

JOB DESCRIPTION

Specialist Occupational Therapist

Band 6

Hours:	As per contract. Some weekend and out of hours working may be required on occasions
Contract:	Permanent post, following a 6 month probationary period
Location:	Wendover, Buckinghamshire
Reports to:	Head of Integrated Clinical Services
Accountable to:	Chief Executive Officer and Trustees
Line Managers:	Rehabilitation Assistant, Therapeutic Leisure Group Coordinator
Internal Relationships:	Senior Leadership Team, Trustees, Clinical staff, Oxygen Therapy volunteers, staff colleagues, members and visitors etc.
External Relationships:	A range of professionals across all disciplines

Job Purpose

The Specialist Occupational Therapist will:

- Be a specialist with a special interest in neurological rehabilitation, delivering occupational therapy for people with neurological conditions.
- Assess and treat complex patients referred to Occupational Therapy formulating recommendations for onward referral or review based on sound clinical reasoning.
- Oversee and manage junior members of the team in the delivery of Occupational Therapy at the CMSC.
- Actively contribute to Continuous Quality Improvement (CQI) activities through clinical audit and liaise closely with the Clinical Lead regarding professional performance, in accordance with HCPC guidelines and governing core standards.
- Support the delivery of a high quality, appropriate, cost effective and efficient occupational therapy service for people with MS and other neurological conditions; empowering clients to manage their condition effectively and maximise their potential to reach their goals of self-management.

Duties and Responsibilities

The post holder will be responsible for the following tasks and activities:

- To have a clinical caseload of clients who require occupational therapy, providing both 1:1 and groupwork interventions where appropriate, in collaboration with other members of the MDT.

- To carry out initial consultations with new members covering all aspects of their condition and formulating an action plan including both in-house and external referrals where appropriate.
- To undertake expert comprehensive clinical assessments of patients including those with diverse or complex presentations.
- To formulate and deliver individual occupational treatment programmes using clinical assessment skills, clinical reasoning skills and knowledge of an extensive range of treatment approaches gained through regular participation of post graduate courses and in-service training.
- To use clinical reasoning skills in the application of a range of treatment approaches including the use of equipment, technology and adaptation of the physical and social environment to maximise independence.
- To promote the mental wellbeing and quality of life of members and family / carers through the delivery of a wide range of therapeutic leisure activities in collaboration with Therapeutic Leisure Group Coordinator.
- To take an active role in the planning and facilitation of educational workshops to both members, non-members and supportive others (e.g. partners, siblings etc) in collaboration with other members of the MDT.
- To take an active role in the delivery of the nutrition programme.
- To provide a high level of supervision, teaching and support to all grades of staff within the CMSC.
- To line manage the Rehabilitation Assistant and Therapeutic Leisure Group Coordinator.
- To assist with the recruitment, supervision and management of clinical volunteers.
- To develop and maintain skills required to work at a clinical specialist level within occupational therapy as acknowledged by the RCOT.
- To act as a source of clinical expertise and specialised advice to patients, family members, carers, and other healthcare professionals in the assessment, diagnosis, treatment and management of patients diagnosed with Multiple Sclerosis and other neurological conditions.
- To be professionally and legally accountable for all aspects of clinical work including the management of patients.
- To formulate goals and clinical objectives jointly with patients, carers, relatives and other health professionals and continually reassess patients to evaluate progress, reassess and alter treatment programmes if required.
- To provide comprehensive progress reports to colleagues and referring GPs, and other patient services.
- To assess patients understanding of treatment proposals, gain valid informed consent and have the capacity to work within a legal framework.
- To manage clinical risk within own patient caseload.
- To be responsible for maintenance of accurate written records, in line with RCOT and professional body guidelines.
- To work within the RCOT and HCPC clinical guidelines where appropriate, and to maintain knowledge of national and local standards and monitor own and colleagues' safe and competent practice.

Personal Development

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for own professional development ensuring mandatory training is in date.
- To attend any training and meetings as requested.

Code of Conduct

- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients and carers is at the centre of all activities and that all staff engage and communicate with all service users as appropriate.
- To always promote the safety of patients, carers, visitors and staff.
- To follow the centres code of conduct.
- To ensure that behaviours and actions reflect the Centre's values.

Equal Opportunities/Diversity

- To be aware of the legislation around equality and diversity and provide equality of treatment and opportunity to employee's, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

Health & Safety

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To co-operate with the organisation to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control and Hand Hygiene

- To comply with policies for infection control and prevention such as hand hygiene, decontamination policy, uniform and workwear code and standard precautions policy to reduce the spread of healthcare-associated infections (HCAIs).

Confidentiality and Data Security

- To comply with GDPR 2018, the Data Protection Act 1998, NHS Confidentiality guidelines (e.g. Caldicott, GMC.) and any code of practice on Confidentiality and Data Protection, as accepted by the organisation.
- To ensure that all information collected, stored and used is done so in compliance with the above Acts and any relevant Policy.

- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the organisations business. This obligation shall continue in perpetuity.
- To raise any matters of concern with the Head of Clinical Services.

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse, or the risk of abuse and their human rights are respected and upheld.
- To ensure any safeguarding concerns are reported promptly to the named Safeguarding Lead.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Other

- To be aware of and work in line with all policies and procedures.
- To carry out any other tasks as reasonably directed.
- All staff and volunteers at the Chilterns MS Centre agree to adhere to the Charity's Code of Conduct.

This job description should be regarded only as guidance to the duties required and is not definitive or restrictive in any way. It may be reviewed in the light of changing circumstances following consultation with the post holder.

Signed.....
(Post holder)

Date.....

Signed
(Manager)

Date.....

Person Specification

Education, Qualifications & Training	
BSc (Hons) Degree in Occupational Therapy	Expected
Registered with HCPC	E
Registered with RCOT	E
Evidence of CPD	E
Relevant clinical courses	Desirable
Experience	
Experience of working in a multi-disciplinary team	E
Evidence of varied Clinical experience during training as a student or within existing role	E
Evidence of Neurological Clinical experience as a post-graduate Occupational Therapist	E
Experience of working with patients in a group setting	D
Experience of addressing emotional wellbeing of patients	D
Working with Volunteers	D
Working in a charitable organisation	D
Skills & Knowledge	
Excellent verbal and written communication skills	E
Ability to empathise with people facing difficult situations.	E
Ability to motivate and influence others in their health choices.	E
Able to nurture and maintain relationships with individuals.	E
Ability to work as part of a team as well as on own initiative.	E
Understanding of fatigue management	D
IT Literate	E
Personal Qualities	
Ability to work as team member	E
Approachable and a good listener	E
Empathetic	E
Reliable	E
Flexible	E
Innovative / creative approach to service development	D
Ability to deal with challenging behaviour	E
Awareness of self – strengths and weaknesses	E
Ability to motivate self and others	E
Good attendance record	E
Good sense of humour	E
Other	
Passes DBS Check	E
Flexible/adaptable to changing working patterns (role may on occasions require evening or weekend working)	D