



## Job Description

<b>POST:</b>	Lead Senior Occupational Therapist – Stroke/Neurology
<b>BASE:</b>	Chesterfield Royal Hospital NHS Foundation Trust
<b>SALARY RANGE:</b>	Band 7
<b>REPORTS TO:</b>	Head of Occupational Therapy
<b>ACCOUNTABLE TO:</b>	Head of Occupational Therapy

### Supporting our Vision and Values

Our vision: Exceptional patient care provided by exceptional people.

Our mission: To bring our people communities and partners together – providing patient care we can all be proud of., We all play a part in achieving this, by living up to the values we promise to our patients and each other. As members of staff we will always be guided by our Proud to CARE values:

- **COMPASSION** – treating everyone with kindness – welcoming diversity and inclusion, considering individual needs; and challenging inappropriate behaviours outside of our values
- **AMBITION** – Aspiring to be the best – reaching high standards, providing exceptional care and services; and achieving measurable improvements in people’s health and wellbeing
- **RESPECT** – Valuing and appreciating everyone – listening, learning and acting on their experiences, being open and honest; and recognising that working with others brings benefits
- **ENCOURAGEMENT**– Opportunities for all – supporting education and development, helping people to bring their improvement ideas to life and speak-up; and getting everyone involved in our future

### Leading the Chesterfield Way

The Lead Senior Occupational Therapist is a lead role within our organisation. Leading the Chesterfield Way supports the Trust’s priorities and ambitions - and sets out the behaviours and characteristics that leaders are expected to adopt and that all staff can role model, to make the Trust an even better place to work; and to support the delivery of exceptional patient care. It provides a framework for leadership and supports individual progression through appraisal, career progression and personal development. As a leader you will use Leading the Chesterfield Way and its principles to:

- **Inspire a shared sense of purpose** – encouraging your team to take pride in what they do, improve the care and services they provide; and enable them to understand how they contribute to the success of the organisation
- **Lead with care** - showing colleagues compassion and care by listening - and offering empathy and understanding to help create a supportive workplace
- **Evaluate and use information** - be alert to what is happening around you; and evaluate the information you hear, receive or discover to take actions and decisions that improve both patient and staff experience
- **Work with others to connect services** – using the opportunity to link up with different colleagues, leaders and partners, building relationships that can help everyone to deliver effective and efficient healthcare and services
- **Engage with your team** - respecting every member of staff, valuing their diversity and making sure that every member of your team feels that their contribution is appreciated and valued
- **Hold yourself and others to account** - be clear about what’s expected at work, giving honest feedback and acting quickly and fairly to support others who are struggling to meet expectations
- **Develop capability** – take opportunities to develop your own skills, take-up training and education that will help you in your role and keep up-to-date with the essential training that applies to you
- **Influence what happens** – by acting as an ambassador for the Trust, sharing good news and good practice with your team, contributing to debates, having a say and leading improvement – all ways of influencing what happens to our services in the future

## **Job purpose**

*To lead, co-ordinate and monitor an effective and efficient service to meet the needs of the patients referred to the Neurology service; including The Stroke Unit, Early Supported Discharge Scheme (ESD) and "other" neurology pathologies.*

*To provide expert Occupational Therapy clinical advice in the Neurology speciality*

*To be responsible for the running of the Occupational Therapy Neurology service.*

*To work with the Head of Occupational Therapy to monitor and evaluate existing services and develop services, in line with the changing needs of the Trust.*

*To work with the wider MDT to support developments in care pathways.*

*To advise the Head of Occupational Therapy on OT professional issues relating to staff and service development within the neuro speciality.*

*To assess, treat and educate patients referred within the occupational therapy speciality of Neurology.*

*To support 7 day service delivery*

## **Key Result Areas**

### **Clinical**

- 1. To undertake all aspects of clinical duties, ensuring that all patients receive the highest standard of evidence based care possible.*
- 2. To be clinically responsible for a designated caseload of patients and to organise this effectively and efficiently with regard to clinical practices and use of time.*
- 3. To undertake a comprehensive assessment of patients using a range of recognised and highly specialised clinical assessment techniques.*
- 4. To formulate and undertake an evidence-based treatment plan, taking into account the treatment techniques and options available and modify treatment plans throughout reassessment as appropriate.*
- 5. To use specialised skills to deliver a holistic OT assessment with a view to appropriate discharge planning.*
- 6. To liaise with other members of the multidisciplinary team towards the total health care of patients. When applicable, to organise referral to other agencies.*
- 7. To ensure that accurate records are kept, documenting all the details relating to both direct and indirect care and treatment of each individual patient to ensure that these records meet the departmental standards / HCPC standards.*
- 8. To provide clinical leadership and support to other members of the team.*
- 9. To ensure effective communication and reporting takes place at all times to facilitate high standards of patient care and service delivery. This includes discussion of patient care and progress with Consultants, other relevant staff and outside agencies.*
- 10. To participate in and assist in the management of the 7 day Service.*

**Compassion, Ambition, Respect, Encouragement**

11. *To ensure professional standards of care, assessment and treatment are maintained personally and by the staff under your supervision.*
12. *To work flexibly, to undertake any other duties required by the service, as instructed by the Head of Occupational Therapy.*
13. *To establish, develop and maintain links with professional networks and other stakeholders as appropriate.*
14. *To be involved with other senior occupational therapists in the organisation and running of in-service training programmes for more junior staff and other members of the hospital staff.*
15. *To develop and apply knowledge of evidence based practice within designated areas, developing advanced specialist knowledge of particular conditions and patient types.*

### **Management**

1. *To delegate and supervise, the content of workload of all staff within the Neuro team, in line with the needs and priorities of the service.*
2. *To work with the Head of Occupational Therapy and other Lead Senior staff to monitor and evaluate existing services and develop services, in line with changing needs of the Trust.*
3. *To develop and maintain good working relationships within the team by providing appropriate support, guidance and motivation.*
4. *To undertake a first line role in any disciplinary / capability or grievance issue relating to staff in the clinical team, informing the Head of Occupational Therapy of any matter requiring referral on.*
5. *To promote good relationships with referrers / commissioners of the service.*
6. *To support the Head of Occupational Therapy in the recruitment and induction of staff.*

### **Clinical Governance**

1. *To work to achieve objectives agreed in the Individual Performance Plan identified through the Appraisal Process.*
2. *To ensure objectives for the department are understood, met and actively cascaded to more junior members of staff. To carry out appraisals for more junior staff.*

### **Main Duties**

1. *To be familiar with relevant Trust and Department Policies and ensure they are adhered to, in particular with Operations, Personnel, COSHH, No Smoking & Alcohol.*
2. *To participate in and promote the Quality Governance agenda through, for example, the delivery of evidence-based practise, clinical supervision, risk management, quality initiatives and evaluation of service through audit.*
3. *To supervise the standards of practise and performance of more junior staff and non-qualified staff through the process of clinical supervision; informing the Head of Occupational Therapy on any matter which should be referred.*
4. *To act at all times in a manner consistent with the Health & Safety at Work Act.*

5. *Annual attendance at defined essential training is mandatory and there is a requirement for the individual to familiarise themselves with the Occupational Therapy Department and hospital fire precautions and procedures.*
6. *This post will require the post holder to be able to undertake therapeutic handling activities, as appropriate to the needs of the patients.*
7. *To take an active part in the teaching and supervision of student Occupational Therapists and support more junior staff in developing their role as clinical educators.*
8. *To advise and teach other professionals on occasions, in relation to specialist area.*
9. *To undertake appropriate administration / data collection delegated by a more senior member of staff.*
10. *To attend and actively participate in staff meetings and other professional meetings, as appropriate.*
11. *To participate in the development of clinical and departmental procedures / protocols, leading where appropriate.*

**PERSON SPECIFICATION**

**Post Title: Lead Senior Occupational Therapist – Stroke/Neurology**

<b>Assessment Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
<b>Qualifications and Training</b>	<p>Qualification in Occupational Therapy at degree or diploma level.</p> <p>Relevant post-graduate training, to include Masters level study or a willingness to undertake this.</p> <p>HPCP registered.</p> <p>APPLE accreditation or equivalent fieldwork educators qualification.</p> <p>Evidence of recent CPD specific to speciality</p>	<p>Masters degree in related specialist area</p> <p>Management qualification.</p>	<p>Application form, interview and professional portfolio</p>
<b>Experience</b>	<p>Demonstrate experience of management at a Senior level, including staff management</p> <p>Proven track record of managing aspects of an occupational therapy service.</p> <p>Significant experience of working at Senior level within Neurology</p>	<p>Experience across a broad range of Occupational Therapy practise</p>	<p>Application form, interview and professional portfolio</p>

<p><b>Skills and Knowledge</b></p>	<p>Involvement in department, Trust and NHS wide initiatives.</p> <p>Demonstrates an understanding of issues impacting on Health Care</p> <p>Time management and prioritisation skills.</p> <p>Good ICT skills</p> <p>Experience of project work relating to service developments.</p> <p>High levels of clinical knowledge within the Neurology OT specialism.</p> <p>Demonstrate involvement in clinical audit</p> <p>Demonstrate core knowledge in management of patients in the wider acute in patient setting.</p> <p>Completion of a recognised post-graduate CPD course within a clinical specialism.</p> <p>Experience of developing and supervising staff.</p> <p>Experience of supervising undergraduate occupational therapy students.</p> <p>Demonstrate evaluation of clinical practice and service provision.</p> <p>Evidence of team building and leadership skills.</p> <p>Ability to work as part of a leadership team.</p>	<p>First line management course</p> <p>Evidence of standard setting and service development.</p>	<p>Application form, interview and professional portfolio</p>
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	<p>Problem-solving ability</p> <p>Evidence of ongoing relevant CPD</p> <p>Involvement in service/ interdisciplinary development</p> <p>Demonstrates effective leadership skills</p>		
<b>Personal Attributes</b>	<p>Demonstrate excellent oral and written Communication skills</p> <p>Demonstrates resilience</p> <p>Adaptable</p> <p>Team worker</p> <p>Teaching skills</p> <p>Evidence of self-development</p> <p>Evidence of work as reflective practitioner</p> <p>Demonstrate a professional attitude</p> <p>Demonstrate understanding of and interest in the key elements of the role.</p> <p>Evidence of service promotion</p>		Application form, interview and professional portfolio
<b>Demonstrates Trust Values</b>	<p>Compassion, Ambition, Respect, Encouragement – Proud to CARE</p>		Interview/ Selection Process

*Compassion, Ambition, Respect, Encouragement*