

1. JOB DETAILS

Job Title:	Occupational Therapist – Trafford Discharge To Assess Pathway 3
Band:	Band 6
Department / Ward:	Discharge To Assess Service Pathway 3
Division:	Trafford Community Rehabilitation Team
Base:	Community/Trafford Local Care Organisation

2. ORGANISATIONAL ARRANGEMENTS

Accountable to:	Service Manager – Trafford Community Rehabilitation Team
Reports to:	Band 7 Lead Physiotherapist / Occupational Therapist

3. The Background

Trafford Local Care Organisation is commissioning Discharge to Assess (D2A) beds in Care Homes to ensure that those people who are unable to return home from hospital are able to have their health and social care needs assessed in a community setting, in line with the national Hospital Discharge and Community Support: Policy and Operating Model (NHSE, July 2021).

Following a hugely successful pilot study, approval was given to create an established therapy role within the Discharge to Assess Pathway 3 model. The pilot proved the benefit of an MDT approach across both Health and Social Care which improved outcomes for patients enabling them to return home or to a lower level of care. The Therapy Team went live in October 2023 and is now fully integrated into the Trafford Discharge To Assess Pathway 3 Model.

The Discharge To Assess Pathway 3 Therapy Team aims to complete all assessments and decision making about long term care needs in an average of 7 days. Therapists will have direct contact / communication with all members of the MDT daily and will be supported by an experienced senior practitioner therapist on a full-time basis.

4. The Role

This is an exciting opportunity for a Band 6, a chance to promote Occupational Therapy and improve your professional skills and knowledge in other clinical areas. It will allow you to gain confidence, to be a dynamic practitioner, use various models of practice and the chance to be truly holistic within your role.

The post holder will be responsible for providing a comprehensive assessment of patients having been discharged from hospital via the D2A Pathway 3 to a community bed- based service. The team is multidisciplinary, including other AHP staff, nurse clinicians and social workers.

You will be expected to work collaboratively with members of the MDT team, act as an autonomous practitioner and champion the role of Occupational Therapy within this service. The ability to problem solve and think on your feet is an integral part of the day to day requirements of this role

The purpose of the role is to provide therapy assessments and professional input to multi-disciplinary decisions about long term care needs with a primary focus on supporting people to return to their own homes wherever possible, avoiding long term care placements.

D2A beds are commissioned primarily in Trafford but can be across Greater Manchester and you will be required to travel to a range of care homes to undertake functional assessments, rehabilitation interventions, recommendation of equipment and to contribute to home assessments.

The hours of work are Monday – Friday with some flexibility in terms of daily shift pattern. There is also the option for some remote working and all staff within the team are set up with equipment to facilitate this.

5. Job Summary

Perform comprehensive assessment of patients with diverse physical, social & medical presentations to provide clinical assessment, evidence-based intervention and effective discharge management.

For those patients accepted into the Discharge to Assess Pathway 3 Service, to complete assessments and contribute to a personalised discharge plan.

Hold responsibility for complex and non-complex cases and aware of collective responsibility for the team's caseload, working on occasion without direct supervision. Clinical work and documentation will be routinely evaluated in line with Trust policy.

Complete environmental assessments of patient homes to best support discharge decision.

Undertake all aspects of clinical duties as an autonomous practitioner, within scope of practice, and make recommendations for meeting individual needs.

Professional support will be provided by a Senior Practitioner Therapist and operational support through the Service Manager and D2A Co-ordinator.

Contribute to the implementation of specific changes to practice and service protocols.

Hold full UK driving licence and willing to travel throughout Trafford and occasionally to other GM boroughs. Work will require entry into Care Homes where designated discharge to assess beds are commissioned.

There will be a requirement that you are fully vaccinated against Covid 19 and are able to show evidence of this prior to entry to Care Homes.

ROLES AND RESPONSIBILITIES

Clinical

Responsibility for patient care

Able to lead in triage referrals and make an active contribution to the organising and planning of visits.

Understand the different roles within the team and ability to utilise the different professions to ensure the patient experiences a holistic and timely response to their needs.

Undertake comprehensive assessments of patients with diverse or complex physical and medical presentations.

As an experienced Occupational Therapist, you will be expected to carry out holistic assessments of patients needs and develop, implement and evaluate a treatment/ discharge plan using a person-centred approach.

Formulate individual treatment and discharge plans based on specialist knowledge of evidence-based practice and treatment options using clinical assessment, analysis and reasoning skills and knowledge of a range of treatment options.

Contribute to safe and competent use of all appropriate equipment, patient appliances, medical devices through training, teaching and supervision of practice. This includes the assembly and demonstration of equipment to patients, their families, carers and all professions within the team where appropriate.

Analytical, investigative and judgement skills are paramount for analysing patients' observations, presentation and physical functioning in order to clinically reason and make logical decisions and treatment options.

Prompt assessments of functional ability and provision of aids and equipment with an aim to avoid hospital admission. Ensuring promotion of patient's safety and independence is always our main goal.

Ability to complete moving and handling assessments and risk assess various crisis situations in a safe and timely manner.

Evaluate patient progress, reassess and alter treatment programmes and discharge plans as required.

To undertake health promotion and disease prevention and to provide information and support to promote and optimise positive health and to constantly champion the principles of self-care and patient empowerment, referring on as appropriate.

To undertake mobility assessments and provide appropriate walking aids.

Communication

Participate in daily handovers / touchdowns and weekly multi-disciplinary team meetings to ensure the delivery of a co-ordinated multi-professional service which will include discussion of patient care, patient progress and discharge planning.

Personable, approachable and professional when communicating with members of the team and other professionals and ensure communication is clear and concise in order to maintain good working relationships.

Communicate complex and sensitive patient-related information effectively to ensure collaborative working with MDT colleagues across health & social care sectors to ensure a streamlined service and continuity of care for patient and colleagues.

Communicate effectively using patient friendly language and a range of verbal and non-verbal communication techniques when speaking to patients, families and carers.

Given the nature of the service you must be able to deal with potential sensitive, upsetting, highly emotive or hostile situations. Confident in negotiating, motivating and reassuring patients, families and carers regarding courses of action or interventions.

To provide Occupational Therapy advice and act as a resource to other health and social care professionals on the appropriate therapy management of patients.

Assess patient understanding of treatment proposals, gain valid informed consent and have the capacity to work within a best interest framework with patients who lack capacity to consent to treatment.

Maintain accurate and comprehensive patient treatment records in line with departmental standards, Trust, HCPC and governing body standards.

To make appropriate referrals for patients to other services and disciplines as necessary to aid their rehabilitation and ongoing health needs.

Receive and analyse information from non-English speaking clients through interpreters.

Management

Manage clinical risk within own patient caseload and working environment.

To use confident decision-making skills to contribute to the multi-disciplinary decision-making process to rapidly determine suitable discharge destination or to determine an appropriate place of admission if admission avoidance is not possible.

To be responsible for the supervision and coordination of junior staff and provide peer support on a daily basis.

Be professionally and legally accountable for all aspects of own work, including the management of patients in your care, and that of junior staff and students who may shadow the service.

To represent the Trust/ department as and when required in a professional manner.

Good awareness of limitations of own knowledge and skills and when to escalate to senior clinicians.

Leading complex care co-ordination

Develop an evidenced- based personalised integrated health and social care plan in partnership with the individual, carers, relatives and health care professionals, based on a full assessment of medical, nursing and social care needs.

To make risk assessments of patients' abilities to stay at home or to return home safely, providing and arranging necessary nursing care and supportive packages.

Professional Responsibilities

To adhere to the Code of Professional Conduct and Practice of your governing body at all times

To maintain professional registration with the HCPC

Critically reflect on own performance through clinical supervision.

Assist in clinically educating and evaluating the clinical competence of junior therapists and support staff, providing support and guidance and delegating tasks appropriately.

Maintain and develop specialist knowledge of evidenced based practice. Critically evaluate own work and current practices through the use of evidence-based practice projects, audit and outcome measures.

Contribute to the development of improvements in service delivery and clinical practice using evidence-based practice to recommend and implement changes in liaison with the team leader.

Be an active member of in-service training programme participating in and leading sessions and feeding back information from appropriate external courses.

Undertake the collection of data for use in service audit and research projects.

Establish links with other clinical specialists in order to share and or / learn from examples of best practice.

Ensure own professional knowledge remains current and is reflective of changes and innovations in practice.

Responsibilities for Human Resources

Lead others in the development of knowledge, ideas and work practice

Work with team lead in ensuring accurate personal administrative records e.g. sickness, annual leave, study, leave, travel claims

To contribute to the induction of new members of staff.

Provide effective learning experiences and opportunities to take place, to achieve learning outcomes for students and team members through preceptor ship, mentorship and supervision.

To undertake clinical supervision as a supervisor and supervisee.

To undertake Personal Development Reviews, identifying personal and professional development plans.

To be an active member of the in-service training programme by the attendance and presentation at staff meetings, tutorials training sessions, journal clubs, external courses, clinical supervision and reflective practice and to keep an active CPD portfolio.

Service Development

Participate in the development of the Discharge to Assess model as deemed appropriate.

Knowledge, Training and Expertise

To maintain continuing professional development evidencing personal development, training and training needs through the medium of a portfolio as determined by service developments and professional registration requirements.

Maintain competency by participating in identifying own training needs, engaging in continuous learning and development activities, including attending appropriate courses and taking part in peer reviews. This includes maintaining a portfolio which reflects personal development and provides evidence of application of learning to practice and fitness for purpose.

Responsibility for Physical and financial Resources

Monitor and maintain physical resources for a work area.

Alert managers to resource issues which affect learning, development and performance in promoting evidence-based care taking into account financial and budgetary considerations.

Monitor the use and quality of resources under your control at regular intervals.

Ensure that people for whom you are responsible use resources efficiently.

Identify problems with resources and resource use promptly and by recommending correction action.

Analysis and Data Management

To be responsible of maintaining accurate and comprehensive patient treatment records using Manual and computerised systems

To be involved in the collection of clinical activity data and statistics for departmental using manual and computerised systems

To collect data and statistics as directed by senior staff.

To use relevant IT systems to accurately record activity / data as appropriate for job role within an agreed time frame.

Clinical Governance

To comply with the Health and Safety policies of the Trust, including undertaking risk assessments and annual mandatory training.

To comply with and contribute to the development of protocols, procedure and guidelines, both clinical and departmental.

To develop and actively undertake Clinical Audit as required.

To assist in research and development as required

To ensure treatments offered to patients are based on the best clinical evidence

To comply with the Data Protection Act and Caldicott recommendations

To provide data collections as required for the service, both manually and computerised.

Research, Development and Audit.

To audit own practice and participate in departmental audits.

To use results, current research and government guidelines to recommend changes to service delivery and clinical practice, demonstrating evidence-based links to the development and improvement of clinical practice

To keep up to date with research and developments within field of own practice, disseminate information and ensure evidence-based practice.

The above indicates the main duties of the post, which may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder

6. RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

7. RECORDS MANAGEMENT / DATA PROTECTION ACT

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work. Misuse of or failure to properly safeguard confidential data will be regarded as a disciplinary offence.

8. HEALTH AND SAFETY REQUIREMENTS

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

9. CONFIDENTIALITY AND INFORMATION SECURITY

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment.

All information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation.

10. EQUAL OPPORTUNITIES

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are expected to treat all patients/customers and work colleagues with dignity and respect, irrespective of their background.

11. TRUST POLICIES/TRUST VALUES

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

As a trust employee you are expected to work in accordance with the Trust's values.

12. RESEARCH

The Trust manages all research in accordance with the requirements of the Research Governance Framework. As an employee of the Trust, you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance.

13. SAFEGUARDING VULNERABLE PEOPLE (CHILDREN/ADULTS)

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Trust for further guidance. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

14. PROTECTION OF VULNERABLE ADULTS/CHILDREN (DBS)

DBS Disclosure checks are carried out for all new appointments that have access to children or vulnerable adults or other positions of trust which are exempt from the Rehabilitation of Offenders Act 1974. Disclosures are also requested for existing staff who voluntarily apply for a different job within the Trust, which is subject to DBS checks, and are successful.

15. INFECTION PREVENTION

Protection of patients from healthcare associated infection (such as MRSA and Clostridium Difficile) is everyone's business. All healthcare workers have a duty to provide clean, safe care by observing basic hygiene i.e. washing hands (soap & water; alcohol gel) before and after contact with the patient and the clinical environment. Clinical staff additionally must practice Aseptic No Touch Techniques for invasive procedures and aftercare.

16. COMPLAINTS

Trafford Local Care Organisation offers an accessible and impartial complaints service, which is accountable, confidential and effective. The service will be responsive, simple and speedy, whilst remaining thorough. All staff should regard complaints as natural, positive suggestions on services that the Trust provides. Staff should be sensitive to the wishes, hopes and anxieties of patients, relatives, friends and the community generally. Where staff find it is not possible to provide the required information, explanation or reassurance, then the issue may be passed to the Patient Advice and Liaison (PALS) Officer.

17. CODE OF PROFESSIONAL CONDUCT

Those staff who are in professions where registration with one of the regulatory bodies is mandatory in order to practice, have a responsibility to abide by their professional code of conduct. Failure to do so may result in disciplinary action being taken which may result in the termination of your contract of employment.

18. SUSTAINABLE DEVELOPMENT

As an employee of Manchester Local Care Organisation, you are part of our pledge committed to the reduction of the Trust's carbon footprint. Every employee can play a vital part and contribute to our social responsibility to use resources in a more sustainable way. You have a duty to ensure you

participate in the Trust's recycling programmes, energy saving plans, travel reduction strategies and new green initiatives that will be introduced to work towards a sustainable future.

19. GENERAL COMPETENCY ON DATA QUALITY

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on the Trust's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to ensure high standards of data quality in accordance with the Trust's Information Quality and Clinical Record Keeping policies.

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date: