

PJOB DESCRIPTION AND PERSON SPECIFICATION FOR AGENDA FOR CHANGE BAND	Highly Specialist Clinical Team Leader - Occupational Therapy 7
HOURS AND DURATION	As specified in the job advertisement and the Contract of Employment
AGENDA FOR CHANGE REFERENCE NUMBER	2902
DBS LEVEL	Enhanced DBS with Adults and Childrens Barred List Check
REPORTS TO	Clinical/Service Lead
ACCOUNTABLE TO	Clinical/Service Lead
LOCATION	The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements.

JOB SUMMARY

To provide effective management and clinical leadership of the relevant Occupational Therapy team within Leicester, Leicestershire and Rutland.

The post holder will have specialist knowledge and experience, and act as the expert for the multi-agency team and for patients within the relevant field.

The post holder will be responsible for holding their own caseload, and supporting other members of the team with caseload management.

The postholder will be responsible for line management of the team.

High level communication skills and negotiation are necessary for delivering highly complex clinical information to support both patients and staff.

To actively participate and lead in the development of quality improvements for service delivery.

The post holder will have in depth experience and attended formal advanced post registration study related to Occupational Therapy.

To deputise for the Clinical/Service Lead as appropriate.

MAIN DUTIES AND RESPONSIBILITIES:

1. To demonstrate the Trust's values in everything you do in the work environment.
2. To be responsible in the use and expenditure of the Trust's resources that you utilise.

3. Delivery of Effective Healthcare within the Organisation

- 3.1. To be responsible for own practice and accountable for all aspects of the Occupational Therapy (OT) process (info gathering, assessment, treatment planning, intervention, evaluation and discharge planning) as appropriate to patient needs.
- 3.2. To carry a specialist clinical caseload and manage this effectively through clinical supervision. This will encompass the complex needs of the patient group.
- 3.3. To provide advanced clinical reasoning to support effective care delivery for highly specialist and complex cases for the team.
- 3.4. To provide aspects of clinical and operational leadership as agreed with the Clinical/Service Leads to ensure high quality and effective service delivery.
- 3.5. The post holder is responsible for the effective management of referrals and waiting lists, case prioritisation and care co-ordination within clinical care pathways.
- 3.6. To be jointly responsible for reviewing the Occupational Therapy Service and ensuring the skill mix and therapeutic programme content meets the needs of the patients.
- 3.7. To attend and or lead clinical case reviews and present appropriate OT feedback accordingly.
- 3.8. To maintain accurate and timely patient records in the electronic patient record and to fulfil record keeping standards in accordance with Leicestershire Partnership NHS Trust policy, RCOT and HCPC.
- 3.9. To participate and lead as agreed, relevant clinical, team and professional meetings to contribute to the optimum level of care for the patients and ensure effective liaison with other agencies/family/carers.
- 3.10. To communicate and liaise with all disciplines, other agencies, families and carers to ensure good professional working relationships and to keep them abreast of developments within the Occupational Therapy.
- 3.11. To work flexibly and in partnership with the multidisciplinary team, to provide a holistic approach in meeting the needs of patients and the service.

- 3.12. To work within an advisory capacity as appropriate within the post and skills/experience of post holder in order to inform others (services, family, carers, agencies) regarding patient needs.
- 3.13. To delegate workload effectively to other team members.
- 3.14. To deliver supervision to Band 5 and Band 6.
- 3.15. To support and deliver training in relation to patient needs.
- 3.16. To participate in and lead where appropriate in-service training within OT and the wider service.

4. Establishing Effective Leadership and Communication

- 4.1. To communicate and work collaboratively with patients, families/carers, other disciplines and other agencies to ensure good professional working relationships are maintained. Communication skills of explanation, motivation, negotiation and sensitivity will be used in a variety of situations.
- 4.2. To have clinical responsibility for a designated caseload of patients and to organise this effectively with regard to clinical priorities and in line with the Trusts waiting/response times and service priorities.
- 4.3. To provide highly specialist advice, teaching and education to patients, families/carers and other professionals to promote understanding of the aims of OT interventions and to ensure a consistent approach to patient care.
- 4.4. To provide support to the management of the therapy team as agreed with the Team/Clinical/Operational Lead and to be responsible for the supervisory management of relevant clinical staff including the implementation and monitoring of appraisals and identification of continuous professional development for themselves and the team.
- 4.5. To lead and co-ordinate professional and personal development of all staff within the defined team, motivating and developing staff as appropriate.
- 4.6. To delegate work effectively as appropriate in order to balance clinical and managerial workload across the Team.
- 4.7. To hold responsibility for defined projects.
- 4.8. To work flexibly within the multidisciplinary team, assuming a generic role when required, to provide a holistic approach in meeting the needs of patient and the service.
- 4.9. To work within an advisory capacity as appropriate within the post and skills/experience of the post holder in order to inform others regarding accessibility and environmental needs of a patients (i.e. Social, physical).
- 4.10. To identify service priorities and initiate developments in consultation with the Clinical Lead/Service Lead.

- 4.11. To assist the Clinical Lead/ Service Lead in the organisation and co- ordination of the Occupational Therapy Services provided to ensure that the diverse needs of the patient group are effectively met.
- 4.12. To lead on recruitment and selection activities within the service and ensure all new staff receive an appropriate induction package, probation periods are monitored preceptorship/apprenticeship are supported as appropriate.
- 4.13. To manage all HR processes around absence, including recording annual leave and sickness. To monitor sickness levels, and undertake sickness reviews as required.
- 4.14. To investigate disciplinary issues and present findings at hearing as appropriate.
- 4.15. To participate in the formulation of Occupational Therapy and MDT operational policies and be part of organisational changes. To ensure also that these policies function in an effective and professional manner within the Occupational Therapy service.
- 4.16. Authorised signatory for mileage payment and additional hours worked for the team and equipment authorisation.
- 4.17. To support the Clinical/Service Leads in the management of the budget when looking at existing service delivery.

5. Continuing Education, Professional and Personal Development

- 5.1. Undertake the Trust's corporate and local induction, and maintain your learning and compliance with training requirements for your role.
- 5.2. Participate in supervision via agreed review and appraisal mechanisms.
- 5.3. It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development.
- 5.4. To adhere to the Royal College of Occupational Therapist Code of Ethics and Professional Conduct and HCPC standards of proficiency to make autonomous clinical decisions and participate in the development of OT quality standards, local clinical guidelines and adhere to trust policies and procedures.
- 5.5. To lead on new ideas and modern working practices for development within the Service, and to improve the quality standards of care through the use of evidence based practice and outcomes for all patients.
- 5.6. To lead when appropriate in training to external agencies in consultation with Clinical/Service Lead.
- 5.7. To take responsibility for the clinical and management supervision of other OT staff, as appropriately agreed with Clinical/Service Lead.

- 5.8. To contribute to the development of all students and offer and accept placements for Occupational Therapy students in order to provide experience in the clinical field, including recognised fieldwork education qualification i.e. APPLE.
- 5.9. To demonstrate willingness to develop computer literacy skills and utilise these within practice where appropriate.
- 5.10. To maintain own clinical and professional development by keep abreast of current national and local health and social care priorities. To keep up to date with treatment techniques and interventions through training and other activities in order to ensure maintenance of competencies, use of relevant evidence based practice into treatment and continual professional development. This will be done in consultation with the Clinical/Service Leads.
- 5.11. To participate fully in postgraduate studies relevant to the area of practice and complete a record of all learning experiences as part of CPD in line with HCPC registration requirements.
- 5.12. To utilise online appraisal as a tool for identifying strengths, areas of interest and needs in conjunction with Clinical/Service Leads.
- 5.13. To lead in-service training programme including critiquing and implementation of recent evidence, attend and present at peer group meeting, training sessions, external courses etc. and carry out reflective practice.

6. Clinical Governance, Reduction of Risk, Audit and Research

- 6.1. To lead on the formulation of OT and MDT standards, operational policies and service documentation.
- 6.2. To take a lead, contribute to and support other staff in audit, quality improvement, research and development and recommendations on evidence based clinical practice.
- 6.3. To comply with the policies and procedures relating to the service in accordance with Trust Directives.
- 6.4. To be aware of national and local policies and directives affecting provision of clinical services.
- 6.5. To lead on investigating, responding and resolving complaints and serious incidents, identifying themes and trends and ensuring lessons learnt are embedded into practice.
- 6.6. To identify, record, mitigate and manage risks relevant to service area.
- 6.7. To take appropriate responsibility for the security of documents and key holder status equipment and materials used within a therapeutic session.
- 6.8. To lead on appropriate quality measures to ensure service activity is monitored more effectively.

- 6.9. To carry out and contribute to ongoing assessments of risk and the development of risk management strategies within the OT service.
- 6.10. To undertake clinical supervision and appraisal of Occupational Therapy staff in order to support staff, ensure quality of care for the patients and achieve all relevant standards in line with clinical governance.
- 6.11. To ensure that contracts are negotiated with all Occupational Therapy staff with regard to Clinical Supervision.
- 6.12. To contribute appropriate professional input into the development of clinical governance initiatives in conjunction with the Clinical Lead Occupational Therapist.
- 6.13. To be involved in the regular review process of the Occupational Therapy Service in conjunction with Clinical Lead, to ensure optimum standards of care are maintained within the allocated resources.
- 6.14. To undertake audit activity as required

7. Management and use of Resources and Information

- 7.1. All records that the role is responsible for or modifies must be kept up to date and maintained in an accurate and diligent manner.
- 7.2. Be responsible for the security and maintenance of service equipment and resources, ensuring that standards of safety and infection control are maintained.
- 7.3. Demonstrates compliance with the Medical Devices Policy.
- 7.4. To comply with policies and procedures relating to the Occupational Therapy Service in accordance with Trust directives.
- 7.5. To ensure confidentiality of patients and employers' business at all times.
- 7.6. To maintain high standards of Clinical Record Keeping, report writing including electronic data and recording e.g., ESR, and provide statistical returns as requested.
- 7.7. To lead on the compilation of reports and policy documents when necessary.
- 7.8. To provide statistical information to contribute to the evaluation and future planning of the service.
- 7.9. To maintain accurate sickness, annual leave and time in lieu records as required by the Clinical Lead OT.
- 7.10. Manage resources in line with CQC, LPT and RCOT standards.

COMMUNICATION AND WORKING RELATIONSHIPS

- The post holder will work closely with multidisciplinary colleagues, regarding clinical work, and with other professionals from within the appropriate MDT and outside agencies and stakeholders as appropriate.
- They need to communicate appropriately with patients and their carer's in the course of their clinical role, some of which may be aggressive, have challenging behaviours or barriers to understanding.
- They need to communicate as necessary with students of all professions.
- To support all patients, carers, family members to ensure that intervention is patient focussed and agreed collaboratively.
- To work closely and in partnership with other members of the multidisciplinary/multiagency team, managers, advocates, etc in the delivery of the OT service in Clinical Care Pathways.
- To liaise accordingly with safeguarding, vulnerable adult's team, Police to ensure safety of our patients.
- To support the Team/Clinical/Operational Lead to liaise with key stakeholders to demonstrate meeting the standards of the service.
- To liaise and work with advocacy agencies to meet patient's needs.
- To utilise Interpreters as appropriate to ensure effective communication to meet patient's needs.
- To develop and represent your service in professional networking conferencing and regional events.

ENVIRONMENTAL FACTORS

8. Physical Effort

- 8.1. There may be a requirement for sitting and standing in a restricted position.
- 8.2. Managing the effects of a proportion of work time spent driving to visits, covering a moderate geographical area (if applicable to your role).
- 8.3. To have a degree of physical fitness in order to meet the demands of the job, including carrying out moving and handling, therapeutic handling and setting up equipment as part of the day to day job.

9. Mental Effort

- 9.1. Ability to maintain intense concentration in all aspects of work for prolonged periods.
- 9.2. Flexible to mental demands of the environment, eg deadlines and frequent interruptions, unpredictable work patterns.

9.3. Engaging patients in activities whilst assessing/adjusting handling/intervention and explaining activities to patients/carers.

9.4. Frequently requires high concentration to manage an ever changing caseload which may be unpredictable.

9.5. To ensure staff health and wellbeing is maintained within the Team and utilise coping mechanisms and sign posting to relevant support services.

10. Emotional Effort

10.1. Able to identify and recognise stress factors in self and others and to utilise coping mechanisms and signposting appropriate support services.

10.2. Ability to maintain sensitivity to emotional needs of others, particularly when imparting potentially distressing information.

10.3. Developing the ability to manage patients with challenging behaviours.

10.4. Periods of intense concentration are required each day for clinical work and report writing.

10.5. Ability to cope with the emotional stress of staff related problems and patient complaints and maintaining self-resilience.

11. Working Conditions

11.1. To develop appropriate strategies to manage aggressive/challenging behaviours in the workplace.

11.2. To work within infection control and health and safety guidelines, especially when encountering unpleasant/highly unpleasant conditions on a regular basis related to patient contact, eg exposure to infectious conditions, bodily fluids, fleas and lice.

11.3. To deal with stressful situations, differing environments, community visits, pets and unhygienic conditions.

11.4. To work within lone working policy guidelines as required.

11.5. Where required, to carry a panic alarm.

The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post.

OUR LEADERSHIP BEHAVIOURS: IT STARTS WITH ME

Our leadership behaviours framework set the standards of expectation we aspire to in our daily work. Meeting these standards and developing the capability to exceed them, will not only ensure that we continue to improve and respond flexibly to changing needs as an organisation, but will also help our staff to fulfil their potential, both in terms of personal achievement and career advancement.

The behaviours we expect to see at LPT are:



Valuing one another



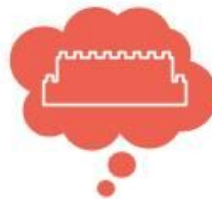
Recognising and valuing people's differences



Working together



Taking personal responsibility



Always learning and improving

ADDITIONAL INFORMATION

The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

MOBILITY

The person specification for the role will detail the mobility requirements of the post. However, employees may be required to work at any of the other sites within the organisation subject to consultation.

POLICIES AND PROCEDURES

All staff should comply with the Trust's Policies and Procedures. It is the employee's responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements

SAFEGUARDING CHILDREN AND ADULTS

The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust's requirements under relevant legislation.

MENTAL CAPACITY ACT

All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.

MAKING EVERY CONTACT COUNT

All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust's Making Every Contact Count programme has further information.

HEALTH AND SAFETY

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.

All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.

- To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare

These duties apply to all staff whenever and wherever they are engaged on Trust business.

DATA PROTECTION

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully and in a transparent way, for the specific, explicit and legitimate purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.

The post holder must be familiar with and comply with the General Data Protection Regulation and Data Protection Act 2018.

Personal Data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary
- Accurate and where necessary, kept up-to-date
- Kept in a form which permits identification of data subjects for no longer that is necessary for the purposes which it is processed
- Processed in manner that ensures appropriate security, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage

CONFIDENTIALITY

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. In addition, staff must not access personal information unless authorised to do so as part of their role.

Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.

All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when absolutely necessary
3. Use the minimum that is required
4. Access should be on a strict need to know basis
5. Everyone must understand his or her responsibilities
6. Understand and comply with the law
7. The duty to share information can be as important as the duty to protect patient

confidentiality

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

EQUALITY AND DIVERSITY

We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.

In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area.

INFECTION CONTROL

All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control.

COUNTER FRAUD

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.

SMOKING AT WORK

The Trust has a "Smoke Free Policy", which applies to:

- All persons present in or on any of the Trust grounds and premises
- All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
- Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
- When wearing an NHS uniform.

ELECTRONIC ROSTERING

'Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role'.

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
Demonstrates a commitment to the Trust's Behaviours					
1.1 Valuing one another	3		X		
1.2 Recognising and valuing people's differences	3		X		
1.3 Working together	3		X		
1.4 Taking personal responsibility	3		X		
1.5 Always learning and improving	3		X		
Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated)					
2.1 Degree or Diploma in Occupational Therapy	3	X			
2.2 Registration with the Health Care Professionals Council	3	X			
2.3 Additional specialist post-graduate training relevant to clinical area.	3	X			
2.4 Evidence of continuing professional development in the last twelve months	3	X			
2.5 Leadership or management course/ qualification or willingness to work towards.	3	X			

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
Knowledge and Skills					
3.1 Understanding of the role of the Occupational Therapist in the specialist area and the treatment interventions available.	3		X		
3.2 Demonstrate sound understanding of the principles of Clinical Governance, its application and risk	3		X		
3.3 Knowledge of relevant legislation/issues impacting upon health services for area of practice.	3		X		
3.4 Knowledge/understanding and skills in demonstrating the OT process.	3		X		
3.5 Understanding of Code of Professional Conduct and Ethics	3		X		
3.6 Evidence of and commitment to continuing professional developments	3		X		
3.7 Good leadership and team working skills.	3		X		
3.8 Demonstrates planning and Organisational skills with use of effective time management.	3		X		
3.9 Ability to work autonomously, set own and team priorities workload and delegating where appropriate	3		X		
3.10 Decision-making and problem solving skills.	3		X		
3.11 Recording keeping and report writing skills.	3		X		
3.12 Ability to initiate and lead new developments.	3		X		

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
3.13. Excellent verbal and written Communication and interpersonal skills	3		X		
3.14 IT skills	3		X		
3.15 Ability to organise and respond efficiently to complex information.	3		X		
3.16 Ability to take a lead and work in partnership with other members of the multidisciplinary team in the delivery of Therapy Services in Clinical Care Pathways.	3		X		
3.17 Demonstrate confidence in own abilities relevant to post and experience	3		X		
3.18 Ability to reflect and critically appraise own and others performance	3		X		
3.19 Ability to identify, provide and promote support a to patients and carers as well as all members of the Therapy Team.	3		X		
Experience (both work and 'life' related)					
4.1 Significant post registration experience as a senior therapist in relevant area of practice.	3	X	X		
4.2 Experience of research/audit/quality improvement	3	X	X		
4.3 Experience of managing Junior Staff, and/or Students	3	X	X		
4.4 Experience of multidisciplinary teamwork	3	X	X		
4.5 Experience of providing clinical supervision.	3	X	X		

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
4.6 Experience of providing management supervision	3	X	X		
4.7 Experience of teaching/passing on skills in formal and informal environments	3	X	X		
Personal Attributes					
5.1 Professional approach	3		X		
5.2 Ability to use own initiative to provide information and support to other staff.	3		X		
5.3 Demonstrates Flexible approach	3		X		
5.4 Positive and enthusiastic attitude towards the clinical area	3		X		
5.5 Positive around leadership in service development, changes and quality initiatives.	3		X		
Standard Requirements					
Commitment to Equality & Valuing Diversity Principles	3	X	X		
Understanding of Confidentiality & Data Protection	3	X	X		
Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides)	3	X	X		
Mobility This will either be not applicable or own transport or suitable alternative. Dependence on public transport is not suitable for this role		You must demonstrate how you would meet the stated mobility requirement on your application form			