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| **Job Title: Occupational Therapist Specialist** |
| **Pay Band:** Band 6 |
| **Base and Service**To work as a member of a Multi-Disciplinary Team within the Community Therapy Team visiting peoples in their own homes and other community settings including working within bedded pathways. |
| **Reports To:** Community Therapy Team Lead |
| **Accountable To:**  |
| **Dimensions and Context of Role:*** To work flexibly within MDTs enabling provision of a quality OT service within various settings and services including: community inpatient, outpatient, group work, intermediate care, rehabilitation and other health and social care services provided within the Community Therapy service model.
* To be responsible for the advanced functional assessment and treatment of people with complex and/or chronic presentation, using evidence based / patient centred principles to assess, plan implement and evaluate interventions
* To participate in the planning, development and evaluation of OT services within a designated area/team, holding responsibility for defined projects
* To regularly supervise OT students on practice placement
* To deputise in the absence of the Team Lead and carry out operational / leadership duties as appropriate
* To provide leadership for Band 5 and support staff through supervision and appraisal and facilitate them to achieve their competencies and personal development plans.
* The post holder works flexibly to cover 7 day working as required.
* To work flexibly as the service requires to cover across the community areas provided by Livewell Southwest in times of sickness, annual leave and training.
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| **Key Working relationships:*** Within the organisation:- Physiotherapists, SALT, Ward staff and Therapists, Nursing staff, Social Workers, Locality Teams, ASC, Administrative staff, Prosthetists, Podiatrists, Dietician, Discharge Co-ordinator, Health & Social Care Coordinators, MSK Physiotherapy, professional colleagues and support staff.
* Outside agencies and bodies: - housing department and associations, charitable bodies, acute services OTs, GPs, community equipment store, residential and nursing homes, community pharmacists, home care staff (including enablers), benefits advisors, wheelchair services, Care Agencies, Specialist Nurses.
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**Organisational Chart**

Locality Community Therapy Team

Professional Lead

Locality Manager

Community Operational Therapy Lead

Band 7

Community Therapy Team Lead

Band 6 OT’s & PT’s

Band 5 OT’s & PT’s

INSERT B4 AHP

Band 3 TSW

Band 2 Clinical Support

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| **Key Tasks and Responsibilities of the Post (clinical tasks and responsibilities may differ slightly between Community Therapy Teams – the following is an overview of current Community Therapy Teams and expected Band 6 OT clinical practice)**Clinical* Prioritise the day to day management of own caseload and that of the team, delegating activities as appropriate
* Ensure the person is aware of the role and philosophy of OT and components of the OT process.
* To be responsible for the comprehensive assessment, treatment and evaluation of patients including those with complex presentation using treatment techniques to promote normal movement, motor relearning, cognitive therapy, compensatory techniques and daily living skills.
* To use a selection of both standardised and non standardised assessments to assist and aid diagnosis of cognitive, sensory, perceptual, behavioural, physical, psychosocial and social functioning e.g. to make clinical interpretations resulting from assessments of your own caseload and that of your team.
* To assess, prescribe and authorise aids and adaptive equipment from the core catalogue, complete special orders and make recommendations for minor adaptations to increase / enable or compensate for independent function, teaching compensatory techniques as required.
* To assess seating and positioning needs and treat as appropriate including assessment for and prescription of standard wheelchairs and accessories when accredited referring on to the wheelchair services as required for assessment of complex and specialist mobility and seating needs.
* To assess for splinting and positioning to prevent, treat and manage deformity and improve function for the upper limb, fabricating splints which may be complex in nature.
* Plan and review treatment programmes in close liaison with all members of the multi-disciplinary team, peoples carers and family in accordance with consent given.
* To record and report regularly on people’s progress and treatment to the multi disciplinary team or in accordance with the policies and procedures laid down in individual clinical areas including the original referrer.
* To plan, organise and lead both formal and informal treatments and health education groups for both people and carers.
* Education of people and carers regarding the impact of cognitive, perceptual and physical deficits on patient safety and independence in the home, leisure and workplace. To impart sensitive information and advice to people and carers which could have life changing consequences.
* To provide an opportunity for people and carers to express their feelings whilst encouraging acceptance and adjustment to their new circumstances.
* To facilitate return of people currently in residential or nursing care who wish to return home after a period of stay in a care setting.
* Liaise with and ensure good communication with statutory and voluntary bodies to establish a comprehensive package to ensure continuation of care in the community.
* Refer to follow up services to ensure treatment programmes are in place to progress functional independence based on identified needs at the end of episode of care.
* To identify occupational therapy clinical areas of strengths and weaknesses within the team and supervise both workload and caseload of Band 5 / non-professional staff and give advice on treatment interventions.
* To be responsible for the timely discharge of people from your caseload.
* To provide written communication to outside agencies and charitable bodies to support the need for services and equipment on discharge from the service.
* Actively contribute to service development.
* To provide cover for staff who are absent, taking responsibility for aspects of service delivery.
* To be responsible for utilising the goal planning process and the outcome measures used in the clinical area to review progress of the person.
* To use a range of verbal and non verbal communication methods with people, who may have difficulty in understanding or communicating and who may be low in mood or lack insight.
* To maintain competence in the use of complex manual handling techniques and equipment including the prescription of manual handling equipment for use in the community setting, demonstrating the use to carers as necessary including in urgent and crisis situations.
* To ensure use of risk assessment in all areas of your work are undertaken and comply with the Health and Safety policies and Lone Working Policy of LWSW.
* To demonstrate a high level of understanding of conditions relevant to the diagnostic area and those patients presenting with multi pathology
* To use outcome measures specific to the work area, to evidence the benefits of Occupational Therapy interventions.
* To have a working knowledge of the Care Act 2014 including the well-being principle, prevention and the eligibility criteria.
* To be competent in the assessment of major and minor housing adaptation, including the application for disabled facilities grants and appropriate housing legislation.
* To carry out assessment and compile supporting evidence to enable change in individuals housing arrangements (e.g. Devon Home Choice).
* To be competent to identify the need for an enabling package of support and set goals to promote independence.
* To understand and comply with the safeguarding process and understand how and when alerts are required. To contribute to safeguarding investigations with support of other colleagues.
* To assess the need for short term Intermediate Care placements where required
* Carry out baseline medical investigations e.g. temperature, respirations and blood pressure checks to assist with medical diagnoses and identification of most appropriate treatment pathway.
* To actively participate in the complex MDT functions and the support individual’s with decision making around the application of the Mental Capacity Act, Deprivation of Liberty Safeguards and adhering to the principles of Best Interest legislation.

Organisational* To maintain an up to date record of all patient contacts, MDT care plans, OT assessments and reports whilst ensuring confidentiality at all times in line with Professional and Livewell SW policies and procedures.
* To take an active role in audit, research and interdisciplinary development within the service.
* To be responsible for collecting and reporting statistical data in line with Livewell SW policies and procedures.
* To co-ordinate the day to day delivery of the OT service within designated team.
* To jointly manage the OT waiting list of referrals to ensure appropriate screening and prioritisation are utilised in accordance with service eligibility criteria and standards.

Professional* To take responsibility for ensuring own personal and professional development and statutory training demonstrating the ability to apply increasingly complex skills / knowledge
* To attend and contribute to staff meetings and attend relevant professional meetings
* To review and reflect on own practice through effective use of professional and clinical supervision in line with Livewell SW policies and procedures
* To participate in providing instruction, learning opportunities, work experience and training staff and students from other units / disciplines / schools / colleges and training schemes as agreed with Team Lead. This includes providing regular fieldwork education for student OT’s
* To participate in the planning, evaluation and audit of practice, clinical pathways and protocols within your area
* To comply with the College of OT’s, HCPC Standards of Practice, code of conduct and Occupational Therapy policies and procedure
* To undertake the supervision and appraisal of junior staff and provide informal support to colleagues as requested by demonstrating the ability to reflect on professional and ethical issues
* To plan and implement the induction, training and education of other staff
* To contribute to Livewell SW clinical governance arrangements and quality agenda
* To apply professional, local and national guidelines and legislation relating to health and social care provision
* To adhere to Livewell SW policies and procedures including Health and Safety at work
* To ensure that mandatory training is kept up to date
* To ensure that essential skills for clinical area of practice are kept up to date through attendance on regular update training (e.g. complex manual handling)
* To demonstrate leadership skills through the management of designated projects
* To respect the individual values, cultural and religious diversity of patients and contribute to the provision of a service sensitive to those needs
* To take responsibility for the recruitment process of unqualified staff and assist in the recruitment of junior qualified staff
* To apply professional, local and national guidelines and legislation relating to health and social care provision

As a senior therapist based within the therapy teams you will be required to complete the following:* Investigations of serious incidents and/or HR issues.
* Participate in duty rotas
* Participate in Triage of new referrals to the service
* Respond to complaints
* Deputise for team lead (triage, attending meetings and waiting list management)
* Take active involvement in service development projects and other operational duties as appropriate.
 |

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The post holder is required to comply with all relevant policies and procedures pertinent to their post. Current versions can be found on Healthnet or via your manager. The areas listed below are those Livewell South-West currently places particular emphasis on. Failure to follow correct policies and procedures may result in disciplinary action.

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You may be required to be able to undertake physical intervention training and participate in physical intervention as part of a physical intervention team and BLS.

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All staff must comply with infection control policies and guidance, attend relevant updates and report issues of concern to their immediate line manager (if no action or explanation received, then it is the individual’s responsibility to escalate their concerns to the Director of Operations or Chief Executive’s Office).

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All employees have a duty to safeguard and promote the welfare of children and adults and are required to act in such a way that at all times safeguards their health and wellbeing.  Familiarisation with and adherence to national and local safeguarding adults and children policies is an essential requirement upon all employees. Livewell South-West has specific safeguarding policies and in addition, employees also have a responsibility to practice and work within the multi-agency policy developed by the Safeguarding Adults Board and the Safeguarding Children Board. Staff are also required to participate in related mandatory/statutory training.

**Research:**

For clinical posts at bands 5 and 6, there is an expectation that engagement in research will be part of this role. Therefore, an awareness of the value and relevance of research is expected and the post holder should either support existing research within their speciality area as appropriate or identify opportunities to raise awareness of research possibilities. For clinical posts at band 7 and above, the post holder will be required to actively participate in complex audits using research methodology, or participate as required in clinical trials or equipment testing, and will demonstrate high level involvement in local ongoing research projects.

**Sustainability and climate change:**

All staff are expected to take responsibility for the reduction of carbon emissions within their area of the organisation. In particular this may relate to reducing energy consumption, making low carbon travel choices, consideration of goods and services being purchased, and waste reduction.

**Other:**

This Job Description is not exhaustive and may change as the post develops, but such change will not take place without consultation between the post holder and his/her manager. Job descriptions should be reviewed at least annually at the appraisal meeting.

The Working Time Regulations apply to all employees of Livewell South-West. In particular Livewell South-West will not permit staff in all employments to work in excess of 48 hours in any one week except where there are exceptional service needs where an absolute limit of averaging over a reference period of 17 weeks would apply.

Livewell South-West has adopted NO SMOKING and NO ALCOHOL policies for staff, which applies to all posts. Details of the policy are available on request and will be included in the statement of main terms and conditions of service of staff appointed.

Signature: Date:

 Postholder

Signature: Date:

 Manager

Date of annual review:

## GENERAL POLICIES APPLICABLE TO ALL POST HOLDERS

# Confidentiality

Any matters of a confidential nature, including in particular information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms, must not in any circumstances be divulged or made available to any unauthorised person(s). This includes any information covered by the Data Protection Act. A breach of confidentiality will result in disciplinary action in accordance with the Disciplinary Procedure and Rules.

# Acceptance of gifts or hospitality

The conduct of the Livewell South-West) staff must be scrupulously impartial and honest. The Prevention of Corruption Acts 1906 and 1916 prohibit staff from soliciting or receiving any gift of any kind from contractors or their agents, or from any organisation, firms or individual with whom they are in contact by reason or their official duties. Trivial articles issued for advertisement are not subject to this rule. You shall ensure that you understand and follow guidance for staff in the [Acceptance of Gifts/Hospitality Policy (incorporating Declarations of Interest) on Healthnet.](http://pchnet.derriford.phnt.swest.nhs.uk/Portals/3/Acceptance%20of%20Gifts%20v1_1.docx)

# Personal property

Livewell South-West does not accept responsibility for articles of personal property lost or damaged from any clause, and you are advised to obtain personal insurance cover against all risks.

Staff required to use a personal motor vehicle in undertaking duties are responsible for ensuring the adequate maintenance and insurance cover appropriate to business use is maintained.

# Removal of Livewell South-West property by staff for their own use

No material or goods which are the property of Livewell South-West may be removed from its premises without the explicit permission of your manager.

# Equal Opportunities

Livewell South-West is committed to equal opportunities and the elimination of unfair discrimination on the grounds of gender, race, disability, ethnic origin, religion, age, marital status, sexual orientation, AIDS/HIV infection, Trades Union/Staff Organisation membership, political persuasion, employment status and membership of associations.

You are required to co-operate in the maintenance of the Equal Opportunities Policy in all aspects of your work and conduct while on duty.



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|  | **Ivybridge / Kingsbridge locality** |
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| **Job Description** |  |
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| **Job Title:** | **Physiotherapist Community Specialist** |
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| **Pay Band:** | **Band 6** |
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| **Base and Service:** |
| Based at Puslinch in Yealmpton. The post holder will primarily work in the community setting. The post is part of the Livewell Southwest Community Rehab teams so the post holder may be required to work across the Livewell area.  |
| **Reports to (Line Manager):** |
| **Team Lead** |
| **Accountable to (Professionally/Managerially):**  |
| **Therapy Manager** |
| **Dimensions and Context of Role:** |
| Undertakes all aspects of clinical duties as an autonomous practitioner, including professional and legal accountability, and managing clinical risks for all aspects of own work. Most aspects of work will involve delivery of the care as part of the multidisciplinary team.To undertake physiotherapeutic assessment of patients with diverse or complex physical, psychological, cognitive and behavioural conditions in order to provide an accurate diagnosis and prognosis. To formulate and deliver an individualised physiotherapy treatment programme, including manual therapy techniques, therapeutic handling, patient education, provision of exercise (individual/group), and other alternative options. This includes the appropriate selection of referrals for inclusion in a range of treatment programmes, one to one sessions using advanced treatment options, advanced communication, questioning and reasoning skills.Supervision takes the form of regular formal training, Line management and caseload supervision sessions as well as Practice Supervision. The post holder will supervise Band 4 and Band 3 Support Workers. Access to advice and support from senior physiotherapists is available if required. Clinical work is not routinely evaluated. |

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| Undertake evidence based audit and research projects to further own and teams clinical practice.Make recommendations to the Team Lead for potential changes in practice and service. May lead on the implementation of specific changes to practice within the team or contribute to service protocols.Supervise, educate and assess the performance of Physiotherapy students. Working with Universities to ensure the standard of practice and teaching meets the standards by the degree level qualification. |

**Organisational Chart**

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| Locality Manager |

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| Therapy Operational Lead |

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| Team Lead |

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| **Band 6**Band 6Occupational Therapist (OT) **Physiotherapist (PT)** **Community** |

Band 4 Support Worker

Band 3 Support Workers

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| **Key Tasks and Responsibilities of the Post:** |
| **Clinical** 1. To be professional and legally responsible and accountable for all aspects of your own work including the management of patients in your care. To ensure a high standard of clinical care for the patients under your management, and support more junior staff to do likewise.
2. To interpret and analyse clinical and non-clinical facts to form accurate diagnosis and prognoses in a wide range of highly complex conditions, to recommend the best course of intervention, and to develop comprehensive management plans under intermediate care.
3. To represent the Livewell Southwest externally (locally, regionally and nationally) regarding physiotherapy services provided to patients in the hospital and community.
4. To undertake the comprehensive assessment of patients, including those with a complex presentation, using investigative and analytical skills, and to formulate individualised management and treatment plans, using clinical reasoning, and utilising a wide range or treatment skills and options to formulate a specialised programme of care and to support junior staff in this work. (Treatment modalities include; manual physiotherapy techniques, patient education, exercise classes, electrotherapy, chest physiotherapy and other alternative options).
5. To demonstrate highly developed dexterity, co-ordination and palpatory senses for assessment and manual treatment of patients.
6. Use an extensive range of verbal and non-verbal communication tools to communicate effectively with patients/carers; to motivate, gain co-operation, to progress rehabilitation and treatment programmes. This will include patients who may have difficulties in understanding or communicating; e.g.: patients may be dysphasic, depressed, deaf, visually impaired or who may be unable to accept diagnosis, or realistic expectations of Physiotherapy intervention.
7. To accept clinical responsibility for a designated caseload of patients, and to organise this effectively and efficiently with regard to clinical priorities and use of time.
8. To participate in working parties developing policy changes within the community, which will impact on all service users.
9. To ensure that designated staff implement policy and service development changes.
10. To work with the Team Leader in developing the strategic and operational management of the ward Physiotherapy service.
11. To provide spontaneous and planned advice, teaching and instruction to patients, relatives, carers and other professionals, to promote understanding of the aims of physiotherapy, and to ensure a consistent approach to patient care.
12. To provide specialist and highly specialist advice to physiotherapy colleagues working within other clinical areas.
13. To provide specialist advice, teaching and training to other members of the MDT regarding the management of patients.
14. To work jointly with other health and social care colleagues and services (for example medical, nursing, Social Services, private sector and therapy colleagues) to ensure patients’ identified rehabilitation and care needs are met through delivery of a

 co-ordinated multi-disciplinary service. 1. To advise on and prescribe as appropriate, and in line with Organisational and departmental policies and procedures, both general and specialist rehabilitation aids, equipment and recommend low-level adaptations for patients referred to Community Therapy.
2. To initiate, organise and attend multi-disciplinary/multi-agency case conferences, liaison meetings and patient reviews as necessary and appropriate.
3. To assess capacity, gain valid informed consent, which must be documented and have the ability to work within a legal framework with patients who lack capacity to consent to treatment. To comply with local confidentiality policies, child protection and vulnerable adult procedures.

Professional1. To maintain own clinical professional development (CPD) by keeping abreast of any new trends and developments, National Service Frameworks and NICE guidelines, and incorporate them as necessary into your own practice.
2. To regularly teach, train, supervise and performance manage more junior staff, support workers and students. This will include the use of formal supervision and appraisal documentation.
3. To be an active member of the in-service training programme by the attendance and delivering presentations and training sessions at staff meetings, tutorials, training sessions in house and by attending external/organising courses and practising reflective practice.
4. To communicate effectively and work collaboratively with Social, Health and other agency colleagues, at all levels to ensure delivery of a co-ordinated multidisciplinary service. This will include case conferences, Safeguarding Adults and DOLS meetings.
5. To participate in the staff appraisal scheme and Personal Development Plan (PDP) as both appraiser and appraisee
6. To undertake the measurement and evaluation of your work and current practices through the use of Evidence Based Practice projects, audit and outcome measures, either individually or with the Team Leader. Make recommendations for change.
7. To demonstrate a sound understanding of Clinical Governance and Risk Management and apply to work situation.
8. To undertake Clinical Supervision, in line with Livewell Southwest Policy, both as supervisor and supervisee.
9. To provide training and supervision to Physiotherapy undergraduate students on clinical fieldwork placements within Community Therapy in line with University’s syllabi and student assessment procedures. (This would be to a graduate standard following appropriate training as a clinical educator).
10. To assist in the recruitment of relevant grades of staff as required.

Organisational1. To be responsible for a designated area of work, as agreed with the Team Leader, and to plan and organise efficiently and effectively with regard to patients management and use of time.
2. To decide priorities for own work area, balancing other patient related and professional demands, and ensure that these remain in accordance with those of the Therapy Team as a whole.
3. To be responsible for the use of electrotherapy and other equipment used in carrying out physiotherapy duties, and to adhere to Organisational and departmental policy, including competence to use equipment and to ensure the safe use of equipment by others through, teaching, training and supervision of practice.
4. To maintain accurate, comprehensive and up-to-date documentation, in line with Chartered Society of Physiotherapy (CSP) Standards of Practice and local/Organisational policy. Communicate assessment and treatment results to the appropriate disciplines in the form of reports and letters.
5. To be actively involved in the collection and entry of appropriate data and statistics in line with Therapy Team and Organisational policies and procedures.
6. To be aware of Health and Safety aspects of your work and implement any policies, which may be required to improve the safety of your work area, including your prompt recording and reporting of incidents to senior staff, and ensuring that equipment use is safe.
7. To comply with the organisational and departmental policies and procedures and to be involved in the reviewing, instigating, devising and updating as appropriate.
8. To undertake any other duties that might be considered appropriate by the Team Leader or the Locality Manager of the Community Therapy Team.

Physical Effort:* Moderate to intense physical effort on a daily basis. Tasks include:
1. Static postures (kneeling/standing)
2. Moving/positioning inert adult limbs, unconscious/semi-conscious patients and altered tone
3. Supporting patients whilst walking
4. Assisting patients during transfers
5. Pushing wheelchairs
6. Using hoists and other heavy gym equipment on a daily basis
7. Regular moving/adjustment of patients ward environment to maximise their independence and safety

Mental effort:* Dealing with complex patients for long periods on a daily basis
* Daily requirement for prolonged periods of concentration e.g. assessment and treatment of complex and sometimes unpredictable patients.
* Ensuring good communications with patients who have impaired understanding or communication difficulties.
* Frequently using complex problem solving skills, making and dealing with difficult clinical decisions.
* Daily requirement for multi-tasking e.g. writing notes, communicating with team, telephone calls, with regular interruptions
* With the team set goals and plans for the patient. Summarise treatment and future goals when writing discharge reports.
* On a daily basis prioritise the team’s workload and coordinate working pattern.
* Prepare and deliver training packages to a range of staff.
* Appraise and set personal development plans with the team.
* With MDT – visionary planning and delivering service development.
	+ **Emotional effort:**
* Dealing with patients and families undergoing major changes in their health and social position, e.g. anxious and/or angry carers, family, family breakdown, isolated and depressed patients and carers on a daily basis.
* Frequently helping patients and carers come to terms with their impairments, disability and handicap.
* Dealing with death, bereavement, the terminally ill, distressing conditions and treatments.
* Immediate response to complaints/demands from distressed or anxious patients, carers and other professionals
* Occasionally dealing with confrontation and differing professional and ethical opinions regarding case management.
* Supervise physiotherapy team; support them through their development. Support teams with complex emotional situations on the unit.
	+ **Working conditions:**
* Occasional exposure to unpleasant working conditions, e.g. bodily fluids, vomit and soiled linen.
* On rare occasions contact with fleas, lice and scabies.
* Occasional exposure to verbal and physical aggression, frequent exposure to unpredictable behaviour.
* Occasional risk of exposure to contagious conditions, e.g. diarrhoea and vomiting.
 |

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