

JOB DESCRIPTION – NEUROLOGICAL OCCUPATIONAL THERAPIST – TEAM LEADER

TITLE:	Neurological Occupational Therapist Team Leader
SALARY:	£25,000 - £38,000k (plus bonus)
LOCATION:	Liverpool
HOURS:	42.5 hours per week
ACCOUNTABLE TO:	Clinic Directors
CONTACT INFORMATION:	0151 558 0022

JOB SUMMARY

- To work as an autonomous practitioner in providing neurological occupational therapy assessments and treatments and goal setting to own designated caseload of patients in in-patient, clinic and community settings.
- To interview, induct, supervise, train and appraise junior occupational therapists.
- To lead in the development of an occupational therapy service.
- To maintain up to date occupational therapy records in line with professional standards.
- To use evidence based practise and specialist skills to assess, plan, implement and evaluate interventions.
- To liaise with other health care professionals, carers and relatives. To provide education and training as required.
- To actively lead the organisation of the health and social requirements of patients with neurological conditions and other complex trauma patients.
- To participate in CPD and other developmental activities.

Values

- To put patients first in everything you do and put each patient's needs at the centre of all decisions. To accept that some people need more help, and that not all goals will be realised, however, to strive to achieve the best possible results for each of your patients in all circumstances.
- To value each person as an individual, respect their aspirations, beliefs, commitments, and seek to understand their priorities, needs, abilities and limitations. To take what others have to say seriously. To be honest about your point of view and what you can and cannot do.

- To strive to improve health and well-being and people's experiences of occupational therapy. To value excellence and professionalism wherever you find it – in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.
- To earn the trust placed in you by insisting on quality and striving to get the basics right every time: safety, confidentiality, good communication, professionalism and dependable service. To welcome feedback, learn from your mistakes and build on your successes.
- To respond with kindness to each person's needs, anxieties, pain, and desires. To search for the things you can do, however small, to increase each person's quality of life.

Clinical Responsibility

- To provide specialist neurological occupational therapy input to people with a variety of neurological and other complex conditions.
- To provide occupational therapy input into management of clients with highly complex needs.
- To monitor, evaluate and modify treatment in order to measure progress and ensure effectiveness of intervention.
- To provide occupational therapy input into comprehensive interdisciplinary assessment / treatment / discharge.
- To discuss services and treatment options to potential clients and / or their relatives / carers.
- To provide comprehensive assessment / costing / rehabilitation potential reports including recommendations for case managers, insurers, Primary Care Trusts, private organisations and local authorities.
- To ensure that clients are involved in the planning and prioritisation of their rehabilitation plans wherever possible.
- To provide support, consultation and advice on relevant occupational therapy issues to patients and carers.
- To contribute to the management of complex cases, ensuring co-ordination of services involved such as health, social, statutory and voluntary services.
- To adapt practice to meet individual patients' circumstances, including due regard for cultural, social, and linguistic differences in addition to their cognitive and physical disabilities.
- To demonstrate high level of clinical effectiveness by use of evidence based practice.
- To contribute to patients' care and delivery of service by developing skills beyond one's own professional training.

Communication

- To use appropriate methods of communication with patients and carers to maximise rehabilitation potential and their understanding of the condition. Communication skills of persuasion, motivation, explanation and

gaining informed consent will be used with a wide variety of patients. Barriers to effective communication will regularly be evident, e.g. expressive and receptive dysphasia, loss of hearing, pain and fear, etc.

- To provide specialist spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals, to promote understanding of the aims of occupational therapy and to ensure a consistent approach to patient care.
- To communicate effectively and collaboratively with all health and social care sectors to ensure delivery of a co-ordinated service. This will include case conferences, joint sessions and documentation.
- To assess capacity, gain valid informed consent and have the ability to work within a legal framework with patients who lack the capacity to consent to treatment.
- To act as a specialist neurological occupational therapist providing consultation and advice to peers in own profession and colleagues and other professionals in the wider health and social care settings.
- To work in collaboration with/refer to NHS colleagues in hospital and community settings in response to identified patient need.
- To contribute to regular goal planning and ensure that information is shared/ communicated on a frequent basis.
- To deliver complex, sometimes unwelcome, concepts and ideas, to clients and carers. This requires using high levels of communication skills with clients who may have severe cognitive and physical impairment or may be in a highly emotional state.
- To reinforce diagnosis of terminal, progressive and non-recovering conditions in a skilled and empathetic way.
- To key work a number of complex cases by acting as the lead clinician and ensuring a seamless service for the client by responding in a timely manner and liaising with other services when a client's condition or situation changes.

Research, Development and Services Improvement

- To have an active role in the planning, development, coordination and delivery and evaluation of the occupational therapy service to patients in line with national guidelines, National Service Frameworks and NICE guidelines.
- To advise directors on issues of service delivery
- To be responsible for the implementation of clinical policies and protocols.
- To make recommendations for, and lead service development and improvements.
- To be responsible for ensuring a high level of quality assurance over all clinical services.

Leadership

- To contribute to the day-to-day co-ordination of the occupational therapy service within clinic and have responsibility for the management and delivery of an occupational therapy service to a neurological caseload.

- To lead, influence and motivate staff.
- To provide supervision, advice and support to senior staff, junior staff, therapy assistants, students and colleagues.
- To recruit new staff to meet the needs of the service.
- Complete appraisals and goal setting with junior therapists in line with the appraisal process.
- To lead in the successful management of the professional services across the community inpatient rehabilitation units and in clinic locations.
- To independently supervise and day-to-day manage clinical staff including; training, supervision, performance management, conflict resolution and disciplinary issues.
- To interview / induct / review new therapy staff.
- To provide supervision, advice and support to junior staff, therapy assistants, students and colleagues.
- Where appropriate to be responsible for planning and organising associate and junior staff workload effectively with regards to patient management and use of therapist's time.
- Where appropriate to contribute to performance management and the appraisal process of junior staff and therapy assistants.
- Oversee report writing of junior and associate staff and other non-clinical roles as appropriate.

Financial Responsibility

- To assess and identify new equipment as appropriate to a client's clinical need. This may be privately funded or through requests to other agencies.
- To be aware of the funding arrangements of all patients.
- If appropriate be aware of the limits/restrictions on funding from third parties.
- Where appropriate liaise with third parties.

Teaching, Training and Professional Development

- To participate in the teaching and training of staff and other professionals as agreed.
- To develop a Clinical Professional Development Portfolio and a Personal Development Plan, according to professional standards, that documents the progress of gaining knowledge in areas of clinical expertise required for improving standards for self and service.
- To be able to demonstrate own clinical skills to a range of personnel including clients, carers, professional colleagues and other agencies.
- To oversee junior training programme.
- To attend Neurological IST.
- To complete external courses as required.

Professional

- To comply with the British Association and College of Occupational Therapy codes of ethics and professional conduct at all times.
- To be responsible for personal continuous professional development by the use of self education, reflective practise, active participation in the in-service training program and attendance at post graduate courses as agreed in your personal development plan and to maintain a CPD portfolio.
- To further develop the integration of evidence based practise, specialist neurological treatment techniques, therapeutic handling skills and specialist knowledge of particular conditions.
- To participate in the appraisal system as appraisee, and intermittently an appraiser and be responsible for fulfilling your agreed objectives and personal development plan.

Organisational

- To demonstrate effective time management and organisational skills during management of own workload and to be able to adapt to an unpredictable work pattern on a daily basis. This includes making patient's appointments, co-ordinating with clinics, and liaising with other professionals for joint assessments and treatments.
- To ensure timely communication of assessment findings, treatment, outcomes.
- To keep accurate and up-to-date patient records, reports and statistics at all times in line with departmental, professional and legal standards.
- To be responsible for complying with all mandatory training requirements.
- To contribute to service developments.

Effort Criteria

Physical

- To frequently lift, pull and push loads, (weights, equipment and patients) with or without the use of mechanical aids. This may involve intense physical effort e.g. standing an early stroke patient or moderate physical activity e.g. hoisting patients. This will vary in time but may be for several short periods and occasional long periods during each period of work.
- To frequently kneel, crouch, twist, bend and stretch, often working in a sustained position for short periods.
- To accompany clients in activities of daily living (public transport, local amenities), which involves close supervision and responsibility in an open environment.
- To frequently drive moderately to long distances.

Mental

- To frequently use intense concentration for in excess of one hour for report writing, therapy assessments, treatments and teaching.
- To communicate frequently with patients, carers and other healthcare professionals, about patient related issues often of a complex and sensitive nature.
- To frequently work unpredictable work patterns with many interruptions.

Emotional

- Frequently give encouragement and motivation to often poorly motivated and depressed patients and patients with severe communication, cognitive, memory and behavioural problems.
- Often deal with patients with long-term illness, young patients with severe complex disability and patients with progressive and terminal illness.
- Often having to discuss sensitive issues such as limited expectation from therapeutic interventions. To be able to convey sympathetically unwelcome news regarding functional progress and diagnosis and at times be the first person to give this information.
- Sometimes dealing with death and bereavement.
- Sometimes during the course of a week, deal with staffing issues such as organising cover due to staff sickness and supporting staff through patient related issues / incidents.
- Very occasionally deal with complaints.

Working Conditions

- On a daily basis work in isolation in a variety of settings including patient homes.
- Occasionally deal with unpleasant smells and body fluids.
- Occasionally deal with physically and verbally aggressive behaviour associated with brain injury and neurological pathology.

This job description is not meant to be exhaustive and reflects only the current and anticipated responsibilities of the post. The successful applicant will be expected to work flexibly in order to meet the overall needs of the position.

If you have any questions regarding the job description please contact 0151 558 0022.