

**Occupational Therapy**  
**Job Description**

<b><u>Job Title:</u></b>	<b>Specialist Occupational Therapist</b>
<b><u>Service:</u></b>	<b>POPS Team- Guy's and St. Thomas' NHS Foundation Trust</b>
<b><u>Professional Accountability:</u></b>	<b>Head of Occupational Therapy Guy's and St. Thomas' NHS Foundation Trust</b>
<b><u>Management Accountability/ Reporting to:</u></b>	<b>Lead ANP POPS Team</b>
<b><u>Location:</u></b>	<b>POPS Team Older Persons Assessment Unit Ground Floor Bermondsey Wing Guy's Hospital.</b>
<b><u>Hours of Work</u></b>	<b>37.5 hours/week</b>

**Introduction**

The Proactive Care of Older People Undergoing Surgery team (POPS) is a high profile service development, which aims to improve the health, functional and psychosocial outcomes before and after surgery in older vulnerable patients. POPS provides multidisciplinary assessment and pro-active intervention pre-operatively, to patients 65 years and over with surgically remediable disease at moderate to high risk of poor post-operative outcomes. These include illness, functional disability and complex or delayed community discharge.

The service has a strong community commitment and built into the service budget are funds for provision of OT equipment in the patient's home, as appropriate.

The team also provides a continuum of care for the patient throughout their post-operative course and works closely with the intermediate Care and Supportive Discharge Teams, referring appropriate patients to them for continuing care.

**Summary of POPS aims**

- To reduce post-operative medical complications in at risk older surgical patients
- To reduce hospital length of stay by addressing medical and multidisciplinary needs pre and post-operatively
- To reduce the number of surgical procedures deferred last minute for 'medical risk'

- To improve patient well-being by addressing all aspects of care (e.g. social as well as medical) delivered by the 'same faces' throughout the surgical experience

### **Principal Purpose**

- To further develop the occupational therapy service for the POPS team working between Guy's and St Thomas' Hospital and the communities of Lambeth, Southwark, Lewisham, Greenwich and Wandsworth.
- To build and maintain effective relationships with the staff on the surgical wards and departments, and with outside agencies such as general practitioners, community nurses and therapists, social services, the voluntary sector organisations, patients and their carers.
- To undertake home assessments for all POPS surgical specialities as well as ward based assessments and intervention for POPS general surgical patients and provide appropriate rehabilitation therapy.
- Optimise appropriate post-operative discharge from hospital by working with the other clinical members of the team and other agencies such as supported discharge and other intermediate care provision.
- To have direct access to the POPS OT equipment facility, and be able to order equipment as required using a quick and simple process.
- To be responsible for monitoring the OT equipment expenditure, and maintaining costs within the POPS allocated budget.
- To act as a specialist resource demonstrating specialist knowledge and skill in the assessment and instigation of evidence based interventions using advanced clinical reasoning, critical thinking, reflection and analysis in the care of POPS patients.
- To lead in partnership with team member's developments and innovations in care pathways between the trust and relevant external agencies locally and nationally.
- To have a leading Occupational Therapy role in the development of multiprofessional research within the field of Care of the Elderly, participating in the development of treatment guidelines and protocols with an emphasis on the prevention of long term disability.
- In line with the Trusts commitment to Clinical Governance to develop lead and implement standards for clinical audit to evaluate clinical effectiveness.
- To apply a client- centred approach and use current evidence base to assess, treat, implement, evaluate and document Occupational Therapy interventions
- To be responsible for the maintenance and development of own CPD identifying and contributing to the evidence base of Occupational Therapy.

## **Specific Responsibilities**

### **Clinical**

1. To be responsible for providing individual and client- centred assessments to POPS patients, being aware of common precautions and complications and the impact these have on a patient's lifestyle and occupational performance. To manage the most complex cases addressing occupational performance skills, patterns, context or contexts and activity demands in collaboration with patients and carers.
2. To undertake Occupational Therapy Specialist multi-needs assessments using complex and advanced clinical reasoning demonstrating critical thinking, reflection and analysis to develop individual goal and task oriented treatment plans.
3. To carry out complex physical and functional assessments and treatments to normalise function preventing adverse long term physical and functional outcomes.
4. Prepare and disseminate reports and data including highly sensitive information regarding clinical examination and prognostic indicators for functional performance to vulnerable patient groups.
5. To act as a source of clinical expertise and advice providing clinical leadership within the POPS Team and a resource for other teams as appropriate.
6. To develop collaborative treatment plans with patients, carers and colleagues both in the hospital and patient's home and work environment, demonstrating ethical clinical reasoning and problem solving techniques to determine agreed outcomes across health and social care.
7. To maintain high professional standards, continuously promoting and developing quality improvements appropriate to the needs of the Occupational Therapy Service and profession.
8. To be responsible for clinical and managerial caseload management ensuring clinical governance, quality assurance and Occupational Therapy professional standards are met.
9. To undertake complex risk assessments and to advise others in determining appropriate management specifically relating to safe use of equipment, access visits and home assessments ensuring safety during Occupational Therapy interventions both in hospital and the patient's home.
10. To understand and apply National Guidelines and legislation relating to health and social care in Occupational Therapy practice.
11. To be aware of changes in current practice and to apply evidence based clinical information to develop guidelines and protocols in association with the primary consultants.
12. To provide patient assessment and treatment reports as requested including work and environmental assessments where required.

## **Managerial**

1. To contribute to the Trust's, Directorates and Teams Clinical Governance and Quality assurance programmes, setting and monitoring practice standards within the POPS Team and in liaison with interdisciplinary colleagues.
2. To ensure accurate and up to date records of all professional judgements, decisions taken and related statistical information are kept and reported in accordance with the College of Occupational Therapy policies and guidelines.
3. To identify appropriate outcome measures and service impact measures, which accurately evaluate patient responses and service development needs.
4. To maintain accurate statistical information on specialist areas using data bases as necessary to inform the project team.
5. Education and management of students on practice placements.
6. To participate as required in the recruitment selection of POPS/Occupational therapy junior staff.
7. To participate in the operational planning and implementation of policy and service development with POPS and leading on delegated projects.

## **Research Audit and Quality**

- 1 To compare the functional outcomes of Occupational Therapy interventions with normal care, in research protocols agreed with the POPS team.
2. To commit to evidence based practice by undertaking and contributing to audit projects and research opportunities relevant to the POPS Team and older people in line with the Trust research and development strategy.
3. To identify learning needs at individual and organisation levels in relation to the Care of the Older Patient.

## **Communication**

1. To articulate and work to the value base and principles which underpin Occupational Therapy practice representing the unique role of Occupational Therapy in relation to interdisciplinary working.
2. To use effective interpersonal skills to communicate complex and frequently unwelcome news regarding functional outcomes following surgery, where agreement and co-operation is required and where there are barriers to understanding such as vulnerable and at risk patients.

3. To utilise formal and informal reporting mechanisms including electronic reporting to ensure effective communication across health and social care.
4. Use effective interpersonal skills to encourage patients and carers active participation in the Occupational Therapy process.
5. Use verbal and non-verbal communication to receive and disseminate complex clinical information in all therapeutic, educational programmes and professional contexts acknowledging sensitivity and utilising approaches appropriate to the complexity of the context or culture.
6. Maintain confidentiality consistent with Trust and Service policies.
7. Act as an advocate on behalf of patient's and carer's by adopting a client centred approach to support meaningful participation in life roles.
8. To maintain and develop professional communication links across health and social care including representation at multidisciplinary collaborative forums and networks.
9. To provide clear, succinct and independent professional records or expert reports that meet legal requirements.
10. To utilise advanced communication skills acting as an educator of other professionals including Doctors, nurses, qualified and unqualified AHP's and students on own area of clinical expertise and on the role and scope of Occupational Therapy in the Proactive Care of Older People undergoing Surgery Team.

### **Professional Development**

1. To maintain professional status and competence at a Specialist level taking responsibility for keeping own knowledge and skills up to date by engaging in and directing continuous professional development and lifelong learning.  
Actively participate in internal and external post registration education programmes.
2. Use supervision, monitoring and performance development plans to promote clinical and personal effectiveness.
3. Share expert acquired clinical knowledge and skills with colleagues and peers both at a local and national level.

The post holder is required to follow Trust policies and procedures which are regularly updated including:

Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

#### Equal Opportunities

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

#### Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

#### Infection Control

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. All post holders must comply with Trust infection screening and immunisation policies as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

#### Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

#### Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

#### Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

#### Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within Trust buildings and vehicles.

#### Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

September 2017



**Occupational Therapy Services**

**Person Specification**

**Job Title – Specialist Occupational Therapist**  
**POPS Team**

	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>	<b>How Met</b>
<b>Training and Qualification</b>	<ul style="list-style-type: none"> <li>• Diploma or Degree in Occupational Therapy</li> <li>• HPC Registration</li> </ul>		CPD Portfolio HPC Certificate Degree/Diploma certificate	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 2-3 years Clinical experience in Musculoskeletal / Orthopaedics with 2 years at Senior level.</li> <li>• Evidence of continuing professional development and post registration education and training.</li> <li>• Experience of audit.</li> <li>• High standard of performance in a range of clinical skills in speciality.</li> <li>• Member of Special Interest Group.</li> </ul>	Minimum 2-3 years experience in related speciality.  Experience of research.	Application  Interview  “  CPD portfolio	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Specialist knowledge, understanding and application of Occupational Therapy process relating to client centred practice..</li> <li>• Specialist knowledge application and analysis of standardised and non standardised assessment tools .</li> <li>• Demonstrate sound techniques in</li> </ul>		Interview          Interview	



	<p>applying a range of cognitive, physical and environmental assessments and treatments.</p> <ul style="list-style-type: none"> <li>• Ability to prescribe adaptive equipment, assistive devices, wheelchairs and pressure cushions for patients with a variety of complex conditions</li> <li>• Ability to work autonomously, acting decisively on behalf of self and others, setting own priorities.</li> <li>• Experience of working within multi-disciplinary diagnostic and intervention services.</li> <li>• Ability to manage individual performance.</li> <li>• Ability to promote clinical excellence in self and others.</li> <li>• Demonstrate clinical leadership skills and excellent team building skills.</li> <li>• Proven organisational and management skills.</li> <li>• Demonstrates ethical reasoning and critical reflection.</li> <li>• Committed to improve the experience of service users, appreciating complexity of context, culture of diversity.</li> <li>• Proven experience in the training and teaching of others.</li> <li>• Proven experience in developing and providing education and teaching programmes to other</li> </ul>	<p>Skills in using all available functional assessments. e.g. AMPS.</p> <p>Presenting inservice/journal club 2x year relating to speciality.</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>	
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	responsibility for self and others. <ul style="list-style-type: none"> <li>• Commitment to lifelong learning.</li> </ul>			
<b>Other</b>	<ul style="list-style-type: none"> <li>• Adherence to College of Occupational Therapy and HCPC guidelines and codes of ethics and professional conduct.</li> <li>• Membership of relevant special interest groups.</li> <li>• Reliable work record.</li> </ul>	Membership of professional body.	Occupational Health.	

September 2017