

JOB DESCRIPTION

Job Title:	Lead Occupational Therapist
Managerially accountable to:	Clinical Team Leader, Wandsworth Learning Disability Team
Professionally accountable to:	Head of Therapies, South West London & St Georges Mental Health Trust (via the Deputy Head of Therapies (Specialist Services
Band:	7
Hours:	30 hours per week / 4 days per week
Base:	Balham Health Centre, 120-124 Bedford Hill, SW12 9HS
Liases with:	Inter-professional team, service users, families, carers, statutory and voluntary organisations, occupational therapy colleagues.

Our values

Our values are in keeping with the NHS Constitution and our [Behaviours Framework](#) set the standards for how we plan and make decisions; deliver quality care; behave with each other and service users and recruit, induct, appraise and develop our staff. We are looking for staff who will help us live these values and help to make SWLSTG a better place for everyone.

Job Summary

- To manage a caseload of service users with complex needs, using evidence based /service user centred principles to assess, plan, implement and evaluate interventions.
- To provide a specialist Occupational Therapy service to services users in the service, providing interventions underpinned by the Model of Human Occupation
- To provide OT clinical leadership for junior staff, through supervision and appraisal.
- To participate in the planning, development and evaluation of OT services within a designated area/team, holding responsibility for defined projects.
- To contribute to the maintenance and development of the Trust OT Service.
- To monitor and maintain standards of OT practice as directed by the Head of Therapies
- To implement Trustwide Occupational Therapy strategy by overseeing OT Clinical Specialist forums and participating in Lead OT activities as directed by the Deputy Head of Therapies for the Specialist services.
- To regularly supervise OT students on practice placement.
- To undertake regular audit and R&D activities.

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- To oversee the supervision of OT students on fieldwork placements.
- To oversee Disability Equality within the service and provide 'Disability Champion' duties leading the multi-disciplinary team in Disability Equality matters within Specialist Services as required.
- To be responsible for delegated tasks, to assist in the management and administration of the service, including participation in service improvement activities.
- The post holder will be required to contribute to the effective running of the Wandsworth Learning Disability Healthcare Team, delivering, or advising on the delivery of, high quality care and ensuring consistently high standards of practice.

Service Description:

The Wandsworth Learning Disability Healthcare Team (WLDHT) is a multidisciplinary service, which provides community-based health care for adults over the age of 18 with learning disabilities. The WLDHT provides specialist assessment, intervention and healthcare; they facilitate access to mainstream services where appropriate. The service aims to respond to the individual needs of people with learning disabilities in a way that is both empowering and recognises their goals and aspirations whilst working in collaboration with professionals from health, social care and other agencies.

The Occupational Therapists within the team are responsible for providing a high quality, expert service to service users, working in partnership with and offering advice /support to their families and carers. The service is sensitive to the highly complex physical, mental and behavioural needs of the service user and their diversity.

Key Results Areas

	Duties/Responsibilities
Clinical	<ul style="list-style-type: none">• To use available evidence base and work in partnership with service users, carers, colleagues and other stakeholders.• To offer interventions that are person centred, respecting choice and values.• To use a problem solving approach, identifying and managing risk, and working in the most appropriate environment for service users and their carers will ensure equitable and accessible service provision.• To offer interventions aimed at empowering service users to take responsibility for self-management, where this is possible• To work with service users individually or in groups, as appropriate.• To independently manage a caseload of service users with highly complex health and social care needs, who may have multiple pathologies and no formal medical diagnosis.• To undertake highly specialist, comprehensive, person centred Occupational Therapy assessments, using both standardised and non-standardised tools, to ascertain service users' level of functional ability, support and accommodation needs.• To develop and implement highly specialised intervention/treatment plans,

	<p>working in partnership with service users, carers, MDT and others, in order to achieve identified goals and agreed outcomes.</p> <ul style="list-style-type: none"> • To promote independence, develop/maintain function and train service users, carers and colleagues in carrying out appropriate parts of the intervention programme • To evaluate outcomes, re-assessing and modifying goals and intervention plans as necessary in order to measure effectiveness of intervention and progress or plan discharge. • To use advanced clinical reasoning and reflection, to evaluate and interpret the range of complex information gathered during assessment and intervention with service users. • To assess for, prescribe/recommend, assemble and monitor specialist equipment, environmental adaptations, wheelchairs, specialist seating and postural control systems in order to ensure that people with additional physical disabilities are able to live as independently as possible and minimise the physical demands on carers. • To initiate and undertake complex risk assessments, both individual and environmental, in order to advise on appropriate management for moving and handling, and the safe use of equipment and adaptations in home and day care settings, where this forms part of an intervention programme. • To use verbal and non-verbal communication tools to gain valid informed consent prior to assessment and intervention and use the legal framework pertaining to service users who lack the capacity to consent. • To work autonomously with service users in a range of settings including their home, out in the community, day care, work or college placements and other health settings. • To facilitate an integrated approach to care and incorporate the service user's therapeutic management into Health Action Plans and person centred plans. • To ensure service users receive an equitable service by acting as a professional advocate in referring and facilitating access to other disciplines within the MDT, generic healthcare services, social services and voluntary organisations; demonstrating a sound knowledge of eligibility criteria for these services. • To exercise autonomous professional responsibility for the assessment, treatment and discharge of service users from Occupational Therapy.
<p>Communication</p>	<ul style="list-style-type: none"> • To communicate in a polite, courteous and professional manner at all times. • To use a range of verbal and non-verbal communication approaches to communicate effectively with service users and carers. This will include service users who may have difficulties with understanding or communicating, for example non-verbal, dysphasic, depressed, hearing impaired, visually impaired or with limited use of English. Using creative, innovative strategies including multimedia tools will assist in minimising the communication barriers. • Using excellent communication and negotiation skills, liaise with a wide range of partners and stakeholders to ensure high quality of services are delivered to meet the needs of all involved. • To liaise with referring G.Ps, clinicians, other health and social care

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	professionals and voluntary agencies regarding service users.
Documentation	<ul style="list-style-type: none"> • To ensure own and supervisees documentation and clinical records meet the minimum requirements are maintained in accordance with Professional and Trust standards. • To provide specialist occupational therapy reports on a regular basis in line with professional guidance and relevant clinical pathways. • To ensure service users have access to care plans in line with local policies.
Professional ethics	<ul style="list-style-type: none"> • To adhere with the COT Code of Ethics and Professional Conduct and national and Trust procedures and promote staff compliance. • To demonstrate continuing fitness to practice through maintaining registration with HPC and compliance with their standards. • To respect the values, individuality, cultural and religious diversity of service users and to develop services appropriately.
Leadership, supervision & development reviews	<ul style="list-style-type: none"> • To provide professional leadership for OT staff in a designated area • To review and reflect on your own practice and performance through effective use of professional and operational supervision and PADR development review. • To establish a robust supervision and development review framework for staff. • To provide Disability Equality multi-disciplinary leadership within designated services. • To provide 'Disability Champion' duties for multi-disciplinary teams within Specialist Services as required. • To provide support, expert advice and consultancy in relation to issues concerning the target service user group &/ or clinical area of expertise, to occupational therapists, other team members, relevant health professionals, and other agencies as appropriate.
Training staff & students	<ul style="list-style-type: none"> • To identify training needs of staff and participate in the development and delivery of the service and professional training plans. • To contribute to the induction and training of students and other staff both within or external to the Trust, ensuring that the occupational therapy aspects are addressed. • To be responsible for the supervision and written assessment of occupational therapy students on practice placement within the Trust. The expectation is to have a minimum of one occupational therapy student a year. • To undertake the role of preceptor when required.
Service development & delivery	<ul style="list-style-type: none"> • To influence the planning and delivery of service developments in your area, leading on designated projects. • To work effectively as a member of the local service management team to support the planning and achievement objectives of a designated area. • To contribute to relevant professional and service development meetings and represent the occupational therapy service at wider forums as required. • To actively encourage user involvement in service development.
Professional development	<ul style="list-style-type: none"> • To keep abreast of and apply specialist skills and knowledge in order to establish professional competence and fitness to practice as a Lead Occupational Therapist • To undertake learning activities in line with personal development plan including acquiring a repertoire of leadership skills necessary to the

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	<p>competent fulfilment of the Lead OT role.</p> <ul style="list-style-type: none"> To produce evidence of the application of knowledge and skills as set out in the relevant KSF outline. To maintain a professional portfolio for CPD recording and reflecting on learning outcomes.
Clinical governance, quality, standards	<ul style="list-style-type: none"> To contribute to the development of clinical governance and quality agenda for the service and lead on implementation as appropriate. To implement Trust and local policies and ensure that national guidelines and legislation are interpreted and applied in practice.
Line management, staff, budgets, dept	<ul style="list-style-type: none"> To be responsible for the recruitment and line management of allocated staff. To exercise good personal time management, punctuality and consistent reliable attendance and that of your staff. To be responsible for and effectively manage designated resources both financial and material. To ensure that staff adhere to Health and Safety guidelines and maintain safe environments and working practices. To delegate and execute in general administrative and co-ordination tasks as required for the smooth running of the service.
Audit, research & practice development	<ul style="list-style-type: none"> To promote and apply best evidence to service delivery. To undertake audit projects relevant to occupational therapy and/or service area, disseminating findings at local level. To engage actively in practice development, evaluation, audit and research activities relevant to OT and/or service areas to promote evidence based practice. To undertake regular audit and R&D activities within the services, as directed by the Deputy Head of Therapies/ Head of Therapies.

Full KSF Outline – Band 7 Lead Occupational Therapist				
Dimension	Level 1	Level 2	Level 3	Level 4
Core Dimensions				
1: Communication			X	
2: Personal & People Development				X
3: Health, Safety & Security			X	
4: Service Improvement			X	
5: Quality			X	
6: Equality & Diversity			X	
Specific Dimensions				
Health and Wellbeing				
HWB2: Assessment and care planning to meet health and wellbeing needs				X
HWB4: Enablement to address health and wellbeing needs				X
Information and Knowledge				
IK1: Information Processing			X	
General				
G1: Learning and Development		X		
G2: Development and Innovation		X		
G5: Services and Project Management		X		

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G6: People Management			X	
G7: Capacity and Capability		X		

General

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- The post holder is expected to comply with all relevant Trust policies, procedures and guidelines, including those in relation to Equal Opportunities and Confidentiality of Information.
- The post holder is responsible for ensuring that the work that they undertake is conducted in a manner which is same to themselves and others, and for adhering to the advice and instructions on Health and Safety matters given by Manager(s). If post holders consider that a hazard to Health and Safety exists, it is their responsibility to report this to their manager(s).
- The post holder is expected to comply with the appropriate Code(s) of Conduct associated with this post.
- South West London and St George's Mental Health NHS Trust operates a no smoking policy. The Trust has been smoke free since 01 January 2006.

Updated by: Mandy Billingham / Emma Clark

Job title: Deputy Head of Therapies Specialist Services / Clinical Manager

Date: March 2024

PERSON SPECIFICATION**Job title: Band 7 Lead Occupational Therapist**

Education, Training & Qualifications	Desirable /Essential	Short listing Evidence by
Diploma or degree in Occupational Therapy	Essential	Application Form
Registration to practice in the UK	Essential	HPC Certificate
Practice placement educators course within one year of appointment	Desirable	
Apple registration	Desirable	
Leadership and/or management training	Desirable	
Evidence of post registration training relevant to learning disability	Essential	
Training in the theory and application of the model of human occupation within the first 4 months of appointment	Essential	
Experience	Desirable /Essential	Short listing Evidence by
Minimum 4 years post qualification experience, including 2 years in learning disabilities	Essential	
Experience of working in an inter-professional team.	Essential	
Experience of working within a multi-agency environment.	Essential	
Experience of working in a range of health settings	Desirable	
Experience of working in a multi-cultural context	Essential	
Experience of supervising junior staff	Essential	
Experience of maintaining a written record of continual professional development	Essential	
Experience of individual and groupwork	Essential	
Active involvement in service change/development	Essential	
Experience of working as an occupational therapist in a community setting	Essential	
Experience of being a practice placement educator	Desirable	
Experience of using mental health services as a service user, or carer, relative, friend of a service user.	Desirable	In interview
Experience of writing specialist occupational therapy reports	Essential	
Experience of MDT project management	Desirable	
Knowledge and Skills	Desirable /Essential	Short listing Evidence by
Communication		
Highly developed interpersonal skills enabling therapeutic alliances to be developed & maintained with service users who have multiple & complex needs	Essential	
Basic word processing and IT skills	Essential	
Proficient standard of written communication skills	Essential	
Ability to promote & maintain the profile of OT within an MDT & the wider organisation	Essential	
Personal and People Development		
Ability to work autonomously and set own priorities	Essential	

**Respectful****Open****Compassionate****Collaborative****Consistent**

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Ability to reflect upon and critically appraise own performance	Essential	
Ability to enable staff to develop & apply their knowledge & skills in practice	Essential	
Ability to deliver presentations	Essential	
Ability to role model positive professional behaviour	Essential	
Health, Safety and Security		
Ability to identify and assess potential risks involved in work activities for self and others.	Essential	
Ability to monitor work areas & practices to maintain a healthy, safe and secure working environment.	Essential	
Service Improvement		
Ability to adapt own practice & style of working to service requirements	Essential	
Audit skills	Essential	
Ability to identify strategies to improve service effectiveness.	Essential	
Quality		
Applied knowledge of confidentiality & consent issues	Essential	
Applied knowledge of current national legislation, policies & guidelines relevant to clinical area	Essential	
Good personal management skills in order to manage a clinical caseload & varied workload	Essential	
Ability to analyse professional and ethical issues	Essential	
Ability to work effectively within a team, understanding the importance of collaborative working in the delivery of good quality services	Essential	
Equality and Diversity		
Ability to apply equal opportunities & anti-discriminatory interventions that respect the service users' customs, values & spiritual beliefs	Essential	
Ability to identify patterns of discrimination and take action.	Essential	
Ability to promote a culture of recovery & social inclusion.	Essential	
Health and Wellbeing		
Ability to assess complex health & well being needs & develop, monitor & review care plans to meet those needs	Essential	
Working knowledge of model of human occupation tools	Desirable	
Ability to undertake clinical risk assessment & apply risk management strategies	Essential	
Ability to independently manage a complex clinical caseload.	Essential	
Specialist clinical skills relevant to service user group	Essential	



Respectful



Open



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Collaborative



Consistent

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Skills in managing physical health and disability needs of service users	Essential	
General		
Ability to evaluate the effectiveness of interventions in the context of best available evidence	Essential	
Ability to implement clinical protocols	Desirable	
Ability to prioritise, implement and evaluate clinical service provision	Essential	
Ability to assess the work of junior staff and to feedback in a manner most likely to improve and maintain performance	Essential	
Political skills e.g. negotiating, influencing etc	Essential	
Ability to interpret & implement National & Professional Policies, Guidelines & Legislation to local practice	Essential	
Ability to deal with conflict and resolve difficulties with staff on and individual/team basis	Essential	
Other		
Member of the British Association of Occupational Therapy	Desirable	
Preparedness to work flexible hours through prior arrangement as the needs of the job dictates. (e.g. some evenings and weekends)	Essential	



Respectful



Open



Compassionate



Collaborative



Consistent