

Job Title:	Neuro Specialist Occupational Therapist
Reports to (job title):	Operationally: - Operations Lead Clinically: - Clinical Lead
Line Manager to:	N/A

We are looking for a thoughtful, proactive, and enthusiastic Neuro Specialist Occupational Therapist to join our Luton Intermediate Care Rehabilitation Service (LICRS), which was recently rated as 'Outstanding' by the Care Quality Commission (CQC). LICRS currently provides a range of services including inpatient rehabilitation, Stroke early supported discharge, acquired brain injury caseload management, prevention of admission, facilitating discharges and community based rehabilitation.

Job purpose

This is a permanent, full-time role to provide specialist neurological OT coverage in the Luton community area and reporting to Therapies Clinical Lead. The role will involve community-based working and so essential to have a UK driving license.

It requires a qualified Occupational Therapist who has experience in working within neurological rehabilitation – including traumatic and acquired brain injury, spinal cord injury, stroke and other neurological conditions to include all degrees of severity/complexity. The role provides a mixture of direct clinical work with patients as well as clinical oversight of service delivery and quality assurance.

The role requires an individual with strong clinical skills and experience in the field of neurological rehabilitation, stroke and brain injury. The post requires an experienced clinician with strong assessment skills, a high standard of report writing, clinical reasoning and communication.

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: -

CLINICAL AND PROFESSIONAL

- The post holder will uphold and display HCRG Care Group Values
- To be professionally and legally responsible and accountable for all aspects of your own workload including the management of patients in your care and that of your team. To support all other staff to do likewise.

- Work within HCRG Care Group clinical guidelines and individual professional guidelines and to have a good working knowledge of national and local standards and monitor own and others quality of practice as appropriate.
- To abide by the Royal College of Occupational Therapists and the Health and Care Professions Council Standards of Proficiency, Conduct of Performance and Ethics.
- To provide evidence based, clinically effective practice and keep abreast of new practice developments, and act as a change agent in disseminating and implementing these practices with colleagues.
- To demonstrate specialist knowledge and supplement this with significant experience within the community setting to provide treatment, to supervise and teach others and use this knowledge to provide other professionals with expert Occupational Therapy advice.
- To be responsible for the safe and competent use of all equipment, and patient appliances and aids by patients and ensure that junior staff/support staff attain competency prior to use.
- Assess patient understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment.
- To use a range of verbal and non-verbal communication tools to communicate effectively highly complex information with patients to progress rehabilitation and treatment programmes, and to ensure an understanding of their condition/symptoms so that patients are supported in self-management.
- Communication of patient progress and forward planning may be discussed with family members and carers where appropriate.
- The communications skills of persuasion, motivation, explanation and gaining informed consent will be used with a wide variety of patients. Issues may include bereavement, grieving, loss of independence and prognosis and must be dealt with empathetically and confidentially.
- Barriers to effective communication will require effective alternative strategies to gain a thorough understanding of cognition and effective treatment put in place. To use communication skills to address language and cultural diversity issues.
- To undertake the comprehensive specialist assessment of patients, including those with a complex or highly complex presentation, using interpretive, investigative, and analytical skills and initiate appropriate treatment.
- To formulate and deliver an individual Occupational Therapy management and treatment programme based on a sound knowledge of clinically reasoned and evidence-based practice and treatment options. Employ specialist neuro clinical assessment, knowledge, and reasoning skills to provide treatment using a broad range of techniques and other alternative options.
- To formulate soundly reasoned prognoses and recommend best course of intervention, developing negotiated goals leading to comprehensive discharge plans.
- To provide spontaneous and planned advice, teaching and instruction to patients, relatives, carers, and other professionals, to promote understanding of the aims of Occupational Therapy and to ensure a consistent approach to patient care.
- To assess and manage clinical risk with own patient caseload and support others to do the same.

- To be responsible for maintaining up to date, accurate and comprehensive patient treatment records in line with RCOT professional and HCRG Care Group standards of practice.
- To demonstrate relevant specialist and manual handling skills in the community.
- To represent LICRS occupational therapy and/or individual patients at various multidisciplinary team meetings, to ensure the delivery of a co-ordinated multidisciplinary service, and integration of Occupational Therapy into the treatment programme. This will include discussion of patient care, patient progress and involvement/leading in discharge planning.
- To be responsible for the teaching, supervision, and co-ordination of more junior members of staff, students (when present), therapy technicians and undertake or organise the appraisals and development of these staff groups.
- To be responsible for ensuring the effective selection and use of all treatment resources.
- To participate in the ongoing evaluation and development of service provision to achieve KPIs and other local, regional, and national projects and clinical guidance.

BUDGETARY AND RESOURCE MANAGEMENT

- To observe a personal duty of care in relation to all resources, equipment and assets encountered in the course of your work.
- Additionally ordering, monitoring, and ensuring that equipment use is safe by checking / testing equipment prior to use and maintenance reporting.

MANAGEMENT, SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

- To have a degree level qualification or equivalent in Occupational Therapy
- To be registered with the Health and Care Professional Council
- To maintain own clinical professional development by keeping abreast of any new trends and developments and incorporate them as necessary into your work. To maintain a portfolio which demonstrates personal development and shows evidence of reflective practice.
- To regularly participate in the staff appraisal scheme as an appraisee/ appraiser and be responsible for complying with your agreed personal development programmes to meet set knowledge and competencies.
- To keep up to date with developments within occupational therapy for stroke and neurological care, disseminate information and ensure that departmental practices is based on best available evidence.
- To take a role in In-service training, journal clubs, staff meetings, external courses, peer review and learning clinical networks and be active in RCOT Specialist Section neurological practice.
- To provide performance management, for more junior staff, using formal appraisal documentation.

RESEARCH AND DEVELOPMENT

- Undertake evidence-based audit and research projects to further own and team's clinical practice.

- Make recommendations to clinical lead/service leads for changes to practice by the occupational therapy team. May lead the implementation of specific changes to OT practice or contribute to service protocols.
- Undertake the measurement and evaluation of your work and current practices using e.g., evidence-based practice projects, audit and outcome measures, either individually or with more senior occupational therapists.
- To undertake as directed the collection of data for use in service audit and research projects, where appropriate. To manage and undertake research into specific areas of clinical practice and/or service delivery using a range of research methodologies as part of MDT audit and departmental research initiatives.
- Be actively involved in professional clinical groups, such as the Clinical Interest Groups, Peer Review groups and other professional development activities.

EFFORT

- Highly developed skills including dexterity, co-ordination & sensory skills for assessment and manual treatment of patients.
- Resilience to meet the increasing and ever-changing demands of the role.
- Resilience and emotional intelligence whilst working with unwell patients and anxious patients/relatives and carers.
- An ability to cope with occasional exposure to distressing/emotional situations.

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.

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.

Job Description

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

	<ul style="list-style-type: none"> • Essential 	<ul style="list-style-type: none"> • Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Graduate Diploma or Degree in Occupational Therapy • HCPC registration as Occupational Therapist • Evidence of continued professional development 	<ul style="list-style-type: none"> • Membership of RCOT Specialist Section - Neurological Practice • Post Graduate Qualification or courses within the field of neurological rehabilitation.
Experience, Knowledge and Skills	<ul style="list-style-type: none"> • Extensive experience after graduation working within stroke and neurology discipline. • Experience of working as part of a multi-disciplinary team • Experience of working within the NHS • Experience of working with people with cognitive and communication difficulties • Excellent communication skills • Experienced and specialist Occupational Therapy assessment, clinical reasoning and treatment skills including the use of recognised assessments and outcome measures. • IT Skills including word processing, presentation preparation, database usage, email and internet use. • Experience using SystemOne • Knowledge and understanding of safeguarding principles. 	<ul style="list-style-type: none"> • Experience working as a Band 7 Highly Specialist Neuro OT • Experience working within the community. • Experience working within acute stroke ward. • Experience supervising and appraising staff and students. • Experience of Audit, Quality Improvement and Service Development • Experience of assisting in delivery of education and training • Experience and knowledge of ICSS model and other guidance relating to community provision of stroke and neurological rehabilitation. • Experience and knowledge of housing legislation, minor and major adaptations.
Physical Requirements	<ul style="list-style-type: none"> • Be able to kneel, bend & stoop, and work in cramped environments. 	

	<ul style="list-style-type: none"> • To use moving and handling equipment to manoeuvre patients. • Ability to cope when working in a stressful environment and with emotional patients and carers 	
Other	<ul style="list-style-type: none"> • Punctual and reliable • Versatile and flexible • UK Driving Licence, access to a personal car and the ability to drive independently around the locality, due to area covered and lack of public transport in some areas. 	

Employee signature

Manager signature
