offices with some disruptions/distractions.

*In addition to the duties and responsibilities listed above, the post-holder may be required to perform other duties assigned by the supervisor/manager from time to time.*

## 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.

<b>Care Think Do</b>	
•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 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

### Qualifications and Training (Essential)

- Degree/Diploma in Occupational Therapy
- Current registration with Health & Care Professions Council (HCPC)
- Training in Sensory Integration by a recognised training provider (or willing to do this training)

### Qualifications and Training (Desirable)

- BAOT/RCOT membership
- Membership of relevant Special Interest group
- Evidence of relevant post graduate training
- Leadership and management training
- Teaching and assessing in Clinical Practice

### Skills, Experience and Knowledge (Essential)

- Post registration experience of working as an Occupational Therapist with adults with a learning disability who have profound and complex needs/ or in a related area of expertise
- Evidence of facilitating complex problem solving in the community
- Developing oneself and others
- Supervisory experience
- Coordinate and delegate work and review people's performance
- Wide range of therapeutic skills appropriate to the post
- Evidence of continuous professional development
- Experience of working in a community setting
- Experience of multidisciplinary working and working in partnership with external agencies and organisations
- Teaching and mentoring experience.
- Ability to provide structured methods to evaluate care and practice including audit and other service improvement processes
- Demonstrate ability to influence and manage change, including the demonstration of evidence-based practice
- Have effective interpersonal and communication skills to ensure positive outcomes for clients and their carers
- Competence in a wide range of OT skills
- Demonstrate aptitude for service improvement and successful achievement of service objectives
- Good written skills
- IT literate
- Skills in preparing and presenting teaching sessions
- Ability to positively reflect on clinical experiences
- Ability to work autonomously

### Skills, Experience and Knowledge (Desirable)

- Community LD team experience

- Experience of working with the NHS CHC framework
- Experience of prescribing equipment to meet profound and complex needs

## Other job related requirements

- Willing to work in other areas of HCRG as and when required to do so.
- Full valid driving licence for the UK
- Access to a car for use at work

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**Manager signature**

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