

Job Description

1. Job Details	
Job title:	Clinical Specialist & Trust-wide Team Lead Therapist Out Patients Hand Therapy & Rheumatology
Current Job grade:	Band 7
Reports to (Title):	Site Lead Occupational Therapist
Directorate:	Clinical Support Services
Department/Ward:	Occupational Therapy
Location/Site:	Trust Wide Lincoln/Pilgrim/Grantham/Louth

2. Job Purpose
<ul style="list-style-type: none"> • Provide highly specialist assessment, intervention planning, delivery and evaluation of progress towards goals taking account of people’s occupations, role, environment and lifestyle within the clinical speciality. • Lead the delivery of Occupational Therapy provision within the Clinical Speciality across the trust ensuring good communication links with out patient Therapists & Site Leads. Team • Ensure safety quality and excellence in service provision across the specialty organising and dissemination of training . • Provision of day to day management and ensuring appropriate levels of supervision and appraisal are in place for staff within clinical team. • Manage the performance of staff within the clinical team, and work with the Site Lead in order to manage the Occupational Therapy Service performance within the area of speciality. • Maintain a clinical caseload, with clinical activity accounting for between 60-75% of working hours

3. Organisation Chart
<p>Clinical Lead Therapies and Rehabilitation Medicine / Trust Le</p> <p>↓</p> <p>Site Lead Occupational Therapist</p> <p>↓</p> <p>Clinical Specialist & Trust-wide Team Lead Therapist Out patients</p> <p>↓</p> <p>Senior OT</p> <p>↓</p> <p>Occupational Therapists</p>

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Senior OT Assistant
|
Occupational Therapy Assistant

4. Duties

1. To provide a high standard of clinical care ensuring safe and effective assessment of people's occupational need, taking into account their occupations, role, environment and lifestyle using highly developed clinical reasoning skills. To work in partnership with the person to agree priority areas for intervention which address problems with performing and managing occupations. To be responsible for intervention planning and delivery and also evaluation of progress towards goals.
2. To provide spontaneous and planned training, instruction and advice to patients and carer/relatives regarding their Therapy.
3. Take specific responsibility for the assessment, development of specialist treatment plans and evaluation of patients with complex needs including those who may have multiple pathologies. Organising and prioritising designated caseload effectively and efficiently.
4. To delegate aspects of the patient treatment plan to other members of the team, whilst maintaining overall responsibility for patients care
5. To supervise the clinical practice of members of the out patient team team ensuring high standards of clinical care.
6. To provide specialist advice to colleagues working in other clinical areas with regards to the care of patients within this speciality.
7. To work collaboratively with members of the multi-disciplinary team, ensuring effective and appropriate clinical decision-making, both within the Trust and with external agencies.
8. To provide supportive and sensitive communication, written and verbal advice to patients, carers and staff, whilst demonstrating an understanding of the nature and effects of some information and of barriers to effective communication eg sensory impairment and unrealistic expectations.
9. To be responsible for own administration tasks and to co-ordinate and monitor those of the team including prompt and accurate completion of clinical and statistical records and performance monitoring following professional guidelines.
10. To represent the Therapy Service at relevant speciality meetings at Trust level.

11. To actively participate in the Trust-wide governance for the speciality and ensure effective feedback and action within own team and department.
12. To adhere to the standards, policies and procedures of the Trust and Department and The profession Code of Ethics and Professional Conduct and associated legislation eg Health and Safety At Work Act.
13. To confidently convey complex written and verbal information on both clinical and non-clinical issues and to support the development of these skills with individuals within the team.
14. Responsible for complying with the hygiene code and ensuring all working practice supports infection prevention and control including awareness of hand hygiene and environmental cleanliness in all clinical areas.
15. To demonstrate empowering leadership skills within the service and seek opportunities in local and national arenas to promote and develop the profession.
16. To identify own training and development needs and those of the team including the development of competencies. Active participation in the delivery of training opportunities for staff and students, including those from other teams and disciplines.
17. To provide high quality practice placement education for students from a variety of Higher Education Institutions as detailed in departmental guidelines.
18. To maintain own continuing professional development and use reflective practice to evaluate and update current practice. To promote a learning environment and culture within the clinical team and wider service.
19. To evaluate, plan and lead service development in conjunction with the Site Lead OT as detailed in the Therapies Strategy and Trust objectives within the clinical speciality and with colleagues across the health and social care community.
20. To undertake governance activities, including: induction, supervision, appraisal, negotiating personal development plans, mandatory training, health and safety, risk management and audit and manage this within the clinical team.
21. To contribute to the recruitment and selection of Therapy staff
22. To contribute to departmental routine including housekeeping and clerical tasks.
23. To undertake specific project work or any other duties as negotiated with the Site Lead OT or Trust Lead OT/Physiotherapist

5. Physical and Mental Skills

Well-developed knowledge and expertise within the clinical speciality.

Good understanding of patients fluctuating medical condition and ability to make appropriate clinical judgement regarding level of intervention.

Critical analysis of local and national policy and research affecting the profession and clinical speciality, evaluating and updating current practice as required.

Ability to plan, organise, prioritise and review own workload and that of others, dependent on the resources available and pressures on the organisation

Effective verbal and non-verbal communication skills demonstrating empathy and sensitivity

Ability to engage patients/carers/staff members in appropriate activities through persuasion/motivation/negotiation.

High level of problem solving is required.

Reflective practice skills

Leadership skills

Training and Presentation skills

IT and keyboard skills

Ability to analyse and review own work practice and facilitate change.

Flexibility and adaptability.

Moving and Handling skills

Stress management skills for self and others

Supervision skills

Ability to devise own personal stress management strategies

6. Responsibilities of the Post Holder

To be responsible and accountable for all aspects of own work, including own clinical caseload and the supervision of other Occupational Therapy staff within the team

Day to day line management of the Occupational Therapy team including support, complaints and staff leave/absence, authorised signatory for locum/bank staff timesheets of approximately £1400 per week.

Responsibility for own safety and that of the patients following appropriate guidelines at all times and ensure all staff within the team understand their own responsibility for safety.

To ensure that all equipment used is safe and appropriate and used correctly.

To follow Trust policies and procedures, National standards and guidelines and support all

staff within the team to do the same.

To maintain own professional development and encourage that of others promoting best practice within the clinical team evaluating and updating practice as required.

To demonstrate knowledge of the political agenda, findings of relevant research and practice development for the speciality in order to contribute to the implementation of recommendations to improve patient care.

To deputise for the Site Lead Occupational Therapist with regard to day to day management as appropriate.

Ability to concentrate and use various digital technology as a resource to facilitate meetings & coordinate the team

To represent the department / service at hospital, Trust or wider health and social care community meetings.

United Lincolnshire Hospitals NHS Trust is committed to safeguarding and promoting the welfare of children, young people and adults, both as service users and visitors to Trust premises. All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities and that they are aware of and work within the safeguarding policies of the Trust.

United Lincolnshire Hospitals Trust is committed to providing consistently excellent and safe patient-centred care for the people of Lincolnshire, through highly skilled, committed and compassionate staff working together. We do this by putting our patients at the centre of all that we do and providing the best quality care with passion and pride. We have a set of values that inform every action we take and every decision we make. They are the foundation of what United Lincolnshire Hospitals NHS Trust stands for, and encompass a desire in all of us to provide the highest quality of care to patients and each other.

All staff are required to advocate, champion and demonstrate the values and behaviours below:

Patient centred	I am fully committed to providing the very highest standards of care to our patients
Safety	I do everything I can to keep my patients and my colleagues safe
	I keep my environment clean and tidy
	I recognise when something is going wrong and I have the courage to do something about it
Compassion	I show a genuine concern for my patients and my colleagues
	I communicate well with others, listening and showing an interest in what they have to say
	I am positive, approachable and friendly
Respect	I treat my patients and my colleagues with dignity and respect
	I work openly and honestly as part of an effective team
	I keep my promises and do what I say I will, when I said I will, or I will provide an explanation if I can't
Excellence	I will always go the extra mile and improve things for my patients and my colleagues
	I am competent to carry out my role and committed to my personal and professional development
	I will share good ideas and best practice and encourage my team members to do so too

7. Freedom to Act

To act as an autonomous practitioner.

To work independently and on own initiative within the standards, policies and procedures of the Trust and Department; the professional Code of Ethics and Professional Conduct; the Health Professions Council Standards of Conduct, Performance and Ethics, keeping the Head Occupational Therapist informed of any developments.

To lead decision-making related to patient care within the clinical speciality and maintain effective communication networks with a variety of personnel.

8. Physical, Mental and Emotional Effort Required

To manage difficult and distressing situations and support team members through the same eg terminally ill patients, death, personal issues, aggression, conflict and complaints.

The role involves frequent moderate physical effort including moving and handling of patient and non-patient loads, use of hoists, travelling by car and driving.

Ability to utilise knowledge and experience to identify problems and solutions for patients involving frequent concentration during the assessment and treatment process.

Ability to concentrate for long periods on non-clinical tasks whilst dealing with interruptions, primarily from team members.

High level of listening skills and patience required.

9. Outline of Working Conditions

Working in an acute clinical and community environment which involves frequent exposure to bodily fluids and occasional exposure to unpredictable home circumstances including aggressive behaviour, environmental hazards eg animals, infestations.

They may have to work in a confined or cramped area.

Person Specification

Post of Team Lead Occupational Therapist

Job Related Criteria	Essential	How Identified	Desirable	How Identified
Qualifications (Academic, Professional & Vocational)	HCPC Registration Professional Qualification Occupational Therapy / Physiotherapist Evidence of post-graduate education at M level/ research/CPD relevant to the speciality eg BAHT level 2 or above/MSc Hand Therapy Practice Education experience BAHT level 2 Leadership education BAOT/CSP membership	Application form Interview Personal Development Portfolio (PDP)	Relevant Management, Leadership, Teaching courses/qualifications APPLE Accreditation or equivalent BAHT Accredited Hand Therapist	Application form Interview PDP
Previous Experience (Nature & Level)	Experience of working at Band 6 level or above, demonstrating the ability to work on own initiative. Recent experience of working within the speciality of Hand Therapy and/or Rheumatology Evidence of participation in Clinical Governance and quality assurance activities, including audit & service	Application form Interview PDP References	Experience of developing processes and practices which underpin patient safety and quality of care Evidence of involvement in organisations which support the clinical area eg specialist membership	Application form Interview PDP References

	<p>development.</p> <p>Advanced skills in splinting</p> <p>Experience of supervising staff and students.</p>			
<p>Evidence of Particular:</p> <p>- Knowledge</p> <p>- Skills</p> <p>- Aptitudes</p>	<p>Very good knowledge and awareness of current practice within the clinical speciality of Hand Therapy and/or Rheumatology .</p> <p>Evidence-informed, occupation-focused practitioner able to critically appraise existing and emerging evidence</p> <p>Team Leadership skills demonstrating ability to develop and maintain team cohesion, whilst supporting the work and direction of the service as a whole.</p> <p>Supportive of team-lead peers, site lead OT and Trust leads and can demonstrate ability to develop and maintain interdisciplinary team working</p> <p>Well-developed written and verbal communication skills</p> <p>Training, teaching and presentation skills</p> <p>Ability to work independently and make decisions within own level of authority</p> <p>Self-directed learner</p> <p>Well-developed problem solving skills</p>	<p>Application form</p> <p>Interview</p> <p>References</p>	<p>Demonstrated ability to support staff development and manage performance issues when required</p>	<p>Application form</p> <p>Interview</p> <p>References</p>

	<p>IT & Digital Technology & social media</p> <p>Ability to evidence/demonstrate key values and behaviours in line with the Trust framework:</p> <ul style="list-style-type: none"> ➤ Patient Centred ➤ Safety ➤ Compassion ➤ Respect and ➤ Excellence 			
Specific Requirements	<p>Ability to work well within the MDT</p> <p>High level of commitment to personal and team development</p> <p>Motivation</p> <p>Enthusiasm</p> <p>Confidence</p> <p>Ability to fulfil the travel requirements of the post</p>	<p>Interview References</p>		<p>Application form</p>

Job Description Agreement

I declare that I have read the Job Description and Person Specification and confirm that this is an accurate and fair description of the role.

Signature

Date

Job Holder:

Line Manager: