

# Job Description

<b>Job title</b>	<b>Superintendent Occupational Therapist</b>
<b>Grade</b>	<b>Band 7</b>
<b>Reports to</b>	<b>Therapy Lead Front of House Service</b>
<b>Accountable to</b>	<b>Therapy Leads</b>
<b>Directorate</b>	<b>Urgent and integrated care</b>
<b>Department</b>	<b>Therapy Department</b>

## **JOB PURPOSE**

To provide specialist standard of Occupational Therapy service to patients within the acute elderly with complex care needs/medical service/ Front of House

To give highly specialist guidance, advice and education to other members of the Multidisciplinary Team (MDT) on matters relating to your specialist area.

Provide leadership for your team (in conjunction with the Clinical Leads) in planning, co-ordinating, delivering and evaluating the Occupational Therapy service provided to patients within your area.

To provide a lead role in teaching, supervising and appraising peers, Band 6, Band 5, students, apprentices and the support workforce.

To deputise in the absence of senior colleagues as required both within management and clinical areas.

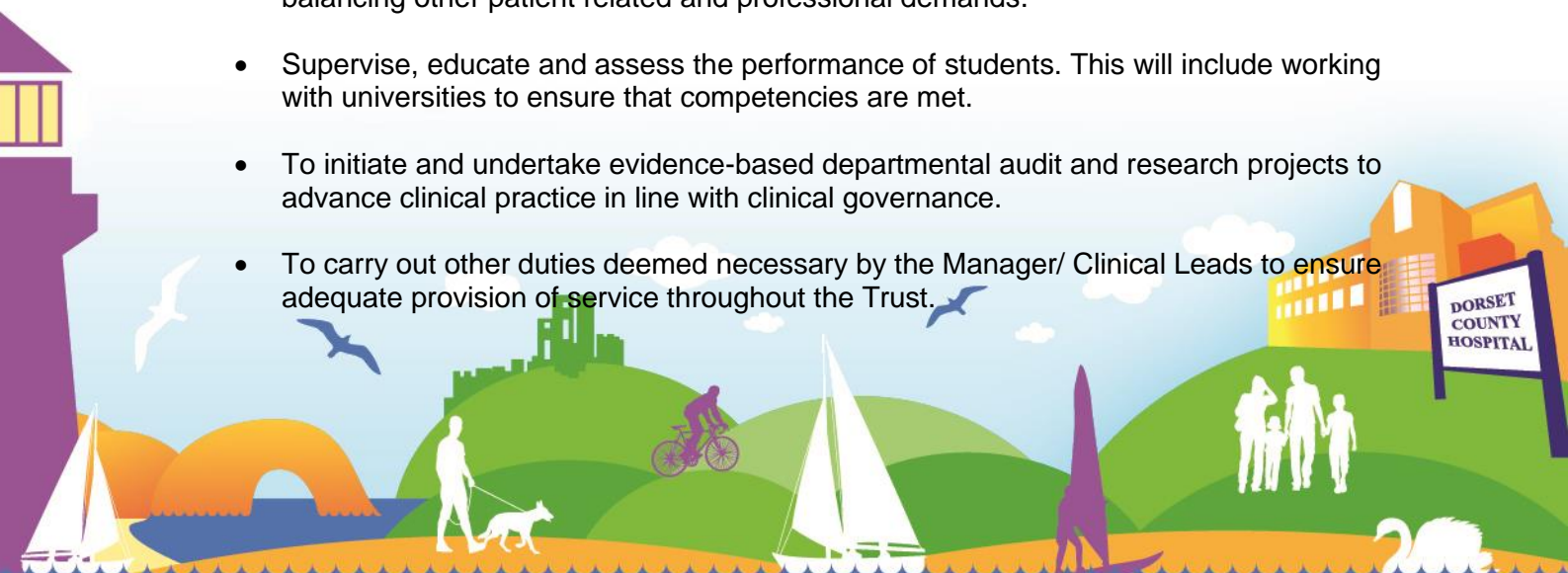
To contribute to the running and development of the service through the promotion, adaptation and development of policies, procedures and guidelines using evidencebased practise.

Undertake supervision, mentoring and performance development plans to promote clinical and professional effectiveness of self and others.

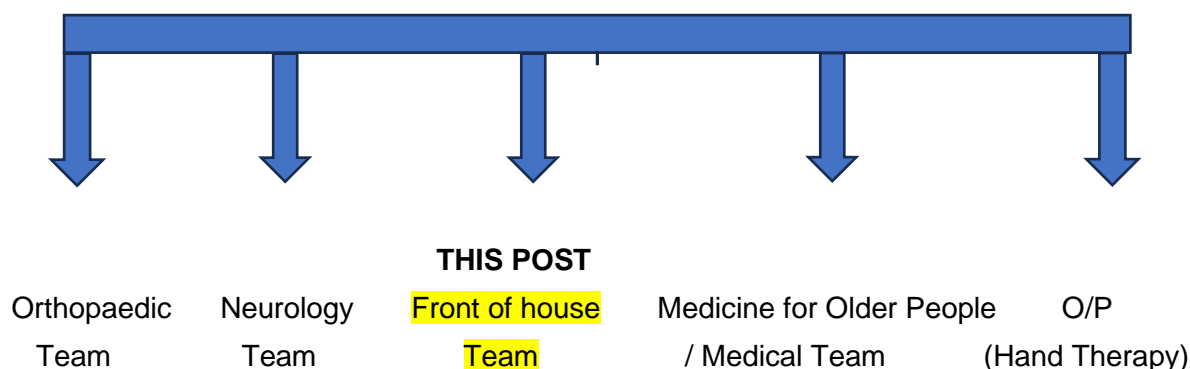
## **FREEDOM TO ACT**

### **DIMENSIONS**

- To undertake all aspects of clinical duties and to carry a significant caseload of patients as an autonomous practitioner, including those with complex presentations.
- To work at an advanced level and to be professionally and legally accountable for a highly-specialised patient caseload and to decide priorities for own work area, balancing other patient related and professional demands.
- Supervise, educate and assess the performance of students. This will include working with universities to ensure that competencies are met.
- To initiate and undertake evidence-based departmental audit and research projects to advance clinical practice in line with clinical governance.
- To carry out other duties deemed necessary by the Manager/ Clinical Leads to ensure adequate provision of service throughout the Trust.



### ORGANISATION CHART



### COMMUNICATION AND WORKING RELATIONSHIPS

The post holder is expected to establish and maintain positive interpersonal relationships with other staff members characterised by the trust values.

#### Internal Relationships

- Clinical Leads Therapy Teams
- Physiotherapists
- Speech Therapists/ Dieticians/ Pain Team
- Doctors and Nursing Staff
- Social Workers
- Trusted assessors
- Education department
- Research department
- Discharge Team
- Service managers

#### External Relationships

- ICRT
- SPA
- Dorset Health Care
- University Hospitals Dorset
- Dorset Social services
- Voluntary



## **KEY RESULT AREAS**

### **Clinical**

1. To undertake all aspects of clinical duties and to carry a significant caseload of patients as an autonomous practitioner, including those with complex presentations.
2. To work at an advanced level and to be professionally and legally accountable for a highly specialised patient caseload and to decide priorities for own work area, balancing other patient related and professional demands.
3. To be professionally and legally responsible and accountable for all aspects of own work. This will include the management of clinical risk, clinical governance, knowledge of indications and precautions of chosen techniques in line with national and trust clinical guidelines and protocols where they exist.
4. To assess patients capacity, gain valid and informed consent to treatment and where such capacity is lacking/absent to work within a legal framework in the management of the patient.
5. To undertake the comprehensive assessment and accurate diagnosis of patients including those with complex presentation, using investigative, palpatory, analytical and clinical reasoning skills.
6. To formulate individualized clinical management programs, utilizing a wide range of treatment skills and options to plan a highly specialised program of care.
7. To provide spontaneous and planned expert advice, teaching and instruction to relatives, carers, other disciplines, and agencies. To promote understanding of the aims of therapy and to ensure safe discharge. To be consulted by staff within the local pathway and the trust.
8. To participate in and where indicated, initiate multidisciplinary/multi-agency team meetings and case conferences to ensure the co-ordination of patient care. This includes the review of patient progress and discharge planning.
9. To ensure accurate, comprehensive, and up to date clinical records are maintained in accordance with Trust guidance and professionally agreed criteria.
10. To identify and employ suitable verbal and non-verbal communication skills with patients where there may be barriers to understanding or the inability to accept diagnosis. To facilitate the best possible communication outcome in every situation and use appropriate services, e.g. interpreters, SALT.
11. To ensure that individual practice and that of the local pathway team is patient focused and patient views are incorporated into treatment planning



12. To employ appropriate skills such as persuasion, motivation and negotiation to gain co-operation in the continuation of the agreed treatment program.
13. To communicate with empathy, patient information which may be of a complex and sensitive nature including details of prognosis or disability that may be unwelcome.
14. To communicate and advise regarding complex patient related information effectively to ensure collaborative working within the therapy service and with other professionals across health and other agencies to ensure the delivery of a coordinated multidisciplinary service.
15. To undertake the measurement and evaluation of work through audit, outcome measurement, the application of evidence-based practice and research where appropriate. To identify and initiate audit projects to review current clinical practice within the pathway.
16. To work to Trust and Royal College of Occupational Therapy clinical guidelines and have a good working knowledge of relevant national standards to which quality of practice should be monitored.
17. To raise Occupational Therapy staff awareness of current clinical developments and the implication these may have on clinical practice.
18. To be accessible and provide expert clinical advice to colleagues in particular for complex case management.
19. To participate in the on-call, weekend, bank holiday and extended working rotas where clinically appropriate.
20. To fully participate in whatever pattern of working (including 7-day rosters) is required by the service in the future.

All clinical staff are accountable and responsible for their own clinical competence and should limit their actions to those for which they are deemed competent in line with guidance from their professional bodies.

### Education Training and Research

1. To educate patients/relatives/carers regarding the nature of the condition and the aims of therapy intervention.
2. To be responsible for maintaining own competency to practice through continuing professional development activities including reflective practice, review of current research and relevant literature, maintenance of a personal portfolio and the attendance of specialist training courses as identified within a personal development plan.
3. To participate in peer review as appropriate.

4. To take an active role in appropriate uni-professional and multi professional research initiatives.
5. To provide regular training for designated pathway staff in local site.
6. To train, assess and confirm competency of staff within the pathway on designated site.
7. To undertake the tuition, supervision, and performance assessment of undergraduate and apprentice occupational therapy students. This will include working with universities to ensure the standard of practice and teaching meets the standards set by the degree level qualification.
8. To assist/support colleagues undertaking higher education, audit and research projects.
9. To participate in mandatory / statutory training as required by the trust and national standards.
10. To maintain state registration with the Health and Care Professions Council (HCPC) and to provide evidence of that registration annually upon request.

### **Service Management**

1. To manage day to day workload and maintain level of service within the Emergency Department and the Admitting wards. To ensure the effective exchange of information across the pathway team and co-ordination of service delivery.
2. To use prioritising and time management skills to meet the unpredictable and conflicting needs of the service.
3. To participate in ensuring clear and open channels of communication exist within the orthopaedic therapy pathway team. To ensure the cascade of received information including corporate, strategic ideas to all pathway staff.
4. To maintain communication links and collaborative working patterns with other recognized experts and networks in the specialty.
5. To participate in, and occasionally lead therapy pathway meetings and to attend staff and managerial meetings as requested by the Head of Occupational Therapy and Therapy managers.
6. To be responsible for management of informal conflicts, disagreements and complaints in the local site pathway by using highly developed negotiation skills.
7. To ensure all incidents, accidents and complaints within the pathway are reported and documents in the appropriate timeframe and in line with Trust policy. To ensure Therapy managers are made aware of all incidents, accidents and complaints.

8. To monitor the quality of care provided in the orthopaedic pathway at the local site and promote a culture of evidence based practice within the team.
9. To participate in the interpretation of professional and national standards for the specialty, recommending and implementing changes in clinical practice where indicated.
10. To be aware of the cost/benefit implications in the selection and ordering of appropriate equipment to be provided to the patient for long term use as an individual and by the local pathway team.
11. To maintain and provide accurate and timely activity information both as an individual and for the orthopaedic pathway. To do this in accordance with local and national requirements to help inform service delivery and evaluation.
12. To undertake other duties commensurate with the grade as requested by senior therapy managers.

### **Service Development**

1. To act as the clinical therapy lead responsible for the development of a designated physiotherapy and occupational therapy specialty on a specific site in line with Trust wide Pathway development.
2. To propose and implement service agreed policy and service changes for local work area in line with policy agreed for pathway as a whole. The post holder will liaise closely with the Head of Occupational Therapy and Head of Physiotherapy with whom all policy decisions rest.
3. To contribute to developments within the therapy service and the wider multidisciplinary/multi-agency team and if requested lead related project groups.



## Human Resource Management

1. To undertake supervision, performance and day to day management of orthopaedic pathway staff working on designated site who report to the post holder.
2. To participate in the Trust individual performance review processes as both appraiser and appraise. To be responsible for the appraisal and professional development of orthopaedic pathway therapy staff in line with the requirements of the Trust ensuring all team members have a comprehensive development plan.
3. To ensure that staff are aware of and comply with Trust policies and procedures undertaking action as necessary under relevant policies e.g. sickness management.
4. To be responsible for the clinical standards of the therapy staff reporting to the post holder at the designated site.
5. To facilitate effective team working within the pathway, leading, assisting and supporting other team members.
6. To deputise for senior staff where appropriate.
7. To assist in recruitment, selection and retention procedures for the Occupational Therapy service.
8. To contribute to the clinical induction of therapy staff

## ENVIRONMENT AND EFFORT

- Carry out assessments and treatments of patients with moderate physical effort, on a daily basis.
- Comply with the Trust Manual Handling Policy and local therapeutic handling guidance at all times.
- To concentrate and interpret complex clinical information for the majority of each shift every day.
- Deal sensitively with patients who might have high levels of anxiety and aggression caused by pain, dementia or limited mobility.

The job involves frequent exposure to unpleasant working conditions on a regular basis e.g. bodily fluids including blood, sputum, vomit, urine, fleas and lice, and occasional exposure to verbal and physical aggression.



<b>1 <u>OCCUPATIONAL HEALTH HAZARD EXPOSURE ASSOCIATED TO THE POST</u></b> (Please tick as appropriate)				
Patient contact	X ✓✓	Lone working	Working in isolation	x
Passenger / Client Transport	X	Exposure prone procedures	Patient Handling	x
Strenuous Physical Activity		DSE user (defined in DSERegs)	Confined Spaces	x
Night working		Food Handling / Preparation	Working at heights	
Working with vibratory tools		Noisy Environment Working	Safety Critical Work	
Working with respiratory irritants ( <b>including latex</b> )		X	<b>Please specify Gloves</b>	
Working with substances hazardous to health			<b>Please specify COSHH</b>	
Other			<b>Please specify</b>	

## 2 HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

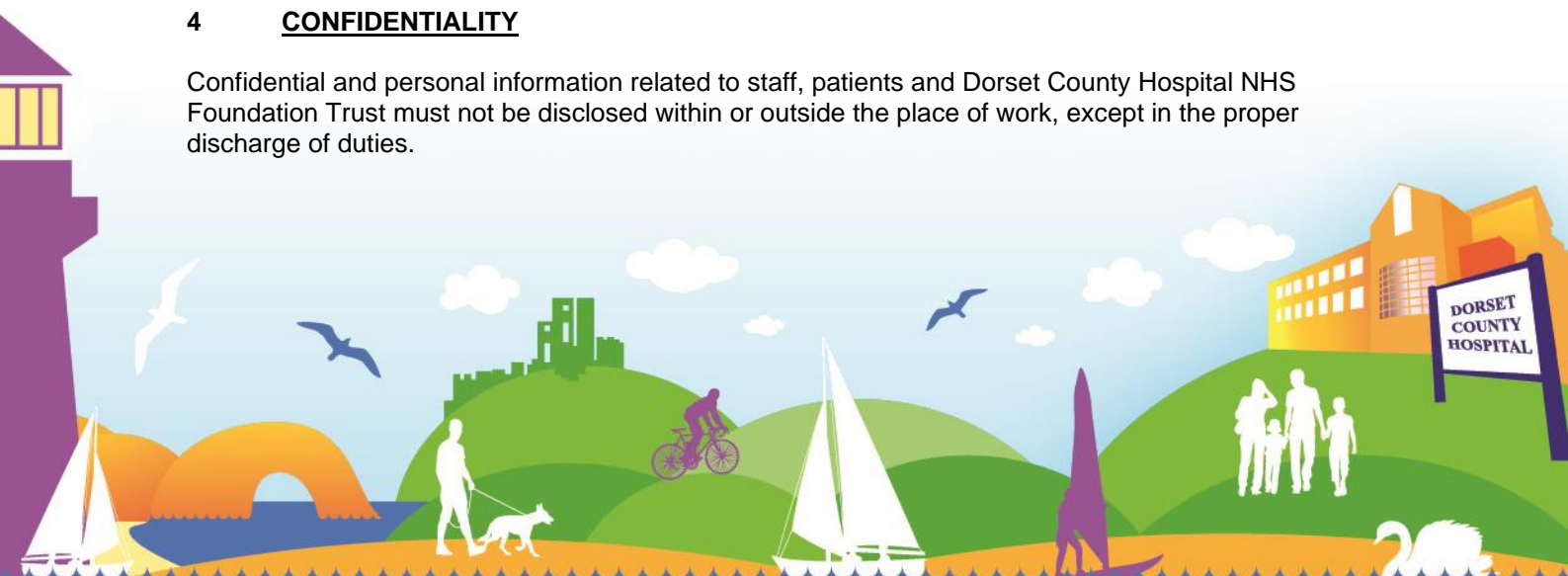
You are also required to make yourself aware of the Trust's health and safety policies and to report any accidents/incidents.

## 3 EQUAL OPPORTUNITIES

Dorset County Hospital NHS Foundation Trust is committed to the development of positive policies to promote equal opportunity in employment. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the Trust.

## 4 CONFIDENTIALITY

Confidential and personal information related to staff, patients and Dorset County Hospital NHS Foundation Trust must not be disclosed within or outside the place of work, except in the proper discharge of duties.

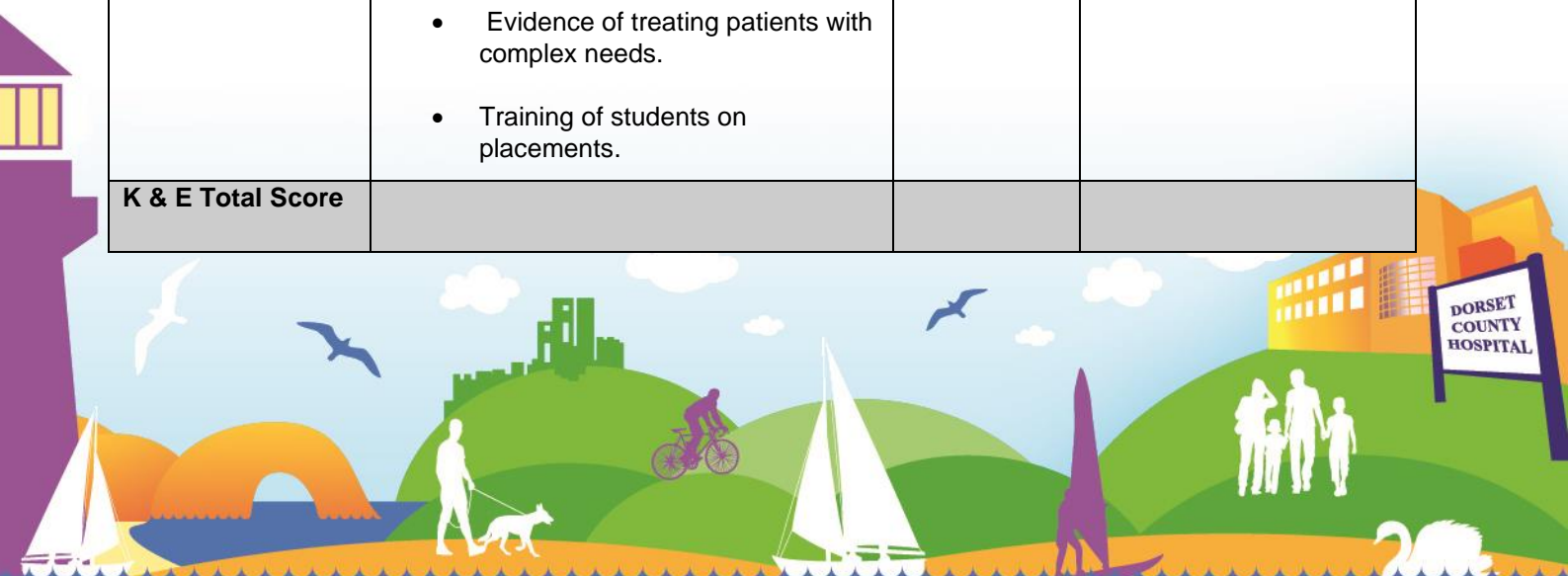


## PERSON SPECIFICATION

### POST: Band 7 superintendent Occupational Therapist

CATEGORY	CRITERIA	Score per criteria	HOW ASSESSED THROUGH SELECTION PROCESS
<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b>	<ul style="list-style-type: none"> <li>Degree/Diploma in Occupational Therapy.</li> <li>H.C.P.C. Registration.</li> <li>Evidence of recent and relevant CPD.</li> <li>Appropriate post graduate study in specialist field.</li> <li>RCOT Membership.</li> <li>Evidence of completion of statutory training.</li> <li>Member of appropriate specialist interest group.</li> <li>Willingness to continue post graduate training. Evidence of documents/ certificate</li> </ul>	<b>3</b>	Evidence of documents/ certificate
<b>E, Q &amp; T total score:</b>			

<b>KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>To have a broad base of experience at Band 5 and Band 6 levels or equivalent.</li> <li>Proven clinical experience in the relevant field of acute frailty during Band 6 rotations in an acute hospital setting.</li> <li>Substantial post graduate experience working in Acute Assessment/Rapid Flow and Discharge settings.</li> <li>Recent clinical experience working in an Emergency</li> <li>Recent clinical experience and knowledge in spinal patients</li> <li>Experience of working in early discharge teams such as Discharge To Assess/Home First</li> <li>Experience of working closely with community services to facilitate early discharge from hospital.</li> <li>Training of junior staff and MDT in relevant conditions, treatment and management.</li> <li>Supervision of Junior staff</li> <li>Evidence of treating patients with complex needs.</li> <li>Training of students on placements.</li> </ul>	3	Interview and application form
<b>K &amp; E Total Score</b>			



<p><b>SKILLS &amp; ABILITIES</b></p>	<ul style="list-style-type: none"> <li>• Strong knowledge of medical conditions, and their impact on cognitive, physical &amp; social functioning</li> <li>• Advanced knowledge of a wide range of issues (physical, cognitive, environmental, social and political) impacting on the process of treating and discharge planning.</li> <li>• Highly skilled in the assessment and treatment of patients presenting with common pathologies including dementia, delirium and falls.</li> <li>• Demonstrate up to date knowledge of best practise and current research in acute elderly/frailty and medical care.</li> <li>• Highly skilled in the application of relevant cognitive assessments to inform OT treatment planning and intervention in a medical setting. Ability to organise, prioritise and delegate.</li> <li>• Evidence of developing service provision.</li> <li>• Evidence of teaching skills Knowledge and understanding of the Mental Capacity Act and experience in carrying out Mental Capacity Assessments in accordance to the Mental Capacity Act.</li> <li>• Understand the legal responsibilities of the profession and their implications for practice.</li> <li>• Understand clinical governance and its implications for service delivery and demonstrate evidence of its application i.e. audit.</li> </ul>	<p>Interview and application form</p>
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	<ul style="list-style-type: none"> <li>Ability to communicate complex and sensitive information (verbal, non-verbal and written) in accurate, clear and logical manner</li> </ul>		
<b>S &amp; A Total Score</b>			
<b>Total shortlisting score:</b>			

### Scoring

Criteria in each section are weighted in order of importance 3 – 1, with 3 being the most important  
**SHORTLISTING CRITERIA**

Each candidate will be scored against the person specification as follows:

3 points = fully meets or exceeds the criteria

2 points = significantly meets criteria although falls short on minor aspects

1 points = partially meets criteria but falls short on key aspects

0 points = does not meet criteria



**Outstanding Care, Outstanding Careers**