

Job Title:	Band 6 Occupational Therapist, Community Neuro and Stroke Service
Reports to (job title):	Clinical Lead Occupational Therapist
Line Manager to:	

Job purpose

The Community Neuro and Stroke Service Planned Neuro Rehab Team provides rehabilitation in the community for adults with complex long-term neurological conditions. This includes people with MS, MND, Parkinson's, stroke and other neurological conditions.

The team consists of Speech and Language Therapists, Physiotherapists, Occupational Therapists, Specialist Nurses, Rehabilitation Assistants, and a Clinical Neuropsychologist. We have links and work jointly with an Orthotic service and Spasticity Management clinic. We work closely with other health and social care colleagues and voluntary organisations to provide person centred care.

The aim of our service is to improve independence, health and wellbeing by supporting people in their home environment and local community. The service provides interventions which are goal led and not time-limited.

This is a part time post (18.75 hours a week). The team is based at St Martins Hospital, Bath. Regular team meetings take place and staff have access to formal and informal clinical supervision.

The purpose of this role is to provide specialist person-centred assessment, rehabilitation and management for people with long-term neurological conditions including the promotion of health and prevention of secondary complications.

Core service hours are between 8am and 5pm Monday to Friday.

Key responsibilities

- Undertake skilled and specialist assessment to formulate individualized management and treatment plans using evidence-based clinical reasoning skills and utilising a wide range of treatment skills and options.
- Communicate effectively with the wider multidisciplinary team and case manage service users as appropriate.
- Work with service users and their carers towards shared goals providing advice, education and training, and assessing for and providing specialist equipment.

- Encourage independence and enable service users and their carers to manage their condition. This might include moving and handling, and vocational rehabilitation.
- Assess for and prescribe 24-hour postural management programs.
- Provide specialist support and advice to other services.
- Be responsible for a clinical caseload working within a multidisciplinary team ensuring service users receive optimum level of rehabilitation within available resources.
- Share skills and knowledge and promote interdisciplinary working in the team to provide a flexible workforce that is able to deliver high-quality person-centered care. [L] [SEP]
- Contribute to Community Neuro and Stroke Service development initiatives.
- Participate in continuing professional development as identified through supervision and annual appraisal and through keeping abreast of new development within the clinical field as relevant to Occupational Therapy, neurological rehabilitation and community team working.
- Be actively involved in the Neuro in-service training programme, participate in potential research opportunities and work with team members on poster presentations for national conferences.
- Provide support to the Band 4 Occupational Therapy Assistant Practitioner and Band 5 Occupational Therapist, as well as provision of supervision and development of undergraduate students. [L] [SEP]
- Assist the Band 7 Clinical Specialist Occupational Therapist, Team Lead and other senior team members in the day-to-day running of the service, by monitoring caseloads and managing and prioritising referrals. This will include deputizing for the Band 7 Clinical Specialist Occupational Therapist in their absence.

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

- Hold a recognised professional qualification in Occupational Therapy
- Registered with HCPC
- Able to role model and promote interdisciplinary working, in order to ensure efficient and person centered care
- Have relevant experience of working closely and effectively in a multidisciplinary team and with other health, social care and voluntary sector colleagues
- Have expert clinical knowledge and experience of working with people with neurological conditions and demonstrate an understanding of the long-term impact on individuals and their carers
- Experience of working in a variety of settings including community working
- Demonstrate comprehensive knowledge of relevant professional, national and organisational guidelines and standards required for safe and effective service delivery
- Demonstrable continuing professional development within the field of neurological rehabilitation
- Ability to manage own caseload effectively and delegate to **Rehabilitation Assistant** appropriately
- Demonstrate flexibility and ability to respond to changing service priorities
- Have experience of providing clinical supervision, education and support to staff to identify learning objectives and personal development opportunities
- Good levels of IT literacy including good knowledge of service-related systems

Desirable

- Member of a relevant special interest group or network
- Experience of helping to develop team members and of seeking ways to improve services
- Experience and knowledge of professional and management practices within interdisciplinary and community settings
- Experience in promoting health and wellbeing, with a focus on empowering patients and their families to gain confidence and competence in managing their condition

Other requirements:

- This role requires the successful applicant to be mobile, visiting several locations across a wide geographical area so the post holder must hold a valid UK driving licence and have access to an appropriate means of transport to undertake the job effectively.



Job Description

Employee signature

Manager signature

