

Job Title:	Occupational Therapist Team leader (Stroke rehabilitation)
Reports to (job title):	Inpatient therapy manager
Line Manager to:	Supervision of Band 6 Occupational Therapist Supervision of Band 5 Occupational Therapist Supervision of OT technical assistant Appraiser of Band 6 Students on clinical placement

Job purpose

As an experienced autonomous practitioner to undertake a significant specialist clinical case load, including stroke rehabilitation. You will need to be able to guide the rehabilitation of complex patients from assessment to discharge planning. This will include the assessment and provision of equipment and wheelchairs accurately documenting your clinical reasoning. Knowledge of cognitive assessment in rehabilitation essential.

Take a leading role in the advanced assessment, clinical diagnosis, and rehabilitation of patients with specific expertise in Stroke rehabilitation.

To provide effective team leadership and management of the OT team to ensure the delivery of high-quality patient care and personal performance by all Team members.

To take a lead role in the ongoing development, planning and coordinating of the service to deliver and evaluate the delivery of high quality, evidence based Occupational therapy

To take a lead role in the supervision and teaching of Occupational Therapists, assistants, students and other members of the multi – disciplinary team

To work closely with other team leaders, and service manager for the continual development and implementation of high standards of clinical care.

To deputise for the Service manager when requested to include liaison with working partners (Frimley Health) and external agencies to represent the Therapy service

To demonstrate high quality leadership skills, contributing to service development by identifying areas for development and transformation within the therapy and MDT.

Key responsibilities

Core tasks, duties, activities, outcomes and responsibilities that need to be included in this section of the job description are:

Communication / Relationship Skills

1. To communicate effectively with all disciplines involved in a patient's care both those within the organisation and those outside to ensure effective multidisciplinary working
2. To advise other disciplines both internally and externally to ensure a multidisciplinary approach to care.
3. To be able to communicate complex and sensitive information to patients, carers and other staff including imparting unwelcome news relating to their rehabilitation potential
4. To be able to communicate highly complex information sensitively to patients in order to gain cooperation for treatment and valid consent.
5. To use persuading and influencing skills to encourage patients to self manage their conditions
6. To ensure timely and effective communication with the Therapy Manager on all professional matters.
7. To attend relevant meetings and case conferences as appropriate to ensure appropriate management and effective and timely discharge of patients and coordination of care and care planning.
8. To attend and chair meetings and actively participate ensuring understanding of information imparted
9. To appreciate cultural differences and take these into account when agreeing treatment plans with patients.
10. To initiate and maintain contacts with local and national clinical interest groups appropriate to the clinical field and to share and disseminate knowledge with colleagues working within the directorate
11. To assess patients understanding of treatment proposals, gain valid consent and have the capacity to work within the legal framework with patients who lack capacity to consent.
12. To use a range of verbal and non-verbal communication tools to communicate effectively with patients in order to progress rehabilitation and treatment programmes. This may include patients who will have difficulties in understanding or communicating, e.g. patients who may be deaf, blind, or be unable to accept diagnosis or presenting condition.
13. To frequently manage highly stressful, upsetting or emotional situations in an empathetic manner

Analytical / Judgmental Skills

1. To use advanced investigative and analytical skills, clinical assessment techniques and diagnostic procedures to assess complex patients and support other more junior staff with their patients as required at base or in other Rehabilitation teams

2. To use advanced clinical reasoning skills and up to date evidence based practice to formulate accurate prognoses and recommend best course of intervention, developing comprehensive treatment and management plans
3. To evaluate patient progress, reassess and alter treatment programmes as required
4. To keep up to date with clinical developments, analysing current research and discussing and implementing changes to your clinical practice

Responsibilities for human resources including personal and people development

1. To be responsible for the day to day operational management of the Occupational therapy staff on the unit, this may include to plan effectively the daily case load for oneself and/or the team, to respond to urgent referrals and occasionally unpredictable working patterns
2. To be able to prioritise clinical and managerial work and balance patient related and professional activity as the team requires
3. To supervise staff and assist in their professional development including implementation of regular Clinical and professional development
4. To be responsible for the development of junior staff or assistants/technicians within the clinical area.
5. To be responsible for and actively record your own personal development. This may include active participation in journal clubs, clinical reasoning sessions and training sessions as a participant and facilitator
6. To participate in the appraisal scheme as an appraisee and appraiser
7. To keep abreast of new developments and ensure professional competencies of self and team are maintained
8. To participate in any training sessions as a recipient and facilitator.
9. To be actively involved in relevant special interest groups
10. To lead and facilitate multidisciplinary working
11. To undertake regular commitment to OT students on clinical placements (min of 3/year)

Health, safety, and security

1. To monitor and maintain health, safety and security of self and others.
2. Responsible for identifying and assessing potential risks involved in work activities and processes for self and others
3. To ensure completion of relevant risk assessments and associated documentation.
4. To take appropriate action, reporting actual or potential problems that may put health and safety and security at risk.
5. To be responsible for the safe use of equipment used in carrying out occupational therapy duties adhering to Trust and department policies and procedures. This includes competence and accuracy to use equipment by self and other healthcare professional, carers and patients.
6. To be aware of risks involved as part of delivering clinical care and manage this within own patients case load.

7. To demonstrate a good understanding of clinical governance and clinical risk, actively participating in clinical governance groups.
8. As a line manager you are required to ensure that all staff and site users working within their area of responsibility receive all necessary health and safety information, and are appropriately trained to enable them to undertake their duties safely and without unnecessary risk.
9. To monitor the safety of equipment owned by the department incl overseeing the maintenance and servicing of Wheelchairs and OT vehicle (with OT B7 peer)

Responsibility for Policy and Service Improvement/ Development

1. To work with the Therapy managers in developing strategic and operational management of the service.
2. To be responsible alongside Therapy manager for the setting and monitoring of standards and policies of clinical practice for the team
3. To ensure that designated staff implement policy and service development changes
4. To develop services in line with recent NHS initiatives and guidance
5. To initiate and lead projects in developing the service in response to demand

Responsibility for Audit/Research & Development

1. To regularly participate and lead on appropriate work related research / evaluation projects and to implement current research relevant to the specialty.
2. To initiate clinical audit and the evaluation of clinical effectiveness.
3. To oversee the collection of Clinical outcome data - submitting for annual reports to the Quality lead
4. To evaluate your own and teams clinical effectiveness.
5. To ensure relevant topics from rehabilitation services are included in annual clinical governance and service plan.

Quality

1. To be responsible for the setting and monitoring of standards and policies of clinical practice for Rehabilitation services for patients with neurological conditions and evaluate outcomes.
2. To achieve and maintain a high standard of clinical care using evidence-based practice, keeping up to date with clinical developments, analyzing current research, discussing and implementing changes in your clinical practice and encouraging throughout the teams
3. To be professionally and legally responsible and accountable for all aspects of your professional activities working within the codes of practice and professional guidelines.
4. To demonstrate a high level of understanding of clinical governance and clinical risk and to the use of treatment plans with evidence based link.

5. To ensure that own records and those of team staff are accurately completed and maintained in line with the professional body standards (COT and HCPC) and Trust services standards and policies
6. Ensure timely reporting of incidents via CIRIS reporting system or that of the Partners (RL)

Freedom to Act

1. To be professionally and legally responsible and accountable for all aspects of your professional activities working within the codes of practice and professional guidelines.
2. To initiate and lead projects to develop services in line with recent NHS initiatives and guidance and I response to demand.
3. To work as an autonomous practitioner to undertake a significant specialist clinical caseload, taking a leading role in the advanced assessment, clinical diagnosis and treatment of patients with complex rehabilitation needs

Equality, diversity and rights

1. Responsible for supporting a culture which promotes equality and diversity

Responsibility for financial and other physical resources

1. Responsible for the safe and effective use of equipment and resources that are used ion the course of work.

Responsibilities for information resources

1. To maintain accurate and timely statistical information as required by senior staff and managers.
2. To be responsible for the accurate input of clinical information onto the Trust IT system.

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
<ul style="list-style-type: none"> • Inspire • Understand • Communicate 	<ul style="list-style-type: none"> • Challenge • Improve • Learn 	<ul style="list-style-type: none"> • 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.

Job Description

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

- Diploma/ degree leading to inclusion on Health Professions Council Occupational therapy register
- Evidence of recent relevant post registration training (incl self directed learning - incl Neurology/stroke rehabilitation)
- Ability to carry out highly advanced range of assessments and procedures in order to make a clinical diagnosis, treatment and management plan.
- Knowledge of postural management and seating options
- Use and understanding of a range of Therapy approaches and interventions
- Evidence of highly specialised skills for clinical practice based on evidence
- Advanced clinical reasoning skills in deciding certain interventions (spasticity management, splinting, upper limb rehabilitation, cognitive rehab)
- Ability to identify and set clinical goals with patient /carer
- Knowledge of clinical governance agenda
- Evidence of the application of relevant national, clinical guidelines and NHS directives to clinical practice
- Ability to lead on changes in practice
- Computer literate
- Fluent in spoken and written English
- Understanding on how to maintain a safe environment and facilitate others to do so
- Ability to identify own training needs
- Ability to solve complex problems
- Involvement in special interest group
- Ability to work positively in new and changing environment
- Current driving licence
- Post registration experience across a variety of clinical areas within the NHS
- Experience of working and developing at band 6 level in neurological rehabilitation
- Experience of working in a multidisciplinary team and contributing to team decisions
- Experience of a range of therapeutic approaches
- Experience of using a range of therapeutic assessments
- Experience of use of audit and its use to improve interventions/service
- Experience of managing own and team caseload and prioritisation
- Experience of delegating to junior staff
- Experience of teaching Occupational therapists, therapy assistants, OT students and other members of the team
- Experience of assessing clinical ability of staff and support personal development
- Experience of delivering appraisal system
- Demonstrate knowledge of clinical governance agenda

- Demonstrate service development initiatives/service development
- Clinical supervision of students undertaking post graduate courses
- Self motivated with an ability to set priorities and evaluate progress
- Demonstration of effective time management and prioritisation of self and others
- Evidence of professional self development
- Commitment and ability towards partnership working with patients/carers
- Able to work flexibly across service as needs arises
- Able to deal with difficulties involving colleagues/patients
- Ability to work under pressure and tight timescales
- Ability to respond to challenges relating to clinical / personal / service decision making

Desirable

- Appropriate training at MSc level or equivalent experiential development
- Knowledge of treating patients with complex co-morbidities
- Specific post -registration courses
- Experience in appraisal process as appraiser
- Experience of management of staff incl participation in management based training
- Experience of attending management / service development meeting
- Representation/ deputising for the Therapy Department at Local/ national meetings
- Willingness to develop managerial skills further
- Resilience

Other requirements:

- Ability to travel in the community

Employee signature

Manager signature
